

REGISTRATION FORM

ADMINISTRATIVE PROFESSIONALS DAY Celebration 27 April 2016



LUNCHEON COST	
Member/Affiliate : RM100.00/pax Non-Member : RM120/pax	Luncheon cost is inclusive of Celebration Lunch, Lucky draws and Goodies bag. You may fax/scan/email your pre-registration to APW2016@mapsa-malaysia.com Confirmation of seats is subjected to receipt of payment before deadline.

REGISTRATION			
Company Name :			
Contact Person :		Designation:	
Department :			
Address:			
Post Code:		State:	Country:
Telephone Contact: Work:		Mobile:	Fax No:
Email:			

INDIVIDUAL REGISTRATION			
Name in full	MEMBER ✓	NON-MEMBER ✓	TOTAL RM
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

PAYMENT INFORMATION:

- The fee must be paid in advance of the event. Walk-in delegates with payment will be admitted on 'space available' basis.
- The organiser reserves the right to stop any registered delegate from taking part in the event if no proof of payment can be presented. This only applies to registered delegates who have NOT paid the registration fees prior to the event date.
- FOR GOVERNMENT SECTOR - A Local Order (LO) or letter of approval to participate must be presented before the event.

CHEQUE BY MAIL	DIRECT REMITTANCE	CANCELLATIONS
<ul style="list-style-type: none"> • Cheques or bankdrafts should be crossed and made payable to MAPSA. • Please send the cheque to Rumah MAPSA. Address : 15 Lorong Tempinis Kiri Satu, Lucky Garden, Bangsar, 59100 Kuala Lumpur • Please email to gina.liew@mapsa-malaysia.com to indicate payment sent. Official receipt will be mailed upon cheque clearance. • Please indicate your name, membership number (if applicable) or Company's name, and mobile phone number at the back of the cheque. 	<ul style="list-style-type: none"> • Bank : Public Bank Berhad • Bank Account no : 3109312235 • Bank Account Name : Malaysian Association of Professional Secretaries & Administrators (MAPSA) • Please send an email to gina.liew@mapsa-malaysia.com so we can update the record and send you an official receipt. 	<ul style="list-style-type: none"> • No refund for cancellation is allowed prior to the event date. However, substitutes are welcome and to notify us 2 working days prior to the event. <p>DISCLAIMER:</p> <ul style="list-style-type: none"> • By confirming your participation in the APW, you have provided your consent to MAPSA processing your personal data in accordance to the Personal Data Protect Act 2010. • MAPSA reserves the right to change any part of the published conference details due to unforeseen circumstances.

HOTEL ACCOMMODATION
Please email to gina.liew@mapsa-malaysia.com of your intended check in/out date for hotel accommodation booking. Note that the conference fee is NOT inclusive of hotel accommodation. You are required to settle your own hotel cost upon check out.