

# INDUSTRY 4.0 & DIGITAL TRANSFORMATION BOOKING FORM



|                   |  |  |
|-------------------|--|--|
| Company Name:     |  |  |
| Participant Name: | 1.   | 2.   |
| Job Title:        |  |  |
| Email:            |  |  |
| Mobile:           |  |  |
| Passport Number:  |  |  |
| Meal Preference:  | <input type="radio"/> Vegetarian <input type="radio"/> Halal <input type="radio"/> Non-Halal | <input type="radio"/> Vegetarian <input type="radio"/> Halal <input type="radio"/> Non-Halal |
| Room Preference:  | <input type="radio"/> Twin Sharing Room  |  |
|                   | <input type="radio"/> Single room (Additonal RM450 per night)                                | <input type="radio"/> Single room (Additonal RM450 per night)                                |

**TERMS AND CONDITIONS**

- a. HRD Corp Claimability: This program is registered under the HRD Corp Claimable Courses (HCC) scheme.
- b. Accommodation & Room Occupancy: Accommodation is provided at a 5-star hotel on a twin-sharing basis.
- c. Single Occupancy Surcharge: A surcharge of RM 450 per night (30% below market rate) applies for single room requests, odd-numbered participant groups, or individual registrations.
- d. **Under the revised terms of HRD Corp Circular No. 2/2026, training programs must observe a strict 14-calendar-day buffer post-grant approval before commencing. For our upcoming session on 24–28 August 2026, all internal grant documentation must be successfully submitted no later than 4 August 2026. Early submission is highly encouraged to mitigate processing delays; late submissions will face automated platform rejection.**

**PAYMENT TERMS**

- a. The 14-Day Approval Rule: To be eligible for a claim, the Client must obtain HRD Corp grant approval at least fourteen (14) calendar days before the training commencement date.
- b. Mandatory Submission Lead Time: The Client is required to submit the grant application at least fifteen (15) days before training. If submission occurs less than 15 days before the start date, FBI Consult Sdn. Bhd. reserves the right to invoice the Client directly as the grant may not meet the 14-day approval window.
- c. Down Payment: The Client must apply for a 30% down payment during the initial grant application process.
- d. Grant Rejection/Expiry: If HRD Corp raises a query, the Client must respond within five (5) calendar days or the application will expire.
- e. If the grant is not approved or is withdrawn, the Client is responsible for the 100% full payment of program fees.
- f. Documentation: All HRD Corp claim documents must be signed and returned to FBI Consult Sdn. Bhd. within 14 days of training completion to avoid direct billing.
- g. Direct Engagement: For non-levy bookings, 100% payment is required 14 days prior to training.



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Company Stamp & Signature

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Date of Application