

BUMIPUTERA TRAINING FUND COURSE REGISTRATION FORM

All fields are mandatory. Put N/A if information is not applicable.

PARTICIPANT DETAILS			
Name		NRIC	
Designation		Company	
Address			
Email		Tel no.	
COMPANY CONTACT PERSON DETAILS			
Name		Email	
Designation		Tel no.	
COURSE DETAILS			
Title			
Date		Fee	
Training Provider		Venue	
Reason(s) for attending the course			
CPE INFORMATION (Please tick(√) where applicable)			
CPE Points	CPE <input type="checkbox"/> Non-CPE <input type="checkbox"/> CMSRL No.: CMSRL Expiry Date:	CPE-Approved Training Provider/Organiser	a. Yes <input type="checkbox"/> No <input type="checkbox"/> (If No, please complete item b. below) b. I hereby declare that the Training Provider/Organiser have been in operation for at least two (2) years from the date of this application. Name: _____ Signature: _____ Designation: _____ Date: _____
BTF TERMS AND CONDITIONS (T&C)			
1. BTF course registration is on a first-come-first-served basis. 2. The BTF Secretariat reserves the right not to process any BTF course registration application if the information in the form is incomplete. 3. Forms must be received by the BTF Secretariat no later than seven (7) working days before the course date , failing which the BTF Secretariat reserves the right NOT to process the application. 4. BTF will fund not more than two (2) courses for each eligible participant, subject to a maximum course fees of RM5,000 per year*. 5. Upon approval, BTF Secretariat will register participants with the respective training provider/organiser. Notwithstanding the BTF Secretariat's approval, the application is only deemed successful upon receipt of the course registration confirmation from the training provider/organiser. 6. Cancellation a) Notification of cancellation without replacement must be in writing via letter or email and received by the BTF Secretariat at least fourteen (14) days prior to the programme date and is only valid with acknowledgement of receipt of the notification from the BTF Secretariat. b) Notification of cancellation with replacement must be submitted together with the fully completed BTF course registration form and received by the BTF Secretariat at least seven (7) working days before the programme date (as per item 3 above). The replacement is subject to the BTF Secretariat's approval and the application is only deemed successful upon receipt of the course registration confirmation from the training provider/organiser. c) Notice of cancellation and replacement received by the BTF Secretariat within a period shorter than the days stipulated in item 6(a) and 6(b) above shall not be entertained and the participant shall be subjected to item 7 below. 7. Absence/non-appearance at the BTF approved course without valid reasons and relevant supporting documentations shall result in a penalty fee amounting to double of the course fee to be imposed on participants. 8. Please submit the complete application form to btf@sidc.com.my together with the course details (except SIDC courses). For any further inquiries, please contact BTF Secretariat at (03) 6204 8632 or email to btf@sidc.com.my . * The maximum course fees exclude leadership courses			
DECLARATION AND SIGNATURE			
<input type="checkbox"/> I have read and agreed to abide to the BTF T&C stated in this form. <input type="checkbox"/> I hereby declare that I have given my consent to the processing of my personal data in accordance with the Notice under the Personal Data Protection Act 2010.			
Participant's Signature: _____		Date: _____	
FOR BTF SECRETARIAT USE ONLY			
<input type="checkbox"/>	Approved	<input type="checkbox"/>	Not-Approved
Signature: _____		Date: _____	
Remarks: _____			