



## REGISTRATION FORM

Please register me for:

Course Stage:  Certificate  Diploma  Advanced Diploma

Note: This registration is for classes only. ICAEW CFQ Exam registration needs to be done by the student online at [www.cfqualification.com](http://www.cfqualification.com)

### A. PERSONAL DETAILS (Please photocopy this form for multiple registrations)

Name : \_\_\_\_\_

NRIC No / Passport No : \_\_\_\_\_

Mailing Address : \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_

Handphone no. : \_\_\_\_\_

Tel no. : \_\_\_\_\_

Fax no. : \_\_\_\_\_

Email : \_\_\_\_\_

Job Title : \_\_\_\_\_

Company Name : \_\_\_\_\_

Are you already a member of the ICAEW? :  Yes  No

ICAEW membership number (if applicable) : \_\_\_\_\_

Please indicate your preferred delivery address for certificates :  Work  Home

## B. QUALIFICATION & EXPERIENCE

### Qualification

Highest qualification :

Year of graduation :

Second highest qualification :

Year of graduation :

1 set of photostat copy of original certificates attached  Yes  No

### Work Experience

Total number of working experience (in years/months) :

Number of working experience in the current position (in years/months) :

Current Job level (tick which is applicable) :

<input type="checkbox"/> Clerical	<input type="checkbox"/> Junior Executive
<input type="checkbox"/> Senior Executive	<input type="checkbox"/> Manager
<input type="checkbox"/> Senior Manager	<input type="checkbox"/> CEO/CFO/COO/Chairman/Director

Bonafide letter from current employer attached :  Yes  No

Signature\*\* \_\_\_\_\_

Date Signed \_\_\_\_\_

\*\*By signing this form you are agreeing to our Terms and Conditions as stated on this registration form and on our website.

**Mailing List:** If you do not wish to receive free updates on the latest SIDC training programmes and publications, please tick here ( ).

### C. PAYMENT DETAILS (Please fill in where applicable )

*\* Due to limited class size and course prework, registration must be handed in at least eight weeks prior to programme date.*

Tick to select:

- My full programme fee in the amount of RM \_\_\_\_\_ is enclosed.
- I would like to pay in 3 monthly installments (does not include exam fee) of RM \_\_\_\_\_ with effect from \_\_\_\_\_ <dd/mm/yy>
- My company's letter of undertaking dated \_\_\_\_\_ <dd/mm/yy> is enclosed.

- Cash
- Credit Card No. \_\_\_\_\_
- Cheque/Bankdraft No. \_\_\_\_\_

All cheques / bank drafts must be made in Malaysian Ringgit crossed and made payable to **SECURITIES INDUSTRY DEVELOPMENT CORPORATION**. Payment through Visa or MasterCard can also be made upon registration (subject to availability of seats)

If your **EMPLOYER** is paying for your course, please give details of authorised representative or manager:

#### EMPLOYER DETAILS

Company \_\_\_\_\_ :

Contact person \_\_\_\_\_ :

Designation \_\_\_\_\_ :

Department \_\_\_\_\_ :

Company Address \_\_\_\_\_ :

Tel no. \_\_\_\_\_ :

Fax no. \_\_\_\_\_ :

Email \_\_\_\_\_ :

HR contact in your organisation \_\_\_\_\_ :

## D. TERMS AND CONDITIONS (T&C)

These terms and conditions (T&C) and the registration form comprise the agreement pursuant to which Securities Industry Development Corporation, hereby known as SIDC, provides classroom support to customers, hereby known as students. The terms and conditions stipulated in this document will come into effect upon confirmation of registration by SIDC and remain valid until further notice to the student.

### 1. Registration

#### 1.1 Documents needed at registration:

- Original SIDC CFQ Registration Form
- Photostat of Certificates (Highest Qualification held)
- Bona fide letter from employer stating current designation held and number of years in the current position.

#### 1.2 Registration can be done in person or by mail as follows:

- Walk-in registrations are accepted at the SIDC shop. The business hours at the SIDC shop (Ground Floor, SC Building) are:  
Mondays - Thursdays : 8.30 am - 12.30 pm /  
2.00 pm - 4.30 pm  
Fridays: 8.30 am - 12.30 pm /  
2.30 pm - 4.30 pm  
Closed on weekends and public holidays

- For registration by mail, the original SIDC CFQ Registration Form duly completed, signed and enclosed with payment (full or first installment or letter of undertaking) along with supporting documents must be submitted to:

**Marketing & Corporate Services**  
**Securities Industry Development Corporation**  
No 3, Persiaran Bukit Kiara  
Bukit Kiara 50490 Kuala Lumpur  
T +6 03 6204 8665 F +6 03 6201 8008  
E [sidc@sidc.com.my](mailto:sidc@sidc.com.my)

1.3 Upon submission of the required documents, applications will be processed within 2 weeks from the date of registration. SIDC will then confirm the registration and send the confirmation slip to the student indicating the stage the student has been accepted into, subject to receipt of payment or letter of undertaking.

