

The Best Practices of Creating & Managing your Service Contract – Service Level Agreement (SLA)

13th -14th March 2012 , International 5-star Hotel, Kuala Lumpur, Malaysia

Please register the following delegate(s) for the event

- 2 Day Workshop O Kuala Lumpur, 13-14 Mar 2012
 I am unable to attend but I would like to purchase the documentation at USD 525

(Please photocopy for more delegates)

For Official Use
CODE : TLTRKL042MBINBINC

Delegate 1	
Name (Dr / Mr / Mrs / Ms)	
Job Title & Department	
Mobile	
Email Address	

Delegate 2	
Name (Dr / Mr / Mrs / Ms)	
Job Title & Department	
Mobile	
Email Address	

Approving Manager

Name : _____ Job Title & Department : _____

Signature : _____ Company Phone Number: _____

Email : _____

Company Name : _____

Conversion Rate of USD to RM is 3.20

Fee Per Delegate	Early Bird Rate Register before 27 Jan 2012	Special Discount Rate Register before 17 Feb 2012	Normal Rate Register after 17 Feb 2012
2 day Workshop	<input type="checkbox"/> USD 1388	<input type="checkbox"/> USD 1588	<input type="checkbox"/> USD 1688

Payment Methods

All payments to be made payable to **Top Link Conference & Event Management Sdn Bhd** in RM or USD and are net of bank charges. **Bank charges are to be borne by registrants.**

Please tick and fill in the following:

Cheque / Bank Draft No.

Please mail payment in RM (Ringgit Malaysia) with registration form to **Suite 13-06, Level 13, JB City Square (Office Tower), 106-108, Jalan Wong Ah Fook, 80000, Johor Bahru, Johor.**

Pay by Telegraphic Transfer to Top Link Conference & Event Management Sdn Bhd

Ringgit Malaysia A/C: 311-075436-101, USD A/C: 311-075436-725

Swift/ Transfer Code: HBMBMYKL (Only applies for International Transfer)

HSBC Bank

Bank Address: 1 Jalan Bukit Timbalan 80000 Johor Bahru Johor Darul Takzim

Please fax confirmation of bank transfer to Ms. Chua Bin Jue at (607)2267 351 quoting your **company's name, delegate's name and invoice number** on your fax and bank transfer.

Important Notes

1. Early Bird & Special Price Promotion: Fees will only be valid if payment is received by the stipulated dates, after which normal rate will apply.
2. Fee includes luncheons, refreshments and complete set of documentation in CD. It does not include the cost of accommodation and travel.

3. Full payment is mandatory upon registration for admission to the event
4. Walk-in delegates will only be admitted on the basis of space availability at the event before the event. Regrettably, no refund can be made for "no show" participant. You will however receive a set of documentation.
5. The organiser reserves the right to make any amendments in the programme, Speakers that it deems to be in the interests of the event without any notice and please constantly check our website(www.toplink-asia.com) for updates

Cancellation & Substitution

1. A replacement is welcome if you are unable to attend. A 50% refund and a set of conference documentation will be given for cancellation received at least one week before the event. Regrettably, no refund can be made for "no show" participant. You will however receive a set of documentation.
2. If TOP LINK cancels the Event due to circumstances beyond the reasonable control of TOP LINK (such as acts of God, acts of war, governmental emergency, labor strike or terrorism), TOP LINK shall refund to each Exhibitor & attendees its payment previously paid, minus a share of costs and expenses incurred, in full satisfaction of all liabilities of Organizer to Exhibitor.
3. TOP LINK reserves the right to postpone, re-name or re-locate the event in the same city on which it is held if the written notice is given at least 10 days to the delegates in advance to the event without any refund.
4. A 50% cancellation fee will be charged after the submission of this contract with signature. We reserve the right to refuse admission if payment is not received on time.

Upcoming Conferences & Workshops (Please check more other events' information on www.toplink-asia.com)

Please send me the brochures for the following conferences and workshops as ticked below (Please fill in contact details above and return via fax)

- Influencing & Negotiation Skills for Decision Makers, March 2012 [KL]
 Demand Forecasting Strategy for Sales & Operations Planning Excellence, April 2012 [KL]
 Advanced Business Writing, July 2012 [KL]

**REGISTER
NOW!**

TEL : +607 225 4821
FAX : +607 226 7351
Email : binbin.chua@toplink-asia.com

