

EVENT REGISTRATION FORM

2023 Ver. 12

TITLE OF TRAINING	DATE

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		Section/Department	
- 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	AM/CFE? <input type="checkbox"/> Y <input type="checkbox"/> N Member No. _____
Salutation	Name	M.I.	Surname	Nickname	ACFE Phils. Member? <input type="checkbox"/> Y <input type="checkbox"/> N
Position		Email address		Contact number	AM/CFE? <input type="checkbox"/> Y <input type="checkbox"/> N Member No. _____
Salutation	Name	M.I.	Surname	Nickname	ACFE Phils. Member? <input type="checkbox"/> Y <input type="checkbox"/> N
Position		Email address		Contact number	AM/CFE? <input type="checkbox"/> Y <input type="checkbox"/> N 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 of seats at the venue.
- Cancellation policy for trainings:** participants must formally email the secretariat at trainings@acfe-p.org for the cancellation.

8 working days before the training/event	100% refund
5-7 working days before the training/event	80%
2-4 working days before the training/event	50%
Less than 24 hours before the training/event	No refund
- Replacing participants:**
 - Companies must formally email the secretariat of any changes in the registered participants, strictly within **3 days before** the training. Changes of registered participant/s done after this period will incur a 5% charge payable on the day of the training.
- Payments:** 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, food (if applicable), a copy of the presentation, and a Certificate of Attendance
 - > ACFE Phils. Chapter reserves the right to all the materials given during the training. 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: _____

Signature: _____

Date: _____