



# Application for Executive English Workshops

Complete all applicable items on this application, in English. Please type or print in BLOCK CAPITAL LETTERS

<b>1</b>	Your chosen workshop: <i>(please tick ✓)</i>	Session Dates:
<input type="checkbox"/> <b>Powerful Presentations</b>		_____
<input type="checkbox"/> <b>Grammar for Effective Business Correspondence</b>		_____
<input type="checkbox"/> <b>Effective Business Writing</b>		_____

<b>2</b> Company Information	
A Name of Company:	B Address and Tel. No.:

<b>3</b> Participant(s) Information
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<b>i</b> Participant 1
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A Full Name:	
B NRIC No.:	C Designation:
D E-mail:	E Mobile No.:

<b>ii</b> Participant 2
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A Full Name:	
B NRIC No.:	C Designation:
D E-mail:	E Mobile No.:

<b>iii</b> Participant 3
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A Full Name:	
B NRIC No.:	C Designation:
D E-mail:	E Mobile No.:

<b>4</b> Payment Policies
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**(A) Payment of Fees**  
All fees must be paid in full seven (7) days prior to the commencement date of the workshop.

**(B) Substitution & Cancellation**  
Substitution is allowed for a registered delegate, provided that names are submitted at least 24 hours prior to the commencement of the workshop. Please note that all payments must be made prior to the event proper.  
For cancellations, a refund minus 10% service charge will be sent to the said delegates if cancellation is received in WRITING seven (7) working days before the event. No refund will be made for cancellation received less than one week from the date of event.

<b>5</b> Declaration & Payment
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Payment can be made in a form of a cheque payable to "ELSI Sdn. Bhd." for the amount of RM\_\_\_\_\_

Payment can also be made by cheque deposit into our Public Bank account – 3150178120. Kindly retain the transaction slip to be sent to us at this address: **Suite C-10-12, Plaza Mont' Kiara, No.2 Jalan Kiara, Mont' Kiara, 50480 Kuala Lumpur.**

I certify that the information given in this application and in the supporting documents is true and complete.

X \_\_\_\_\_  
**Applicant's Signature** \_\_\_\_\_ **Date**