

REGISTRATION FORM

2016 APW Conference * 27-28 April 2016 (Wednesday-Thursday)



HRDF CLAIMABLE



CLOSING DATE : 18 April 2016

COMPANY INFORMATION

Company Name :

Contact Person :

Designation:

Department :

Address:

Post Code:

State:

Country:

Telephone Contact: Work:

Mobile:

Fax No:

Email:

CONFERENCE REGISTRATION

Conference fees (In Malaysian Ringgit)

Affiliate/Member : RM1299.00

Non-Member : RM1899.00

Conference Package is inclusive of 2-day entry to 2016 APW Conference, Networking breakfast, luncheon, coffee/tea, snacks and 2016 AP Day Celebration Luncheon, Speakers' Handouts, Conference Bag, Goodies Bag, Lucky Draws & Certificate of Participation.

LIST OF PARTICIPANT(S)

Name in full

(Please indicate MAPSA Membership # where applicable)

Job Title

Email

Office Tel/Mobile

1.

2.

3.

4.

5.

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

- 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.

DIRECT REMITTANCE

- 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.

CANCELLATIONS

- 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.

DISCLAIMER:

- 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 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.