

ENROLMENT FORM

Company Name		Date	
Company Address		Authorized Name	
		Designation	
		Email Address	
Telephone	()	Authorized Signatory	
Facsimile	()		
Contact Person		Company Chop/Stamp	
Designation			
Email Address			
Mobile Number	()		

No	Participant Name	Email Address	Mobile Number	Designation	Course Code	Course Date	Course Fee USD / RM
1							
2							
3							
4							
5							
6							
7							
8							

Payment Terms

1. Enrolment must be accompanied with **Full Payment fourteen (14) working days** before commencement of course(s).
2. Payment by Cheque/Bankdraft to be crossed and made payable to **GreenSys Consulting Sdn Bhd**. Kindly indicate the course name and course code at the back of the Cheque/Bankdraft.
3. Payment by Wire Transfer/TT to be remitted to our account as below:

Company : **GreenSys Consulting Sdn Bhd**
 Bank : **OCBC Al-Amin Bank Berhad**

Account Number : **172-100301-8**
 Account Branch : **IB - Jaya One, Petaling Jaya**

Cancellation and Rescheduling

1. Cancellation or reschedule may be made without penalty by notifying us via email or fax ten (10) or more business days prior to the first day of the class.
2. Cancellation or reschedule made via email or fax within four (4) - nine (9) business days prior to the first day of class will incur a 50% administrative fee.
3. Registered participant who fail to attend or submit notice of cancellation or rescheduling within three (3) business days are liable for 100% of the course fee.
4. GreenSys Consulting Sdn Bhd reserves the right to postpone or cancel courses and make amendments if the need arises without prior notice and is not responsible for any transportation and lodging expenses or any penalties incurred.
5. All training courses or packages will be valid for 6 months from official receipt issue date.

FAX the completed Enrolment Form to **+603-7954 9433** or
EMAIL the scan copy of the completed Enrolment Form to enquiry@greensys.com.my.

REMINDER: Please bring along your Notebook/Laptop for the course.

THANK YOU & WE VALUE YOUR BUSINESS