



SGS ACADEMY ENROLMENT FORM

SGS PHILIPPINES, INC. 3rd Floor Alegria Building, 2229 Chino Roces Avenue, Makati City 1231 Philippines

Email: furtherexcellenceph@sgs.com

CONTACT DETAILS

(Mr Mrs Ms) First name: _____
Last name: _____
Job title: _____
Company name: _____
Address: _____
Postcode: _____
Tel: _____ Mobile: _____
Email: _____
Are you an SGS client? Yes No
Would you like to be subscribed to SGS Academy email alerts?
Yes No

*INVOICING DETAILS (Mandatory Field)

Attention invoice to: _____
*Company name: _____
*Address: _____
Postcode: _____
*Company TIN: _____
*Tel: _____ Mobile: _____
*Email: _____
*If Personal Account: Personal TIN# _____
* VAT exempt Zero rated Vatable

If Vat Exempt or Zero Rated, please send us proof of exemption or PEZA certificate. Bring or send us a copy of BIR 2307 should you withhold VAT from the total payment.

SGS Academy Makati: (632) 87849436

SGS Academy Cebu: (032) 2552710

W: www.sgs.ph/academy

By providing the personal information stated in *SGS Data Privacy Statement and Waiver Form*, I hereby consent to the release of this information as described in the Policy

*Please write your name clearly as this will be the basis of the certificate.

ATTENDEE 1

*Mandatory information

*(Mr Mrs Ms) First name: _____
*Last name: _____
*Job title: _____
Tel: _____ *Mobile: _____
*Email: _____
Training to be attended: _____
Location: Makati Cebu Date: _____
Food restriction: _____

ATTENDEE 2

*(Mr Mrs Ms) First name: _____
*Last name: _____
*Job title: _____
Tel: _____ *Mobile: _____
*Email: _____
Training to be attended: _____
Location: Makati Cebu Date: _____
Food restriction: _____

ATTENDEE 3

*(Mr Mrs Ms) First name: _____
*Last name: _____
*Job title: _____
Tel: _____ *Mobile: _____
*Email: _____
Training to be attended: _____
Location: Makati Cebu Date: _____
Food restriction: _____

I have read and understood the Training Course Terms and Conditions.

Signature: _____ Date: _____

PRICE AND PAYMENT

NO PAYMENT, NO TRAINING POLICY

Payments must be received 1 day before commencement of training.

METHOD OF PAYMENT

Check payable to **SGS Philippines, Inc.**

Bank Deposit / Direct Deposit

Bank of the Philippine Islands	Citibank N.A.
Account Name: SGS Philippines, Inc.	Account Name: SGS Philippines, Inc.
Peso Account No: 1881-0441-41	Dollar Account No: 0-756228-013
Swift Code: BOPIPHMM	Swift Code: CITIPHMX

Please send via email the scanned copy of deposit slip together with the company details once payment is made.

Cash Payment

Credit Card Onsite – Visa/Mastercard (except BPI and AMEX)

Credit Card Online – Visa/Mastercard/JCB

TRAINING COURSE TERMS AND CONDITIONS:

COURSE FEE

Public courses are exclusive of 12% VAT. Payments are nonrefundable.

SGS has the right to reschedule or postpone any training should there be insufficient number of attendees (less than 7) for the course.

CANCELLATION AND POSTPONEMENT

Cancellation by Attendee. Any cancellation or postponement of Training shall be made in writing. If Attendee wishes to cancel training or transfer to a later scheduled course, the following fees shall be due or will be deducted from payments already received (as the case may be). NO fees will be due if a substitute attendee is identified.

Days notice of cancellation / transfer prior to the commencement of the Training Services	% of Charges to pay
20 working days and above	No charge
10 working days or less	50%
On the day of the training	100%

FOOD REQUIREMENT

Please advise us as deemed applicable (vegetarian, food allergy, etc.).