



TRAINING COURSE REGISTRATION FORM

Please complete form and email to training.ph@bsigroup.com. You may contact us at (02)8539 0330

Course Title: _____

Course Date: _____ _____ _____

COMPANY INFORMATION

Company Name: _____

Company Address: _____

Company TIN: _____ IF VAT: Private Government
IF NON-VAT: Zero-Rated Exempt

Contact for Training	Position	Contact for Billing	Position
_____	_____	_____	_____
Email Address	_____	Email Address	_____
Tel: _____	Fax: _____	Tel: _____	Fax: _____

Your confirmation letter and other training course documents will be sent to the address above.
Please ensure that you have provided a valid company / email address where you will be able to retrieve your mail.

DELEGATE/S INFORMATION

Delegate 1: First name

Delegate 1: Surname M.I.

Nickname Job Title Mobile/Landline No.

Email Address

Delegate 2: First name

Delegate 2: Surname M.I.

Nickname Job Title Mobile/Landline No.

Email Address

Delegate 3: First name

Delegate 3: Surname M.I.

Nickname Job Title Mobile/Landline No.

Email Address

Kindly use another form if there are more than three (3) delegates to register.

ADMINISTRATIVE DETAILS

Venue _____ Fee _____ Contact Person _____

REGISTRATION, CANCELLATION and PAYMENTS

- To join, please complete this Registration Form and send to us a signed PDF copy to training.ph@bsigroup.com. Reservation or Registration through any other means will not be accepted.
- BSI Group Philippines Inc. shall confirm all registrations one (1) week before the commencement of the course. For 5-day training courses, confirmation will be sent 2 weeks before the scheduled session.
- Once a registration is confirmed, NO CANCELLATION IS ALLOWED. If the registered delegate is unable to attend, a substitute is allowed. A registration cancelled on the week of confirmation will be charged the full training fee (plus 12% VAT).
- A Statement of Account will be emailed to you upon receipt of Registration Form.
- In case of registrations that have been paid in advance
 - No refunds or credits will be given for registrations cancelled on the week of confirmation or for no-shows. A substitute may be sent.
 - A full (100%) refund may be granted if the course is cancelled by BSI. BSI reserves the right to postpone or cancel any course and/or change instructors at any time.
 - Company participants are entitled to apply advanced payments for cancelled training courses on other training courses he/she may opt to take any time.
- Upon registration, the client agrees to the [Terms and Condition](#) and have read the [BSI Privacy Notice](#).

Approved by (client): _____
SIGNATURE OVER PRINTED NAME

Acknowledged by (BSI): _____
SIGNATURE OVER PRINTED NAME