

REGISTRATION FORM

This is to register the following participants to:

Seminar Title:	Effective Business Writing for the Workplace
Seminar Date:	February 19-20, 2020, 8:30 A.M. - 5:30 P.M.
Seminar Venue:	Astoria Plaza, J. Escriva Drive, Ortigas Center, Pasig City



Company Information

Company Name		Tel. No.	
Company Address			
Industry		Tin #	
Reserving Officer		Position	
Email Address		Mobile No.	

Participant 1 Name		Nickname		Mobile No.	
Position		Email Address			
Birthday		Personal Email			

Participant 2 Name		Nickname		Mobile No.	
Position		Email Address			
Birthday		Personal Email			

Participant 3 Name		Nickname		Mobile No.	
Position		Email Address			
Birthday		Personal Email			

Participant 4 Name		Nickname		Mobile No.	
Position		Email Address			
Birthday		Personal Email			

Participant 5 Name		Nickname		Mobile No.	
Position		Email Address			
Birthday		Personal Email			

A. Course Investment:

- Early Bird Rate** - P10,640.00 VAT inclusive when registered and paid on or before January 29, 2020.
Regular Rate - P11,200.00 VAT inclusive when registered and paid from January 30 - February 18, 2020.
Onsite Rate - P11,760.00 VAT inclusive when registered and paid on February 19-20, 2020.

Participant's fee is inclusive of A.M. and P.M. snacks, superb buffet lunch, free-flowing coffee and tea, participant's workbook/handouts, and the certificate of completion.

Note:

1. Reservation is open but confirmation of seat is based on the payment of participant.
2. Payment with tax withheld will only be accepted provided FORM 2307 or Certificate of Tax Withheld is attached.

B. This registration form, when completed, may also serve as your billing notice.

- **Total Program Investment:**
- **Pls. pick up check on:**

C. Or you may deposit payment to:

South East Asia Speakers and Trainers Bureau, Inc. RCBC Head Office, SA# 300011920-1 TIN 225-880-116-000
(Pls. email to us a scanned copy of the deposit slip, complete with company name, contact person, and telephone number).

D. Cancellation Policy: Cancellation made after submission of registration form and No-Shows will be charged 50% of the entire program cost. Substitution of participants will be accepted at any point before the seminar. South East Asia Speakers and Trainers Bureau, Inc. reserves the right to cancel the scheduled program run if the minimum number of participants is not met.