

BUSINESS INNOVATION & A.I TRANSFORMATION 2.0

BOOKING FORM



Company Name:		
Participant Name:	1.	2.
Job Title:		
Email:		
Mobile:		
Passport Number:		
Meal Preference:	☐ Vegetarian ☐ Halal ☐ Non-Halal	☐ Vegetarian ☐ Halal ☐ Non-Halal
Room Preference:	☐ Twin Sharing Room	
	☐ Single room (Additonal RM450 per night)	☐ Single room (Additonal RM450 per night)

TERMS AND CONDITIONS

- a. This program is HRDCorp claimable.
- b. Accommodation is included in a 4-star hotel on a twin-sharing basis. If only one person from a company registers, there's an odd number of participants, or if a participant prefers single occupancy, they'll be assigned a single room and an extra RM 450/night will apply.
- c. Once the HRDCorp grant has been approved, cancellations will not be permitted. The participant's name has already been submitted to our counterparts in China for headcount confirmation, and associated costs, including accommodation, meals, transportation, training, and miscellaneous fees, have been incurred. As such, no refunds will be issued, and any cancellation will result in the forfeiture of payment.

PAYMENT TERMS

- a. HRDCorp Grants: The Client shall apply for the HRDCorp grant at least 2 weeks in advance from the training commencement date. When applying for the grant, the Client shall apply for 30% down payment of the total fees to be released to FBI Consult Sdn. Bhd. Upon HRDCorp approval and the remaining balance will be claimed by FBI Consult Sdn. Bhd. from the Client's HRDCorp account upon completion of the training.
- b. If HRDCorp initially approves the program but later withdraws the approval during or after the training, the participant will be responsible for the full payment of the program. Additionally, if the HRDCorp grant is not approved at least 3 working days prior to the training commencement date, FBI Consult Sdn. Bhd. reserves the right to invoice the client directly for the total fees and any associated expenses.
- c. The Client must sign and return all relevant HRDCorp documents to FBI Consult Sdn. Bhd. within 2 weeks upon completion of the training, failing which FBI Consult Sdn. Bhd. reserves the right to bill the Client directly for the total fees and all expenses.
- d. Direct Engagement with Client (without HRDCorp): 100% of total fees upon confirmation of training dates to be paid within 14 days before training commence.



Company Stamp & Signature

Date of Application