



Training Registration Form

Mind Your Own Business.

STEP 1: Select Your Course

COURSE	DURATION	TRAINING FEE	NO OF PAX	TOTAL FEE
<input type="checkbox"/> MYOB Accounting/Premier Basic	2 days	\$599.00		\$
<input type="checkbox"/> MYOB Inventory	1 day	\$299.00		\$
<input type="checkbox"/> MYOB Multi currency	0.5 day	\$150.00		\$
<input type="checkbox"/> MYOB Time billing	2 hours	\$99.00		\$
<input type="checkbox"/> MYOB Payroll	1 day	\$299.00		\$
<input type="checkbox"/> MYOB RetailManager	1 day	\$375.00		\$
TOTAL				\$

STEP 2: Complete Your Details

Name:

Company:

MYOB software:

Serial number:

Designation:

Address:

Phone: Fax: Email:

Please write down the name you would like printed on the certificate (IN CAPITAL LETTERS)

1) Name (Mr/Mrs/Ms) Designation:

2) Name (Mr/Mrs/Ms) Designation:

Chosen Date (please refer to website for training dates)

Date:

STEP 3: Choose Your Payment Option

By telegraphic transfer
 The Hong Kong and Shanghai Bank Corporation Limited - 21 Collyer Quay #14-01, HSBC Building, Singapore 049320
Bank Account No: 147-848782-001
SWIFT Code: 7232
(Kindly fax us a copy of the deposit slip and please allow 5 business days for processing payment)

By cheque
 Please make your cheque payable to **ASIAN BUSINESS SOFTWARE SOLUTIONS PTE. LTD.** & return to:
Asian Business Software Solutions Pte. Ltd. - 33 Ubi Avenue 3, #08-67, Vertex, Tower A, Singapore 408868.
 Cheque no:
 Issuing Bank:
NOTE: If you bank in your cheque kindly fax us a copy of the deposit slip and please allow 5 business days for processing payment.

By phone via credit card using online payment
 Call our Customer Service at (65) 6505 6582. Have your MYOB Serial Number and credit card handy.
NOTE:

- We only accept MasterCard & Visa
- Please fill up your credit card no. below
- Please ensure your signature is as per your credit card signature

Cardholder's name: (as appeared on credit card)

Credit card no:

Expiry date:

Issuer bank:

Card type: Mastercard Visa

CVV:
 (the last 3 digits on the back of your credit card)

Company Stamp & Signature



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Terms & Conditions

- MYOB Business Support subscriber is entitled to a 20% discount
- Bookings for an MYOB training Courses can only be processed upon:
 - Receipt of full payment of the course fee along with proof of payment and the training Registration Form, which needs to be faxed or emailed 3 working days prior to the training date
 - Upon receiving the above, The Training Administrator will email/fax a Confirmation letter to validate your registration. The Confirmation letter needs to be brought along on the day of training
- Rescheduling
 - A request to reschedule for a training course will only be accepted if notification is given in writing at least 5 working days before the course commences
 - A transfer is available to an alternative course for the same value or less
- Refunds:
 - Asian Business Software Solutions Pte. Ltd. will issue a full refund if notification of non-attendance is given 10 full working days or more before the course date
 - Payment for the refund will require an additional 14 working days to be processed
 - A 50% refund will be given for cancellation received between 5- 9 working days prior to the day of training
 - Regrettably, no refund can be made if notification of non-attendance is given 4 full working days or less before the course date. These terms apply irrespective of when a booking is created
- Course prices:
 - Prices are subject to change without notice and will be quoted at the time of booking
- Asian Business Software Solutions Pte. Ltd. reserves the right in its sole discretion to reschedule or cancel any particular course if needed without prior notice. In the event that a specific course is cancelled then participants enrolled in that course will be transferred to the next available course and will be notified of the change.

STEP 4: Fax this form to Asian Business Software Solutions Pte. Ltd.

For any enquiries, please contact us at (65) 6505 6582, fax to (65) 6505 6577 or email to cs@myob.com.sg