



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"/> Integrated Payroll-MYOB Premier Plus	1 day	\$299.00		\$
<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. - 305 Alexandra Road #05 - 07, Vantage Automotive Centre, Singapore 159942.

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.



Training Registration Form

Mind Your Own Business.

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