



Registration Form - Public Courses

Company Name: _____

Company Address: _____

Contact Person (Mr/Mrs/Ms): _____ Title: _____

Dept: _____ Email: _____

Tel: _____ Direct Line: _____ Fax: _____

Course: _____ Date: _____

Name: (Mr/Mrs/Ms)	Title	Tel	Email	Fee(HKD)

Course: _____ Date: _____

Name: (Mr/Mrs/Ms)	Title	Tel	Email	Fee(HKD)
Total Fee: HK\$				

PAYMENT METHOD (Please ✓):

Please send the bill to:

Name: (Mr/Mrs/Ms): _____ Title: _____

Dept: _____ Email: _____

Tel: _____ Direct Line: _____ Fax: _____

Please make cheque payable to "Dew-Point International Ltd."

Enclosed is a cheque for: HK\$ _____ Cheque No: _____

TERMS & CONDITIONS:

Confirmation: We will acknowledge your enrolment by letter with official invoice once we have received your registration. You will receive a final Programme Confirmation by email 2 weeks before the course, including schedule and location details. Registration closes 1 week before the scheduled course date. We may cancel courses if a minimum number of participants have not registered 1 week before the date of the course.

Payment & Late Payment: Course fees are due and payable upon registration and must be paid 1 week before the course. Full payment must be received 1 month before the course date in order to qualify for Early Bird pricing; otherwise, standard pricing will apply. Where payment is not received 1 week before the course date, Dew-Point reserves the right to add a fee of 3% of the outstanding invoice amount (minimum HK\$100) in the first week overdue. This enables us to confirm courses will go ahead and ensures that only clients who do not pay on time are penalised for late payments.

Cancellations: You may cancel or reschedule up to 2 weeks before the course with a charge of 20% of the standard course fee. Later cancellations or rescheduling are subject to a charge of the entire fee. If you fail to attend the course, your enrolment will be considered cancelled, and no refunds will be issued. Dew-Point reserves the right to reschedule/cancel any public courses with prior notice.

Copyright: You may not violate or infringe upon copyright or the intellectual property rights for any material in any written or data form of which Dew-Point is the producer or representative of the producer. Any copy of materials provided to you may not be copied or transmitted in any form without prior written permission from Dew-Point International Ltd.

Filming: Photo and video recording may take place during the course, and may be used in publications or other media material.

Personal Data: Personal data submitted as part of your registration will be used only for the purpose of administration, internal market research and services management. Your personal data will not be sold or used for any other purpose.

Please add me to your mailing list.

In-House Programmes: We are happy to arrange on-site delivery of these Public courses, or to customise programmes to suit your specific needs. Contact us for more details.

I understand and agree the above terms and conditions from Dew-Point International Ltd.

Company Chop / Signature:	Date: