



# TRAINING ENROLLMENT FORM

Company Name			
Correspondence Address			
Contact Person (Mr/Ms)		Position	
Telephone		Fax	
E-mail		ACI Certified Client Cert. No.	

Course Code & Date (Pls refer to schedule)	Dr/ Mr/ Ms	Participant's Name & Title (block letters)	Fee (HK\$)	*Declare (please see note 6 or 7)

Cheque No.		Total Fee:	
Please make cheque payable to "Accredited Certification International Limited" and send it 2 weeks before the commencement of the course, together with this form to: ACI, Unit 1901, Yen Sheng Ctr., 64 Hoi Yuen Rd., Kwun Tong, Kln, , Hong Kong or deposit to "Bank of China (Hong Kong) Ltd." Account No. "012-882-0-005120-1" and fax back the bank slip to 2806 1940.			

**Important Note:**

1. ACI reserves the right to change the course details, venue and/or time as necessary.
2. Course fee is non-refundable or transferrable unless the course is cancelled by ACI.
3. An e-Certificate will only be granted, if hard copy is requested, it will be HK\$200 per certificate.
4. Invoice or official receipt will only be issued upon written request.
5. Classes in the morning, afternoon or evening will be cancelled if typhoon signal no. 8 or above or black rainstorm warning is still hoisted. Delegates will be notified when the class will be made up as soon so possible
6. ACI provides In-Company training course, which should minimize disruption to your business and maximize your training budget. It is the most convenient and cost effective solution, if you wish to train a number of your people or when confidentially is an issue. Participants benefit from the ability to raise issues in the course and develop specific themes without the fear of confidential information being exposed. Interested parties, please directly contact us.)
7. \*For six sigma black belt training, participant shall declare the fulfillment of entry requirement (holder of recognized Diploma. Normally, a recognized Bachelor is preferred.) by signing at the column of declare.
8. \*For QMS Auditor/Lead Auditor course, participant shall declare the fulfillment of entry requirement (basic knowledge of the requirement of ISO9001) by signing at the column of declare.

All the above services are subject to ACI's general terms and conditions as published and amended by ACI from time to time without prior notice. ACI reserves the right to cancel the course, change the trainer, content, date, time and / or venue as necessary.

\*\*\*Please contact us 5 working days before commencement of the course to confirm if it is to be held as scheduled.\*\*\*