



# BUSINESS COMMUNICATION

STUDIO

## EVENT REGISTRATION FORM

### EVENT INFORMATION

**Event Title:** Business Writing Skills for Better English Communication

**Date & Time of Event:** 29 November 2019, Friday, 9-5pm

**Event Fees:** SGD \$450 nett per person

**Contact Representative:** Please e-mail completed form to Lily at [training@businesscommunicationasia.com](mailto:training@businesscommunicationasia.com)  
Main Line: +65 9823 6920

### REGISTRANT 1 INFORMATION

Full Name (to be printed on Certificate):

Contact Number:

Department & Job Title:

Dietary Requirements: None/Halal/Vegetarian/Others

Email Address:

### REGISTRANT 2 INFORMATION

Full Name (to be printed on Certificate):

Contact Number:

Department & Job Title:

Dietary Requirements: None/Halal/Vegetarian/Others

Email Address:

### BILLING CONTACT PERSON

Full Name:

Department & Job Title:

Contact Number:

Email Address:

Company Name:

UEN/ROC Number:

Company Address:

### Payment Choice (please tick):

- GIRO/Bank Transfer
- Cheque (payable to "Business Communication Studio")
- E-Invoice via Vendors@GOV for Government Agencies (please provide Sub-BU Code & who to attention to):



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### REGISTRATION / PAYMENT TERMS

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Upon submission of this form, it is acknowledged that:

1. The total event fees will be payable by the Registrants and their Company. The fees must be paid to “Business Communication Studio” within 30 calendar days from the date of the e-invoice.
2. The Registrants are able to attend this event. If they are unable to in due course, their substitutes are welcome to attend. Absentees and no-shows are still required to pay for the total event fees.
3. The Event Organiser reserves the right to cancel, reschedule, or change the venue of the event due to circumstances such as if the minimum class size is not met, or if the event facilitator is not physically well. Notice will be given to the Registrants as soon as is reasonably practicable. No payment will be required if the event is cancelled.

We thank you for your time, support and understanding.

**Our Company and Registrants hereby agree to the terms and conditions stated above:**

Signatory's Name:

Signature & Company Stamp:

Company Name:

Date: