

TRAINING COURSE REGISTRATION FORM



Public Course Detail

Title of The Training	Training Start Date	Training End Date
Training City	Training Country	Number of Days

Participants Detail

Nr.	Full Name	Designation	Education (Basic Degree)	Experience (years)	Email ID	Mobile Number
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

NOTE: If you have more than 10 candidates, you can use the same form in replication.

Fee Detail

Per Participant Fee :	A Purchase Order is attached:
Total Number of Participants :	Purchase Order Number:
Total Fee in SAR	Date of Issuance

Payment Details & Options

Amount in SAR (in words)
Cash <input type="checkbox"/> I will pay the Cash
Cheque <input type="checkbox"/> I will submit the cheque
Money Transfer <input type="checkbox"/> I will produce the transfer evidence

Contact Person Detail

Name	Designation
Email	Mobile
Landline	Fax
Organization	
Area / Plot Nr.	Street Address
City	Country
Company Landline	Company Fax
Company Email	Company Website

Training Approval Detail

Approved by	Designation
Email	Mobile
Landline	Fax

+ I declare that the information provided in this form is truthful and correct. + I declare that i read, understate and will abide by the terms and condition mentioned on Page Nr. 02 of this form.
+ If you are sending this form via electronic mail then physically stamping and signature are not required as it is guaranteed by your official mail system

Approval Signature	Date	Company Stamp
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REGISTRATION DETAILS, TERMS AND CONDITIONS

1. GENERAL REGISTRATION REQUIREMENTS:

- 1.1. Please ensure you read the terms and condition thoroughly before sending to BEMCON Office.
- 1.2. BEMCON schedule public courses for approximately "10" participants and course will only be confirmed if BEMCON Sale Team secure at least 07 course participants.
- 1.3. If BEMCON Sale Team is not able to secure the minimum number of candidate to run the public session, BEMCON Office has the right to reschedule the course to any other suitable location and dates.
- 1.4. In case of rescheduling, BEMCON Sale Team shall be notifying to you at least 05 days before the course start dates.
- 1.5. For in company or in-house courses, the minimum and maximum number of course attendees shall be as per the Technical and Commercial Proposal. If it is not mentioned in the proposal, you shall be requiring from BEMCON Sale Team and must agree on number of participants.
- 1.6. A place is reserved once the registration is received by BEMCON office based on FIRST COME FIRST SERVE.
- 1.7. Please ensure that you provide ALL required information and documentation when sending in the application. This will ensure that your booking is processed swiftly and your place is secured.
- 1.8. Please complete this form in full, by computer or by hand, printing clearly in black ink.
- 1.9. If additional space is required, attach a separate sheet, indicating the section that it refers to.
- 1.10. You can send filled form via email or by fax, on the detail provided below.

Sales and Admin Team

Creative Consultants Training Center
3/3 Salem Corner, Prince Majed Street
North Khobar, Kingdom of Saudi Arabia
Tele: +966 13 89 49 477
Fax: +966 13 89 46 887
Customer.Services.Saudia@bemcon.co.uk

- 1.11. Your application should reach BEMCON office by the deadline given in the course announcement.
- 1.12. Please make sure that after submitting the form, you receive your registration number, which is issued after the payment.
- 1.13. If you did not receive the registration number from BEMCON office, you are not yet registered for the course and shall be contacting back to BEMCON Sale Team immediately.
- 1.14. Once you receive the registration number for the course you are registered for, that mean your seat is reserved and you are registered to attend the course.
- 1.15. Training begins promptly at 0830 hours and will finish at 1730 hours.
- 1.16. BEMCON provide everything you need for the training – a manual, supplies for note-taking and some snacks.
- 1.17. The fee includes course material, training kit, course certification, working meals (lunch and 2 tea breaks daily) and group photo (Condition Apply)

2. THE FEES:

- 2.1. The quoted fees for courses include documentation, unless otherwise stated, and refreshments at each course break.
- 2.2. Upon submission of the registration form and proof of payment we will send you an email with your registration number and course details.
- 2.3. If you wish to book a place, you can do so by forwarding us the registration form.
- 2.4. Payment needs to then be made within 7 working days.
- 2.5. If proof of payment is not received within 7 days, you will forfeit the space.
- 2.6. All payments must be made 10 days before the start of the training.

3. DISCOUNT POLICY:

- 3.1. 50% discount for students, provided with original Identity Card with a letter from the head of institute.
- 3.2. 10 discount for NGOs, govt. official, academia and local authorities.
- 3.3. 20% discount for group registration i.e. 3 or more persons from same organization
- 3.4. 15% discount for BEMCON Alumni (those who have attended any training course at BEMCON in past).
- 3.5. Discount will be capped at 20%.

4. CANCELLATIONS AND SUBSTITUTION:

- 4.1. A cancellation or rescheduling charge of 100% of the fee will be

levied for all cancellations made 5 working days or less before the course.

- 4.2. Cancellation or rescheduling within 10 working days will be charged @ 50% of the total fee and cancellation or rescheduling more than 10 working days will be exempted from any fee or charge.
- 4.3. No charge will be made for a change of delegate, providing he / she complies with the course criteria.
- 4.4. For changes made shortly before a course we cannot guarantee the delegate will receive the course documentation in time.
- 4.5. If you wish to make a cancellation, please email information at Sales.Saudia@bemcon.co.uk or call directly to BEMCON Sales Team.

5. ACCOMMODATION:

- 5.1. Delegates attending courses are responsible for their own accommodation and travel arrangements and resulting costs.
- 5.2. Delegates will be provided with a map and a list of accommodation known to us in the area.
- 5.3. The BEMCON Management takes no responsibility for any travel or accommodation booking made by delegates.

6. COPYRIGHT:

- 6.1. The copyright of all course material and publicity material is not allowed to be reproduced in whole or in part, recorded, loaned, broadcast, stored in a retrieval system or displayed publicly without prior permission from BEMCON local manager.

7. COURSE CONTENT:

- 7.1. Course content for public courses will be as stated in the course marketing flyer and material.
- 7.2. Course content for in company courses will be as described in technical and commercial proposal.
- 7.3. The BEMCON reserves the right to amend the course content for public courses without notice.
- 7.4. Course content for on-site courses will be revised as per the client requirements, where otherwise agreed in writing with the client.

8. COURSE DATES AND VENUES:

- 8.1. BEMCON reserves the right to change any course dates as published in its schedule of courses.
- 8.2. BEMCON reserves the right to cancel an individual confirmed booking by sending written notice to the client not less than five days prior to the start of the course.
- 8.3. If training services is unable to start or complete a scheduled course because of illness, or for any other cause beyond our control, and where no notice is given, we shall attempt to remedy such situations but will not be liable for any consequential loss or expenses incurred by the client.
- 8.4. If BEMCON is obliged to change advertised course venues for reasons beyond its control, we shall provide as much notice as possible, but will not be liable for any consequential loss or expenses incurred by the client.

9. DATA PROTECTION:

- 9.1. Details of all client registrations are maintained on a database. These details may be used to advise our clients of other BEMCON training products and services, but are not made available to any other organizations for any purposes.
- 9.2. If you do not wish your details to be held in this way, please advise us. If you wish to see a copy of the details we hold about you as an individual, these can be provided on request subject to verification of identity.

10. ON SITE COURSES:

- 10.1. The client is responsible for providing adequate facilities for on-site courses.
- 10.2. Should a trainer or facilitator feel that requirements are not met (for example, with regards to Health and Safety) the BEMCON reserves the right to terminate an event and recover costs.
- 10.3. The payment and account details are as under:

Purchase Order by the Name: CREATIVE CONSULTANT TRAINING CENTER
Check by the Name: CREATIVE CONSULTANT TRAINING CENTER
Account No: 987 367 00 125
IBAN No: SA 56 55 00 00 00 0 987 367 00 125
Bank Name: BANQ SAUDI FRANSI

-----END OF REGISTRATION FORM -----