

FSS REGISTRATION FORM

2023 ver. 10

BATCH <i>(Choose one)</i>	1	FEBRUARY 17 – MAY 11, 2024
	2	JULY 20 – OCTOBER 12, 2024

1. COMPANY AND BILLING DETAILS

Name of Company			
Company Address			
- Billing format:	Electronic (pdf) format	Original billing/invoice	
- Method of payment:	Charge me personally	Bill my company (fill-up details below)	
Contact person for <u>billing</u>:			
- Position		Department/Section	
- Contact Nos.		E-mail	
Contact person for <u>collections</u>:		Training Location/Preference (Choose One)	
- Contact Nos.		/ / Online / / Classroom / / Any	

2. PARTICIPANT'S DETAILS *(please write legibly; this will be the name placed on the CERTIFICATE OF ATTENDANCE)*

Salutation	Name	M.I.	Surname	Nickname	ACFE PHILS. member? <input type="checkbox"/> Y <input type="checkbox"/> N
Position		Email address		Contact number	ACFE (US) Associate Member? <input type="checkbox"/> Y <input type="checkbox"/> N
Diet restrictions/food preference:					Has Accounting background? <input type="checkbox"/> Y <input type="checkbox"/> N
					Associate Member No.

TERMS AND CONDITIONS

- Seat reservation and registration**
 - Reservation of seats will be made after receipt or notice of registration. This training is billable unless cancelled.
 - Walk-in participants shall be subject to seat availability.
- Cancellation policy for trainings:** participants must formally email the secretariat.

30 working days before the 1st session of the review	100% refund
29-15 days before the 1st session of the review	50%
Less than 15 days before the session of the review and No-show participants	no refund/per day session billable at P5,000.00
- Replacing participants:**
 - Companies must formally email the secretariat of any changes in the registered participants, strictly within 3 days before the training.
- Payments :**
 - Should be made to:
ASSOCIATION OF CERTIFIED FRAUD EXAMINERS – PHILIPPINES CHAPTER INC. or Assoc. of Certified Fraud Examiners- Phils. Chapter for the account of BDO Account # 005438010403, indicating the Billing Statement No., as reference.
 - Bank charges for transfer of funds:
 - > Shall be for the account of the participant.
- Deadline of payments:**
 - > Preferably paid two days before the training.
- Issuance of ORs:**
 - > Deposited payments: deposit slips should be scanned and emailed immediately for payment validation/confirmation to: trainings@acfe-p.org
- Payment discounts:**
 - > Participants/companies may only avail one type of promotion: whichever is higher.
- Inclusions:**
 - Registration fees: includes participant's kits, soft copy of the presentation, and a Certificate of Attendance
 - > ACFE Phils. Chapter reserves the right to all the materials given during the Review. Unauthorized distribution of the said materials is strictly prohibited.
 - Certificate of attendance:
 - > Participants must complete; or attend at least 70% of the seminar to earn the day's allotted CPE Units.
 - > Shall be released upon full payment.
- ACFE Phils. reserves the right to change the dates and/or cancel the above event if the minimum number of participants is not met. In case of change of dates and/or cancellation of the event, all registered participants shall be informed via email and text messages at least 2 days before the start of the said training.**

CONFORME (Required):
Name of Approving Officer: _____

Position: _____

Date: _____

Signature: _____