






Automated Systems (HK) Ltd.
ASL Information Technology Training Center
 6/F, CLI Building, 313-317B Hennessy Road,
 Wanchai, Hong Kong.

COURSE REGISTRATION FORM

To register for a course, simply fill in the form, and send it by fax or email:

 Fax : (852) 2543 7673
 Email : asltraining@asl.com.hk
 Contact : Training Administrator (852) 3101 3008

TERMS AND CONDITIONS

1. Cancellations and rescheduling should be made with prior notice of no less than **10** working days. Request for cancellations and rescheduling made in less than 10 working days prior to the course commencement is subject to full tuition charges.
2. If cancellation of any training courses is requested by ASL, **FULL** payment of the training course can be refunded to the students. If cancellation of any training courses is requested by the students in less than 10 working days, **HALF** payment of the training course can be refunded to the students.
3. There will be no refund for not attending any course after accepting confirmation made by ASL (ASL Information Technology Training Center).
4. All cancellations are non-refundable after confirmation made by ASL. However rescheduling and substitute delegates who meet the course prerequisites are acceptable.
5. ASL reserves the right to cancel or make alteration to the course date, time and place when necessary. ASL will promptly notify students at least **5** working days prior to the course commencement. ASL will then honor all confirmed registration with 1 year course rescheduling, substitution and transferring.
6. Course will only be cancelled if there are less than 5 participants.
7. Class arrangements when hoisted Black Rainstorm Warning Signal or Typhoon Signal No.8 or above:
 - a. Courses are generally held at 09:30 – 12:30, 14:00 – 17:00 or 19:00 – 22:00:
 - ⇒ If the signal is cancelled 2 hours before commencement time, classes will be conducted as usual.
 - ⇒ Classes will be conducted/ resumed 2 hours after the signal has been cancelled.
 - ⇒ If the signal is cancelled less than 3 hours before the course completion time, classes will be cancelled and re-scheduled.
 - b. Arrangement for other individual courses may vary with the above arrangement. Participants will be notified with the finalized arrangement by our course confirmation letter or by phone each time when the class is confirmed.
 - c. The absent students will not be compensated, if the classes have been held according to the above condition.

APPLICATION

To enroll, please complete this enrolment form and fax to (852) 2543 7673 or send it to ASL Information Technology Training Center, 6/F, CLI Building, 313-317B Hennessy Road, Wanchai, Hong Kong. Attention to: Christine Chan.

METHOD OF PAYMENT: Payment is due before the training course commencement with confirmation made by ASL.

PLEASE ENROLL THE FOLLOWING PERSON(S) TO:

Course Code _____ Course Date _____ Price (HK\$) _____

Course Title _____

Course Code _____ Course Date _____ Price (HK\$) _____

Course Title _____

INFORMATION OF PARTICIPANT:

Name of Participant (Full name & email) _____

Name of Participant (Full name & email) _____

Name of Participant (Full name & email) _____

INFORMATION OF CONTACT PERSON:

Contact Person _____

Company Name _____

Email Address _____ Fax _____

Company Tel _____ Mobile Phone _____

PAYMENT OPTIONS:

Enclosed is our cheque (Bank _____ No. _____).
 (Make cheque payable to: AUTOMATED SYSTEMS (HK) LTD.)

Please invoice our company OR _____ (Please state full name)

Other: _____ Refer to Sales Order No. _____

REFERENCE:

Web Site Company referral Friends Advertisement/Magazines: _____ Others: _____

I, _____ (Department Manager's name) agree to enroll our participant to the course(s) subject to the above terms and conditions.

Invoice to Address:

Authorized Signature & Company Chop