

**EVENT REGISTRATION FORM**

Ver. 10

<b>Seminar Title</b>	<b>Date</b>

**1. COMPANY AND BILLING DETAILS**

<b>Name of Company</b>			
<b>Company Address</b>			
<b>SEND ME BILLING:</b>	Electronic (pdf)	Original Billing	
– <b>Method of payment:</b>	Charge me personally	Bill my company (fill-up details below ▼)	
▼			
<b>Contact person for <u>billing</u>:</b>			
– <b>Department/Section</b>			
– <b>Telephone #</b>		<b>E-mail</b>	
<b>Contact person for <u>collections</u>:</b>			
– <b>Telephone #</b>			

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

<b>Salutation</b>	<b>Name</b>	<b>M.I.</b>	<b>Surname</b>	<b>Nickname</b>	<b>ACFE PHILS. member?</b> <input type="checkbox"/> Y <input type="checkbox"/> N
<b>Position</b>		<b>Email address</b>		<b>Contact number</b>	<b>CFE</b> <input type="checkbox"/> Y <input type="checkbox"/> N

**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 availability of seats and with immediate full payment.
- Cancellation policy for trainings:** participants must formally email the secretariat.
 

<input type="checkbox"/> <b>8 working days before the training and above</b>	<b>-full refund</b>
<input type="checkbox"/> <b>5-7 working days before the training</b>	<b>-80%</b>
<input type="checkbox"/> <b>2-4 days before the training</b>	<b>-50%</b>
<input type="checkbox"/> <b>Less than 24 hours before the training and No-show participants</b>	<b>-no refund</b>
- 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 participants not done within the said period, will incur a 5% charge payable on the day of the event/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**
  - Bank charges for transfer of funds:  
> Shall be for the account of the participant.
  - Deadline of payments:
- > Preferably paid two days before the training.
  - > Corporate registrations may bring payments on the day of the event. Post-training payments shall only be accepted on pre-approved arrangement with the Chapter Operations Officer.
- Issuance of ORs:**
  - > **Deposited payments:** deposit slips should be scanned and faxed or emailed immediately for payment validation/confirmation: Fax: (02) 919 0910; or email to: [trainings@acfe-p.org](mailto:trainings@acfe-p.org)
  - > ORs will be issued during the training for those payments deposited within the same week as the training.
- Payment discounts:**
  - > Participants/companies may only avail one type of promotion: whichever is higher.
- Inclusions:**
  - **Registration fees:** cover participant's kits, meals, hard or soft copy of the presentation (discretion of ACFE Phils.).
  - **Certificate of attendance:**
    - > Participants must complete; or attend at least 95% 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 venue and/or cancel the above event if the minimum number of participants is not met. In case of change of venue 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:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
**Position:** \_\_\_\_\_ **Date:** \_\_\_\_\_