

**EVENT REGISTRATION FORM**

Ver. 10

Seminar Title	Date
GENERAL MEMBERSHIP MEETING & ELECTION OF OFFICERS Venetto Room, A-Venue Hotel, Makati Avenue, Makati City	March 25, 2019 10:00am - 2:00pm

**1. COMPANY AND BILLING DETAILS**

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

**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	CFE <input type="checkbox"/> Y <input type="checkbox"/> N

  

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

  

Salutation	Name	M.I.	Surname	Nickname	ACFE PHILS. member?
					<input type="checkbox"/> Y <input type="checkbox"/> N
Position		Email address		Contact number	CFE <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"/> 8 working days before the training and above	-full refund
<input type="checkbox"/> 5-7 working days before the training	-80%
<input type="checkbox"/> 2-4 days before the training	-50%
<input type="checkbox"/> Less than 24 hours before the training and No-show participants	-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 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:
  - 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.**
- > 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.

**CONFORME (Required):**

**Name of Approving Officer:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Position:** \_\_\_\_\_ **Date:** \_\_\_\_\_