

## CONFERENCE REGISTRATION

DETAILS OF COMPANY

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Country: \_\_\_\_\_

Website: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Designation: \_\_\_\_\_

DETAILS OF DELEGATE**Delegate 1**

Full Name: \_\_\_\_\_

Designation: \_\_\_\_\_

**Delegate 2**

Full Name: \_\_\_\_\_

Designation: \_\_\_\_\_

**Delegate 3**

Full Name: \_\_\_\_\_

Designation: \_\_\_\_\_

**Delegate 4**

Full Name: \_\_\_\_\_

Designation: \_\_\_\_\_

PAYMENT & INVOICING

Once we have received your registration form, we will send you the invoice and payment details

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

TERMS & CONDITIONS**Booking**

The booking form constitute a legally binding agreement. Please contact us if there is no confirmation of your booking after 7 days of submission.

**Payment of fees**

Conference fee must be paid in full at least 14 days before the conference starts. Fee is for access to the conference, delegate pack, refreshments & lunches for the duration of the conference.

**Cancellation by delegates**

All cancellations must be made in writing 15 working days before the event starts. If a booking is cancelled after this time, or in the case of non-attendance, no refund will be made.

**Cancellation or alteration of Event by Organizer**

The organiser reserves the right to change the venue, date or cancel a conference due to unforeseen circumstances without liability. In these circumstances, delegates will be offered an alternative date, a credit note or a full refund. We will not be held responsible for any other cost incurred by delegates.

**Secretariat:**

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MALAYSIA