

TS TRAINING CENTRE SDN BHD (602344-D)

No. 7 & 9, 1st Floor, Lorong Tiara 1A,
 Bandar Baru Klang, 41150 Klang,
 Selangor Darul Ehsan, Malaysia.
 Tel: 603 - 3342 0900 Fax: 603 - 3342 0908
 Email : tsexim@ts-exim.com

TRAINING REGISTRATION FORM

Attn:
 COMPANY NAME & ADDRESS :

DATE : _____
 TEL (O) : _____
 FAX NO.: _____
 H/P NO .: _____

I wish to confirm the following staff from my company for the course/s below.

COURSE/S REGISTER FOR: (please tick)

- InteriCAD 7000 (4 Days)
- InteriCAD T5 (upgrade) (1 Day)
- InteriCAD 7000 (upgrade) (1 Day)
- InteriCAD T5 (4 Days)
- KDMax 4.1 (2 Days)
- KDMax 4.1 (upgrade)
- Ceramic King (1 Day)
- InteriCAD Lite (1 Day)

INTAKE
 TIME 9:30 am - 5:00 pm

FOR INTERICAD 7000 USER ONLY

AutoCAD Basis

NO.	FULL NAME	I/C NO.	DESIGNATION	With	Without
1					
2					
3					
4					

Please list your training voucher no. here

NO.	VOUCHER NO	VOUCHER TYPE	COURSE FEE
1			
2			
3			
4			

Kindly proceed with training as scheduled. Thank you.
 Please refer to terms & conditions at next page. ---- >

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Training Policies

1. Training will start from 9.30am and estimated to finish on 5 pm daily (**Note: The duration of the class is subject to the number of trainees**). Punctuality is important that any reasons for late coming must be informed to TS Exim Sdn Bhd or trainer on duty.
2. Free sitting arrangement.
3. The training fees must have paid on the first day of training by cash, cheque or credit card.
4. Trainees may bring along their own stationery, pendrive, keylock and laptop (bring own laptop only if being request or necessary).
5. The trainees shall follow the instructions of the trainer during all sessions of training.

****IMPORTANT!**

1. Please be noted that any form of audio/video recording devices are strictly PROHIBITED during all training sessions; including those on your mobile phones. Action will be taken to any deliberate violations.
2. Smoking is not allowed inside TS Exim Sdn Bhd premise.

Terms and Conditions of Training

1. Training will be conducted at TS Training Centre Sdn Bhd premise located at Bandar Baru Klang.
2. Only ORIGINAL copy of training voucher will be accepted and must be presented to TS Training Centre Sdn Bhd upon training. Failure to present the voucher will subject the trainees to pay the total amount in cash or via major credit cards.
3. The date to which each voucher is valid is printed on the voucher. The voucher shall be considered "INVALID" and cannot be used after the valid date.
4. Technical support is only valid for 6 months after training.
5. TS Training Centre Sdn Bhd uses the term "Reschedule" to indicate a person who has already registered for a future training, and wishes to change the date or time of the training; and "Cancel" to indicate a person who has already registered for a future training, and wishes to cancel the training.
6. The trainee or the authorized person of trainee must contact TS Training Centre Sdn Bhd Customer Support at 03-33420900 ONE(1) week before training started. Requests by email to tsexim@ts-exim.com or by fax to 03-33420908 are also acceptable.
7. Trainee will have to fill up the Training Rescheduling Form and return to TS Training Center Sdn Bhd. The request must include the following information:
 - I) Candidate Name & Company Name
 - II) Original training date(s)
 - iii) New date(s) you wish to attend
 - IV) Payment of the rescheduling fee (If any)
8. Training cancellation/rescheduling can be done FOC during the FIRST TIME only. The SECOND and following times will incur administration charges of ONE HUNDRED RINGGIT (RM100).
9. Re-training request (if training voucher had fully utilised) will subject the trainees to pay training fees in total amount.
10. Training lessons is not available during weekend and major public holidays.
11. If more trainees register for a training than a location can accommodate, TS Training Centre Sdn Bhd will accept registrations on a first come first-served basis, determined by the date that TS Training Centre Sdn Bhd receives payment in full for training fees.
12. TS Training Centre Sdn Bhd reserves the right to cancel any training lessons if attendance is insufficient.
13. Any intellectual and industrial property, rights to materials, as well as the preparatory material thereof are vested exclusively with TS Training Centre Sdn Bhd. The candidate shall not publish the materials or make copies thereof.
14. The candidate is not permitted to remove or change any indication concerning the copyrights or the intellectual property rights of the material, including the statement of confidential nature and nondisclosure of material.
15. TS Training Centre Sdn Bhd reserve the right to change these terms and conditions at any time, and you agree to abide by the most recent version of this Terms and Conditions.

I had read and fully understand with the terms and conditions as stated above.

Yours Sincerely,

NAME:
POSITION:

* Please cross your cheque to TS TRAINING CENTRE SDN BHD.