1.4 In the event the student does not qualify to any stage of the CFQ, any payments made will be refunded in full.

1.5 Seats are limited and registration is on a first-come, first-served basis.

1.6 The closing date for registration is seven (7) full working days (excluding weekends and public holidays) prior to the date of commencement of classes. Completed registration form and payment should be received by SIDC no later than this period, failing which registration will not be processed.

1.7 SIDC reserves the right to reject the application if the form and/or details submitted are incomplete or inaccurate although payment has been made and receipts have been issued.

1.8 Notwithstanding anything stated in these terms and conditions to the contrary, SIDC reserves the right to cancel, suspend, interrupt or reschedule any class to another date and will not be liable for any claims, actions, costs, charges, expenses, damages, loss and liability due to the cancellation/deferment of the class.

### 2. Payment Terms

2.1 Payment needs to be made in full or as 3 monthly installments effective from the date of registration. In case of company sponsorship a letter of undertaking or authorisation to invoice an employer, must accompany the registration form.

2.2 Payment can be made by cash, credit card (Master and Visa only), cheque or bank draft subject to the following conditions:

- Credit card payment is only accepted for walk-in students at the SIDC shop.
- Post-dated cheque is not accepted.
- Cheque or bank draft should be crossed and made payable to **SECURITIES INDUSTRY DEVELOPMENT CORPORATION**.

2.3 Where the student opts for an installment scheme, payment needs to be made before the 7th of each month with effect from the date of registration. In case of delay, SIDC reserves the right to charge late payment fee of 10% of the total outstanding amount.

2.4 Where SIDC has received a letter of undertaking or authorisation to invoice employer, the following payment terms apply:

- Full payment is due within 30 days from the date of the invoice.
- Payment is due immediately if booking is made less than 30 days before the course start date.
- If SIDC fails to receive full payment of the invoice by the course start date the student may be refused entry to the class.
- SIDC reserves the right to charge late payment interest on any outstanding invoices, at a rate of 10%.
- SIDC reserves the right to recover any reasonable debt collection costs in connection with this Agreement.
- The employer is liable for all unpaid invoices.

2.5 Exam fee is directly payable to ICAEW UK through online registration portal [www.cfqualification.com](http://www.cfqualification.com). Students are responsible for their registration with ICAEW for CFQ examination. SIDC will not be deemed liable in case of student's failure to register for the examination on their preferred exam date.

2.6 This page serves as our official invoice. No further invoice will be issued.

### 3. Cancellation and Transfer Policy

3.1 SIDC reserves the right to cancel, reschedule, or change the location of a course, if deemed necessary. SIDC will notify the student as soon as the change is made. In such circumstances, the student has the option to reschedule the course, apply the fees to another course.

3.2 In the event of cancellation of registration by student, no refunds will be made by SIDC. Cancellations must be notified to SIDC in writing.

3.3 Transfer of registration to substitutes is not permitted.

3.4 Deferment to a different class/batch may be requested in writing and will be at SIDC's discretion.

### 4. Resignation of students sponsored by company

4.1 Should a student sponsored by a company resign, the company must provide an original written notice to SIDC not later than five (5) full working days (excluding weekends and public holidays) prior to the date of the class. A photocopy or faxed copy of the company's written notice will not be accepted.

4.3 Companies are not allowed to replace the student for the classes.

## 5. Absenteeism

5.1 Students who are unable to attend the classes, for whatever reason, will be deemed as "ABSENT".

Students need to attain 80% attendance in order to be eligible to enroll for the examination.

5.2 In the event of absence due to medical reasons, the student will need to produce the original (or certified true copy) of the medical certificate to SIDC Training within **three (3) full working days** from the date of the class missed.

5.3 In the event of absenteeism due to death of an immediate family member (spouse, child, parent, parent-in-law, grandparent, brother, sister only), all the following documents must be received by SIDC Training within **five (5) full working days** from the date of the class missed.

- A copy of the death certificate; and
- A written notice from the student indicating the relationship between the student and the deceased

5.4 In the event the student discontinues or drops out of the course without due notice, the payment made will be forfeited in full.

## 6. Disciplinary action

If a student is found misbehaving or found engaged in any form of misconduct, he/she may be **banned** for life or for a specified period of time from attending SIDC courses.

