

Please kindly read the Terms section before filling out and sending this form to us.

Contact Person:

Name:		Designation:	
Position:			
Organization:			
Address:			
Phone:			
Email:			

The course you want to follow:

Course Title:	
Course Date:	

Participants:

No.	Full Name	Designation	Mobile Number	Email
1				
2				
3				
4				
5				

Terms:

- Our training is carried out if the minimum number of participants is reached.
- We will provide information about the status of the training at 2 weeks before the scheduled date. Training confirmation (that the training will be carried out) or information on cancellation / postponement of training from Certyst will be informed to the registrant via the telephone number or email provided by the registrant. We ask that registrants always check it so they don't miss this notification.
- Cancellation of registration can only be done before confirmation of training.
- Cancellation and reasons must be submitted in writing via email to Certyst. Registrants cannot cancel their participation at the start of the training or when the training confirmation appears, depending on which one is reached first. Replacement of participants is permitted at no additional cost.
- Registrants who are not present at the training after there has been no cancellation from the registrant and there has been a training confirmation from the Certyst according to the procedure, are still subject to full fees
- Certyst does its best to carry out training with the level of service as promised as stated in all promotional media relevant to training, but because of something beyond our control, Certyst can choose to cancel, delay, move locations

or change training schedules. If there is a cancellation or delay from Certyst, then we are not responsible for the accommodation and transportation costs that have been incurred by the registrant, as well as the arrangements for the internal schedule of applicants who may be affected.

- If there are cancellations, delays, or schedule changes from Certyst, registrants are allowed to transfer their participation to other training schedules at the same cost, if there are differences in costs then a shortage of fees must be paid by the registrant or excess fees will be returned by Certyst.
- Payment must be made when the training confirmation appears. We ask that registrants make a payment no later than one week before the event. Payments can be made in 2 stages, a minimum of 50% must be done before training, the remaining 50% must be made during training. Certificates for participants will be issued and sent 2 weeks after the last date of training and after payment has been completed.
- Refunds of all paid funds (100%) can only be done if a cancellation is made before the confirmation of the implementation of the training appears. After confirmation of the implementation of the training, the funds paid cannot be returned.
- Collection of information related to participants and contact person is for the purpose of registering for the selected event. The information collected will be stored in Certyst data and will be used to send information about the next event.
- Certyst will take photos or videos when the event takes place, the photo / video may be used in Certyst's publications.
- The course schedule, instructions for arriving at the event location, and useful information will be sent to you no later than 1 (one) week before the event.

Address for Billing:

(if different with information from Contact Person section)

Name:		Designation:	
Position:			
Organization:			
Address:			
Phone:			
Email:			

Payment of Training Investment Fee:

You can get our bank account information by contacting 0857 7117 6355, (021) 837 19023 or service@certyst.id. **Please kindly read the Terms section before complete the registration.** Please send this form along with the transfer receipt for payment of training fees to service@certyst.id.

Signature & Company Stamp:	
Name:	
Register Date:	

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 0857 7117 6355 T
 (021) 837 19023 T
service@certyst.id E