

EVENT REGISTRATION FORM

Ver. 10

Seminar Title	Date

1. COMPANY AND BILLING DETAILS

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

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.**

CONFORME (Required):

Name of Approving Officer: _____ **Signature:** _____

Position: _____ **Date:** _____