



TRAINING BOOKING FORM

TRAINING COURSE REQUIRED

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|-----------------------|--|
| Course Reference No.: | |
| Course Title: | |

Please send your booking form by email to: training@bpc-brunei.com

We confirm all bookings & costs by email subject to sufficient number of candidates per request course. If you do not receive an email confirmation within 1 (one) week, please contact Training Administrator at BPC Office ASAP. Telephone Number: 2394461 Ext 301

CANDIDATE DETAILS – PLEASE COMPLETE ONE FORM FOR EACH CANDIDATE.

| | | | |
|------------------|--|----------------------|--|
| Candidate Name: | | Candidate IC Number: | |
| Company Name: | | | |
| Company Address: | | | |
| Contact Person: | | | |
| Email: | | Telephone Number: | |

TERMS AND CONDITIONS

1. GENERAL

- 1.1. On confirmation of training booking an invoice will be issued.
- 1.2. Payment are to be made immediate or at least 7 days before the training date.
- 1.3. Attendance will only be granted upon receipt of full payment.
- 1.4. No certificate will be release without receipt.
- 1.5. Customer shall be solely responsible for ensuring, through selection or otherwise, that each attendee has the technical and language in which it is dispensed.

2. PAYMENT DETAILS

- 2.1. Payment are ONLY payable to **BERAKAS POWER COMPANY SDN BHD** via Online Transfer or Cash/Cheque through Deposit Machine. **PLEASE** notify our Training Section by email (training@bpc-brunei.com) and Finance Section (finance@bpc-brunei.com) the **proof of payment** for our Finance Section to issue receipt and payment verification.

| | | | |
|---------------------|---|-------------|-------------------|
| Name of Beneficiary | Berakas Power Company Sdn Bhd | | |
| Address | Berakas Power Station, Lebuhraya Rimba/Jalan Utama Terunjing, Kg. Terunjing Baru, Berakas BB1514, Negara Brunei Darussalam. | | |
| Bank | Bank Islam Brunei Darussalam | Account No. | 00-001-01-0092418 |
| Bank Address | Lot 159 Jalan Pemancha BS8711, BSB | Swift Code | BIBDBNBB |
| | | Currency | BND |



3. CANCELLATION POLICY

3.1. In the event of booking cancellation, the following cancellation fees apply:

- 3.1.1. 10% of course fee will be payable for any cancellation or change of course notified more than 7 working days prior to the course date.
- 3.1.2. 100% of course fee will be payable for any cancellation or change of course notified less than 7 working days prior to the course date.

3.2. Any changes or cancellation should be provided in writing ONLY.

3.3. Training provider reserves the right to cancel or reschedule a course date at any time and for any reasons. Training provider shall endeavor to inform customer as soon as possible of the cancellation or rescheduling. And in case of rescheduling, to offer a new course date reasonably convenient to the customer. In case of cancellation, training provider shall refund the course fee to customer. In case of cancellation, training provider shall refund the course fee to customer without undue delay. Such refund will be the only remedy available to Customer in case of cancellation by training provider.

4. CHANGES

- 4.1. An administrative fee of BND 50.00 will be charged for any name change requested after invoice has been issued.
- 4.2. Any changes should be provided in writing ONLY.
- 4.3. Training provider reserves the right to make a change in the contents, relocate of training site and reschedule the date of the training.
- 4.4. Training provider will endeavor to accommodate reasonable request of changes relating to a course made by customer after confirmation, if it is considered reasonable and practical to do so. Additional charges may be applied.
- 4.5. The training provide reserves the right to make changes to these terms and conditions at any time and for any reason.

I have read and agree to terms and conditions below:

Name, Signature & Company Stamp