

REGISTRATION FORM

Internal Control for SMEs

Location of workshop	# of Days	Date	Time	CPE/CPD Hrs	*Fees (Normal)	Reg Deadline
Singapore	1 Day	6 May '11	9:00am - 5:00pm	7 hours	S\$238 (M) S\$268 (P)	26 Apr '11

***7 % GST to be included in the course fee.**

5% OFF Workshop Fees for group of 3 or more who enroll for the programme.

* (M) denotes members of FPCI, ACCA and Robert Half Int'l. (P) denotes members of the public

** Payment has to be settled on or before the Early Bird Deadline to enjoy the Early Bird Rate

Company / Personal Details (Note: In case any section of the form is not **applicable**, please indicate **N.A.**)

	Attendee 1	Attendee 2	Attendee 3
* Last Name			
* First Name			
*Company:			
*Designation:			
*Address			
*Country			
*Postal code			
*Fax			
*Tel (0):			
*Handphone			
*Email:			
Membership			U

Member ID:			
Amount(S\$):	Course fee displayed here is inclusive of 7 % GST	Course fee displayed here is inclusive of 7 % GST	Course fee displayed here is inclusive of 7 % GST

Booking Contact

*Name		*email	
*Company		*Tel(O):	
*Designation		*(HP):	
*Address:		*(Fax):	

Method of Payment

Invoice Required			
Invoice to:		Address:	

Mode of Payment

Cheque:		Direct Payment	<i>(All Bank Transfer charges, if any, to be borne by customer)</i>
	<p>Please cross your cheque and make it payable to:</p> <p>FP Consultants International Pte Ltd 10 Ubi Crescent, #01-41 Ubi Techpark Lobby C, Singapore 408564</p> <p><i>Please write topic of the programme you registered, your name, company and contact details at the back of the cheque.</i></p>		<p>We will update you on our bank details for Direct Payment once the event is confirmed.</p>
Credit Card:	<i>(Credit Card Payment to include 4% charges.)</i>		
	Please download and fill out our Credit Card Payment Authorization Form and send it to admin@fp-consultants.com or fax it to 67490193.		

Terms & Conditions

	I have read, understood and accepted the terms and conditions below:	
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1. The organiser reserves the right to cancel or make any adjustments to the event.
2. Enrolment is on a first-come-first-served basis.
3. 40% of the course fees will be levied upon cancellation of the registration or upon transferring the registration to later intake.
4. Substitute delegate is welcome at no extra cost with at least 3 days notice prior to event, otherwise certificate of attendance to be collected at our office.
5. Acknowledgement of enrolment will be sent via e-mail to each enrollee on receipt of each enrolment.
6. Payments are required with registration and must be received prior to the training programme to guarantee your place.
7. Walk-in participants will only be admitted on the basis of space availability at the training programme and with immediate full payment. Please note that handouts may not be available during the seminar for walk-in participants.
8. You will still be liable for the full payment in the event of no-show on actual day of the event.

Date of Registration:

You must read, understand and accept the above terms and conditions before you can submit your registration.

Office: 10 Ubi Crescent, #01-41 Ubi Techpark Lobby C, (408564)
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[Website: www.fp-consultants.com](http://www.fp-consultants.com)