MEGAMAS TRAINING COMPANY SDN BHD
INSPIRE NO HARM

General Course Registration

Please complete this form **using only blue/black ink** and write in **BLOCK CAPITALS**. Megamas Training Company Sdn Bhd cannot accept responsibility for errors made by candidates in completing this form.

Section 1 - Personal Details

TITLE (MR/ MRS/ MISS/ MS/ OTHER)

GENDER

☐ Male ☐ Female

FIRST NAME (AS SHOWN IN PASSPORT/ I.C)

SURNAME (AS SHOWN IN PASSPORT/ I.C)

These details (first name & surname) will appear on your unit certificate/ parchment: first name followed by surname.

DATE OF BIRTH (DD-MM-YYYY)

- -

NATIONALITY

IDENTIFICATION CARD/ PASSPORT NUMBER

COMPANY'S NAME

OCCUPATION

Section 2 – Mailing Address & Contact Details

ADDRESS

POSTCODE

TELEPHONE (HOME)

TELEPHONE (MOBILE)

TELEPHONE (OFFICE)

EMAIL ADDRESS

Section 3 – Course Details

SELECTED COURSE TITLE

SELECTED COURSE DATE

Details of course and examination dates specific to our courses can be obtained via our website (www.megamas.com), email (bookings@megamas.com) or call us at +673 3332842

Section 4 – Payment

FORM OF PAYMENT

☐ Cash ☐ Cheque/ Bank Draft Direct Bank In ☐ TT to our Bank Account

CHEQUE NUMBER

If cheque is the chosen form of payment, please note down the cheque number above.

TOTAL FEE

Payment Information

If you prefer to pay via Direct Bank In or TT, please kindly email us a copy of the relevant banker's remittance advice to **bookings@megamas.com** for our reference.

Account Name	Megamas Training Company Sdn Bhd
Account Number	03-00-110-252047
Bank Name	Baiduri Bank Bhd
Bank Address	Block A, Units 1-4, Kiarong Complex, Lebuhraya Sultan Hassanal Bolkiah BE1318, Brunei Darussalam
Swift Code	BAIDBNBB

Booking & Cancellation Policy

Booking Policy

Reserved places for any course presented by Megamas Training Company Sdn Bhd are only confirmed on receipt of payment in full. Failure to comply with this requirement may result in NEBOSH registration being delayed and candidates being unable to take the examination with the course.

Cancellation Policy

In the event that registration is complete but a candidate is unable to attend the course, the following rules apply:

- For cancellations made more than 4 weeks prior to the start of the course, candidates will get a full refund of their deposit or be transferred to another course run by Megamas.
- For cancellations* made more than 21 days prior to the start of the course, candidates will get a full refund of their deposit less B$300 administration fee, or be transferred to another course run by Megamas.
- For cancellations less than 21 days prior to the start of the course, candidates will be refunded 50% of all fees.
- For cancellations less than 14 days prior to the start of the course, candidates will not be eligible for a refund.

Megamas Training Company Sdn Bhd reserves the right to cancel a course in extreme circumstances. Candidates will have the choice to register for the next suitable course or to be repaid all recoverable costs.

*Only applies to courses with the value of BND$ 1000.00 above

Please return form to:
bookings@megamas.com

Kuala Belait Head Office
Lot 3593, Spg 26, Jln Mumong / Kuala Balai, Kuala Belait KA1132
Brunei Darussalam

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(673) 334 2212/ 333 2800/ 2842/ 2872

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(673) 333 2845

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Unit 16, 2nd Floor, Block B, Regent Square, Lot 60153, Kg. Kiulap
Brunei Darussalam

Telefax
(673) 223 2585

OFFICE USE ONLY			
RECEIPT NUMBER		**DATE**	