



Training Enrolment Form

Please provide your contact details:

Contact Name: _____ Date: _____
 Organization: _____ Designation: _____
 Address: _____ Postcode: _____
 Telephone: _____ Fax: _____
 Email: _____

Billing address (if different from above):

Finance Personnel: _____
 Address: _____
 Telephone: _____ Fax: _____
 NPWP: _____
 Training Fee: _____

Payment Details:

IDR Bank Account No: 050-215425-068

PT BANK HSBC INDONESIA TAX REG. NO. 31.236.117.3-015.000
 Jl. Jendral Sudirman Kav 29-31 Bank Code: 0870010
 Jakarta 12920, Indonesia Swift Code : HSBCIDJA

 Signature & Company Stamp

- Invoice & Payment Queries: **021 80649 600 (ext 120)**

- Proof of payment must be sent to **ely.herawati@bsigroup.com / info.indonesia@bsigroup.com**
 along with course title, course date and participant name

- Payment must be settled before the scheduled training

Course Title: _____

Course Date: _____

Full Name	Designation	Email	Contact No

Kindly complete the enrolment form and send it to **info.indonesia@bsigroup.com**

Our courses will be confirmed upon achieving a minimum number of enrollments. Two weeks before the scheduled training, you will receive the BSI Training Academy course status update.



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Enrollment Cancellation/Refunds Policies

A full refund will be given for cancellations of enrollments made at least four (4) weeks* prior course commencement or course event confirmation, whichever comes first. Cancellations must be received in writing by email. Cancellation of enrollment is not allowed once the course event has been confirmed. Substitution of delegates can occur at any time at no additional cost. A delegate who fails to attend will be liable for 100 percent of the course fee.

Transfers

In the situation whereby a transfer is permitted a maximum of two (2) transfers can be made per registration. Transfers are not permitted within 1 week of training event. Once a delegate has transferred, no refunds can be made for the cancellation of either course.

Program cancellation/rescheduling

BSI takes all care to produce high quality program events that deliver as promised. All advertised details are correct at the time of publication. However when circumstances beyond our control prevail, BSI reserves the right to cancel, postpone, relocate or reschedule any program. If BSI exercises this option, BSI will employ reasonable endeavors to notify delegates as early as possible to minimize inconvenience. BSI will not accept any responsibility for travel and accommodation costs incurred by delegates. BSI takes no responsibility for changes to delegate work commitments or personal circumstances. Where a refund is due to a delegate, the appropriate refund will be issued within 30 days of notification. In the case of program postponement or rescheduling, the delegate may choose to transfer the fee from the cancelled course to a future program of equal value. In this case these terms and conditions apply.

Privacy

The collection of your details is primarily for the purpose of registering you on the selected event/s. The information provided will be held on the BSI database and may be used for future marketing of BSI events and may also be provided to the sponsor/s of the selected event/s. If you do not wish to have your details to be made available to these external parties, we ask that you notify us by a written request to the BSI.

Photography

BSI may take photographs/videos of events held to be used in media or publications by BSI.

We will also send you instructions for getting there, the course schedule, any other requirements, details about what to expect at the training, and any other information we think might be useful for you. If you have not received this information one week before the commencement of the course or if you have any questions at all, please let us know.