



# RESOURCE RETENTION: BREAKING THE CYCLE OF HIGH TURNOVER REGISTRATION FORM

	Normal Price	Group Booking (5 Delegates)	No of Delegates
Course Fee	RM 5,988	RM 24,000	

Dietary Requirement:  Vegetarian

\* All tickets include refreshments, lunch and masterclass documentation.  
\* 6% Government service tax applicable

### DELEGATES DETAILS

Full Name.....  
 Job title.....Organization.....  
 Tel..... Fax.....  
 Email.....

### BRING YOUR TEAM & SAVE UP TO 23%

For groups of more than 3 please attach a separate sheet with details of all

Full Name	Job Title	Telephone	Email

attendees

### CONTACT PERSON (FOR BILLING PURPOSES)

Name.....  
 Job title.....Organization.....  
 Tel..... Fax.....  
 Email.....  
 Address.....  
 .....  
 Authorizing Manager .....

Authorized Signatory .....

*By signing and returning this form you are accepting our terms and condition*

Company Stamp

### PAYMENT METHOD

**Payment is due in 5 days.** Payment by credit card, Bank Draft or Cheque must be made payable to Evolution Mind Power Sdn Bhd.

**Bank Transfer:**  
 Evolution Mind Power Sdn. Bhd.  
 RHB Bank, Bangsar Shopping Centre Branch  
 Account number: 21445500012171  
 Please quote our invoice Number

Credit Card:  Visa  MasterCard

Please debit my  
 Card Number

Security Code

Signature: \_\_\_\_\_ Expiry Date: \_\_\_\_\_  
*Confirmation: Once payment has been received a receipt will be issued. If you do not receive a letter with joining detail please contact our Operation Coordinator.*

### WAYS TO REGISTER

To register for the workshop, fax or email this whole page to:  
 Fax: (603) 2283 6911  
 Email: [mandy@emp-asia.com](mailto:mandy@emp-asia.com)

### PRIVACY/CANCELLATION POLICY

- **Payment Terms:** Following completion and return of the registration form, full payment is required within 5 days from receipt of invoice. Due to limited conference space, we advise early registration to avoid disappointment.
- A 50% cancellation fee will be charged under the terms outlined below. We reserve the right to refuse admission if payment is not received on time.
- Should you be unable to attend, substitutions at no extra charge is welcome provided the total fee has been paid. Otherwise all bookings carry a 50% cancellation liability immediately after a signed sales contract has been received by EMP Asia.
- **Cancellations** must be received in writing by mail or fax six (6) weeks before the conference is held in order to obtain a full credit for any future event of EMP Asia. Thereafter, the full conference fee is payable and is nonrefundable.
- The service charge is completely non-refundable and non-creditable. Payment terms are five days and payment must be made prior to the start of the conference.
- By signing this contract, the client agrees that in case of dispute or cancellation of this contract that EMP Asia will not be able to mitigate its losses for any less than 50% of the total contract value.
- While every reasonable effort will be made to adhere to the advertised package, EMP Asia reserves the right to change event dates, sites or location or omit event features, or merge the event with another event, as it deems necessary without penalty and in such situations no refunds, part refunds or alternative offers shall be made. In the event that EMP Asia permanently cancels the event for any reason whatsoever, (including, but not limited to any force majeure occurrence) and provided that the event is not postponed to a later date nor is merged with another event, the Client shall receive a credit note for the amount that the Client has paid to such permanently cancelled event, valid for up to one year to be used at another EMP Asia event. No refunds, part refunds or alternative offers shall be made.
- All intellectual property rights in all materials produced or distributed by EMP Asia in connection with this event is expressly reserved and any unauthorized duplication, publication or distribution is prohibited. Conference content is subject to change without prior notice.
- Client information is kept on EMP Asia group of company's database and used by EMP Asia group of company's to assist in providing selected products and services which maybe of interest to the Client and which will be communicated by letter, phone, fax, email or other electronic means. If you do not want EMP Asia to do this please tick this box [ ]. For training and security purposes telephone calls maybe recorded.