## 8. Intellectual Property

8.1 SIDC grants the student a non-transferable, non-exclusive licence to use ICAEW UK products (including information, training material content and data) under the terms of this Agreement.

8.2 This licence terminates upon termination of this Agreement for whatever reason.

8.3 The student warrants that they shall only use ICAEW UK products for their own educational purposes and shall not, without ICAEW UK's prior written consent, copy, make available, retransmit, reproduce, sell, disseminate, licence, distribute, publish, broadcast or otherwise circulate ICAEW UK products (or any part of them) to any person other than in accordance with this Agreement.

8.4 The student shall fully indemnify ICAEW UK in respect of any infringement of any intellectual property rights arising as a result of their use of ICAEW UK products in breach of this Agreement.

## 9. Overseas students

9.1 Students who need a student visa in order to study with SIDC must ensure that they meet their visa requirements.

9.2 Students with student visas are responsible for ensuring that their attendance at class is recorded as evidence of attendance as per Immigration requirements.

9.3 SIDC reserves the right to remove a student from a course at any time for failure to comply with attendance requirements and no refunds will be given.

9.4 SIDC will only issue students who wish to extend their visa with a visa support letter once they have re-enrolled on a SIDC course and have paid half of the fees for that course.

## 10. Change of address or other contact details

SIDC must be notified in writing of any change in a student's contact details, including the email address specified on the student's application form.

## 11. Security

Personal possessions are the sole responsibility of the student and SIDC bears no responsibility for personal possessions that is lost or stolen from its venues. Students are advised to keep valuables with them at all times.

## 12. Notices

Any notices required to be served by SIDC under this Agreement will be deemed properly served if sent via prepaid postage to the postal address, or emailed to the email address notified by the student, at SIDC's discretion.

## 13. Limitation of Liability

SIDC shall not be liable for any indirect or consequential loss whether arising from negligence, breach of contract or otherwise.

## 14. Warranty

14.1 ICAEW UK warrants that study materials will be of satisfactory quality but does not warrant that study materials will be error free.

14.2 ICAEW UK warrants that it will perform any services under this Agreement with reasonable skill and care.

14.3 These warranties are provided in lieu of all other warranties express or implied which are hereby excluded to the fullest extent permitted by law.

## 15. Data Protection

15.1 Students agree that, in relation to information held from time to time, SIDC may:

- Use the information to perform their obligations and enforce rights under this Agreement.
- Use the information to inform students about courses, products or services which may be of interest to them.
- Use the information to inform students of feedback and exam results.
- Communicate with the student's employer regarding their progress, results and attendance.

15.2 In the event that students do not wish to receive correspondence from SIDC, a written request should be sent to the registered office.

## 16. Disclaimer

SIDC reserves the right to amend the programme without prior notice and to amend the terms and conditions as it deems fit.

### INQUIRIES

Any inquiries pertaining to CFQ should be sent to:  
**Marketing & Corporate Services**

**Securities Industry Development Corporation**

**3 Persiaran Bukit Kiara**

**Bukit Kiara**

**50490 Kuala Lumpur**

Tel : 03-6204 8665/8667 Fax: 03-6201 8008/03-6204 8390 E-mail:

**sidc@sidc.com.my**

### COMMENTS AND SUGGESTIONS

SIDC welcomes constructive comments and suggestions. You can send them to:

**Chief Executive Officer**

**Securities Industry Development Corporation**

**3 Persiaran Bukit Kiara**

**Bukit Kiara**

**50490 Kuala Lumpur**

Fax: 03-6201 5112 E-mail: **sidc@sidc.com.my**

**FOR OFFICE USE ONLY**

REGISTRATION FOR: .....<stage> ..... < month> ..... <year>

Registration Fee (Payable to SIDC)	:	Diploma	Advanced Diploma
Exam Fee (Payable to ICAEW UK online)	:	Diploma	Advanced Diploma
Course Fee (Payable to SIDC)	:	Diploma	Advanced Diploma
Total Fee Payable	:	RM	
Monthly Installment (If selected)	:	RM	Effective from (MM/DD/YY)

Submission Checklist	
Photostat copies of certificates for qualification(s) declared available	: <input type="checkbox"/> Yes <input type="checkbox"/> No
Bonafide letter from current employer available	: <input type="checkbox"/> Yes <input type="checkbox"/> No
Shortlisted for	: <input type="checkbox"/> Certificate <input type="checkbox"/> Diploma <input type="checkbox"/> Advanced Diploma
Remarks	:

DATE RECEIVED: .....

RECEIPT NO. : .....