

REGISTRATION FORM

Please complete registration form and return it to the PNGID Secretariat with the Registration Fee 48 hours before the scheduled course

COURSE DATE :	
PARTICIPANT INFORMATION	
Full Name:	
Organization Name:	
Position/Designation:	
Education Qualifications:	
Postal Address:	
Telephone:	Mobile:
Work Email	Personal Email:
REGISTRATION FEE: Fee - All 6 Topics : K 3,245.00 Fees include comprehensive notes, associated reading , am/pm tea, working lunch, PNGID Polo T'Shirt and certification	
PAYMENT DETAILS: (We prefer that you make payment by Direct Deposit to our Account).	
BANK : Bank South Pacific Ltd BRANCH : Boroko A/C # : 1001152630	
Amount Paid: K	Receipt #: (PNGID Secretariat to complete)
Method of Payment: <input type="checkbox"/> Cheque <input type="checkbox"/> Direct Deposit	If your payment is being made by Cheque, please make your cheque payable to: "PNG Institute of Directors" and complete the details below:
Payment Date:	Cheque Number: Bank and Branch:

LODGEMENT:

This registration form with **remittance** or **copy of deposit slip** should be forwarded to:

PNG Institute of Directors P.O. Box 660 PORT MORESBY N.C.D.	or hand delivered to: The Executive Officer PNG Institute of Directors IPA Haus, Level 2, Munidubu Street, Konedobu, National Capital District	Telephone: 3200508/ 3202493 Facsimile: E-mail : admin@pngid.org.pg Website: www.pngid.org.pg
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TERMS & CONDITIONS

- Payment of fees & collection of course materials must be 48hrs before program start date.
- If course fee is not received 48hrs in advance, you will be asked to attend the next schedule DDP training.
- Non attendance or withdrawal on the day of or less than 48 hours before the DDP start date will lead to forfeiture of fees.
- If you wish to reschedule your DDP training date, kindly advise 3 days in advance to prevent your fees from getting forfeited.
- If you will not be available on your nominated DPP training date, kindly advise 3days in advance for us to forward your fees to another date, but no refunds allowed.

I have read and understood the Terms & Conditions above and accept that my fees will be forfeited in the event I fail to advise PNGID office of any changes or cancellation 48 hours prior to the day of training. Cancellation on the day or 24 hours before the training day will result in fees being forfeited.

Name:

Date:

Signature: