

PT. ASET TRENING TEKNIK SERVIS

Komp Ruko Taman Kota Mas Blok A2 No.10
Kel. Tanjung Uma, Kec Lubuk Baja
Kota Batam 29445, Indonesia
Email : enquiry@ptaset.com



Corporate Booking Form (PT ASET - BATAM CENTRE)

All sections must be completed by the applicant company. Please email the completed form to admin@ptaset.com

Name of Company:				
Company Address:				
Billing Address: (If different from the above)				
Certificate Mailing Address: (If different from the above)				
Contact Person:			Designation:	
Telephone:			Facsimile:	
Email Address:			Email address (Invoicing):	
COURSE DETAILS				
Course Code/Title: BCE501 CompEx01-04 (F2F)				
Course Date:				
PARTICIPANT DETAILS (All fields are mandatory)				
Delegate(s) Full Name: <i>(As in ID, please underline Surname)</i>	Date of Birth <i>(DD/MM/YYYY)</i>	Highest Qualification	Mobile No.	Email Address

I, hereby, declare that the above information is accurate. I understand that PT ASET TRENING TEKNIK SERVIS (PT ASET) has the right to reject my application if any information is missing or inaccurate. PT Aset reserves the right to change the dates, time, venue and trainers of the training scheduled due to circumstances beyond its control.

Data Protection Act Policy:

By signing this registration form, you agree that PT ASET TRENING TEKNIK SERVIS (PT ASET) may collect, use and disclose your personal data as provided in this application form in accordance with the Personal data Protection Act and our data protection policy is available at our website : www.ptaset.com

By signing this form, I /we have acknowledged the Terms and Conditions on Page 2.

Signature/Company Stamp:

Date:

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TERMS & CONDITIONS:

- Once registration is confirmed, any cancellation/rescheduling MUST be made In writing.
- **Course Cancellation, Changes & Modifications**
PT ASET course schedules, including course trainer, course fees and course availability are subject to change.
PT ASET reserves the right to cancel or postpone any course at short notice; & at its absolute discretion without assigning any reason for such cancellation/postponements.

Refund non-delivery of the course

- a. It does not commence the course on the course commencement date
- b. It terminates the course before the course commencement date
- c. Candidate application rejected by the certifying body

Substitution:

At least 05 working days' notice is received via email (enquiry@ptaset.com) for the substitution of candidate for the same course and same date.

Cancellation / Rescheduling:

The following cancellation charges will apply if the written notice is received before the course: -

- Over 10 working days: 0% of course fee
- 6 – 10 working days: 50% of course fee
- 0 – 5 working days: 100%

Refund Procedure

a. Refund due to training centre non-fulfillment

- PT ASET admin will process the refund application upon confirmation that the course will not commence.
- PT ASET will refund the course fees directly to the candidates (Individual booking)
- Candidate will sign and acknowledge the form confirming receipt of the refund

b. Refund due to candidate's withdrawal

- Candidate to write in withdrawal request 10 days prior to course comment
- PT ASET will refund the full course fees minus administration fees.
- Candidate shall be informed to collect the payment for the refund. An acknowledgment form will be signed.

An administration fee of IDR1,210,000 per person will be charged for the refund of course fee paid. All bank charges will be borne by the candidates/companies. In the event of PT ASET canceling a course, liability will be limited to the refund of the course fee only if paid.

- **No Show /Non-Attendance**

No refund will be made for non-attendance on the course. Non-attendance includes, failure to cancel your booking; cancelling your booking after the close of normal office hours on the last working day before the course; failure to attend the course, and; informing us of cancellation following the start of the course.

- **Replacement of missed classes**

There will be strictly no replacement lessons for missed classes.

Certification Process

- Processing time is 4-6 weeks after completion of course
- Certificates will be sent to the company for delegates under company sponsorship
- All payment must be settled before issuance of the certificate.
- Certificates for short courses will be issued to participants who have achieved at least 75% attendance.
- In order to receive the CompEx Core Competency Certificate the candidate must pass the entry eligibility criteria and both a written examination and a practical assessment.
- All candidates will have to sign the attendance list for every lesson they attend.
- ATTS reserved the right to hold candidate' certificate if there is a pending amount in the account.

Consent for Photography and Videos

Photographs(s) or video image(s) of candidate may be captured during training. The center may use and publish such photographs on PT Aset's website, social medias and other communication channels.

Limited Liability Clause

PT ASET officers, agents and employees shall not be liable for any loss, damages and/or injury, including loss of life, which candidates of our courses may suffer arising out of or in connection with our courses, whether the loss, damage and/or injury was suffered on any of PT ASET's premises or at any other venue(s) in connection with our courses.

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