

# PUBLIC TRAINING REGISTRATION

F012	R1	12 April 2021
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Please kindly read the Terms section before filling out and sending this form to us.

\* cross out unnecessary options

## Contact Person:

Name:		Designation*:	Mr/Mrs/Ms
Position:			
Organization:			
Address:			
Phone:			
Email:			

## The course you wish to attend:

Course Title:	
Course Date:	

## Participants:

No.	Full Name	Designation* (Mr/Mrs/Ms)	Mobile Number	Email
1				
2				
3				
4				
5				

## Terms:

1. Participants or registrants must pay attention to the [training mode](#) that applies to each title and [date selected](#). We have two types of training modes namely Physical Class and Virtual Class. Our training is carried out if the minimum number of participants is reached.
2. Participants or registrants must pay attention to the [level of course](#) indicated by the duration of the course stated in the published information, and must ensure that it conforms to the applicant's needs before registering.

3. 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.
4. Cancellation of registration by registrants can only be done before confirmation of training.
5. Cancellation by registrants 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.
6. Refunds of all paid funds (100%) can only be done only if the cancellation is made by the registrants and cancellation is made before the confirmation of the implementation of the training appears. After confirmation of the implementation of the training, the funds that has been paid cannot be returned.
7. If there is no cancellation by registrants (before training confirmation is published from Certyst), registrants (participants) who are not present at the training that is implemented, are still subject to full fees
8. 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.
9. 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. Participants who do not choose to transfer their payments to another training agenda can request a refund that has been paid, where this refund does not include travel and accommodation costs
10. Payment must be made when the training confirmation appears and when Certyst issues the invoice. 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 after training is completely implemented.
11. 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.
12. Certyst will take photos or videos when the event takes place, the photo / video may be used in Certyst's publications.
13. 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.

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## Address for Billing:

Choose one (give "X" in the box)

Billed to personal

Billed to the institution or company

(Please write complete information about the address for billing in the table below if it is different from information listed in the Contact Person section)

Name:		Designation*:	Mr/Mrs/Ms
Position:			
Organization:			
Address:			
Phone:			
Email:			

## Payment of Training Investment Fee:

You can get our bank account information on the invoice of training service by contacting 0857 7117 6355, (021) 837 19023 or [service@certyst.id](mailto:service@certyst.id).

Signature &  
Company  
Stamp:

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Name:

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Register  
Date:

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**Please kindly read the Terms section before complete the registration and sending this form to us.**

Thank you for considering our training services. Please send this form along with the transfer receipt for payment of training fees to [service@certyst.id](mailto:service@certyst.id).