CONFIRMATION SHEET

1. Course Title: **Basic Microinsurance Training Course**

Venue: RBAP Conference Hall, Intramuros, Manila

 Schedule: September 28-29, 2016 8:00 am – 5:00 pm

*(To be completed by the Head of Institution or Authorized Representative)*

**Name of Institution:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone no/s:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Facsimile no/s:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**E-mail Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**We are sending the following participants:**

|  |  |  |
| --- | --- | --- |
| **NAME (Please include Middle Initial)** | **DESIGNATION** | **NICKNAME** |
| 1.  |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |

**Total Amount Due:**

Php \_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

 Printed Name and Signature Date

***TRAINING POLICIES***

*1. Reserve first for your training slot and wait for the confirmation on your reservation. Thereafter, you may deposit the Seminar Fees, book ticket (airline) and secure accommodations.*

*RBAP-RBRDFI will not be responsible for any damage caused by unconfirmed reservation (s). Likewise, once reservation is FULL, RBAP-RBRDFI has the right to refuse of participation or reimbursement on any damage brought by unconfirmed reservations.*

*2.**Reservation via telephone is accepted. However, Registration Form and fees must be settled 10 days prior the seminar date. Otherwise, reservation is considered cancelled.*

*3. Cancellation Policy: - This will apply to non-subsidized training fee.*

*\*10 days prior the seminar date is entitled for a full refund. \*Regular Rate only*

*\*3 days prior to the seminar date is entitled for a half refund \* Regular Rate only*

***\*****Participants who have paid but failed to show up for the seminar will only be entitled to a rebate of 50% of the total registration fee. (Regular Rate only)*

 *\*For special cases (health, accident etc.), kindly coordinate with RBRDFI staff for refund procedures and requirements.*