

# CONFIRMATION SHEET



## AMLA SEMINAR

**DATE:** June 07, 2017 (Wednesday)

**VENUE:** Ambassador Sala Room- HOTEL JEN-MANILA 3001 Roxas Blvd., Pasay City

A. Soriano Ave. cor. Arzobispo St., Intramuros, Manila

Contact RBRDFI Training Officers

Mr. Ace M. Calang /Ms. Grace Dimapilis / Ms. Jesica Cepeda

Tels: (02) 527-2969, 527-2980; 09178374604; 09178374603; 09178374599

Emails: [training@rbap.org](mailto:training@rbap.org), [jescapeda.rbap@gmail.com](mailto:jescapeda.rbap@gmail.com)

Name	Designation	Nick-name	Degree and Year Graduated
1.			
2.			
3.			

\_\_\_\_\_ Date: \_\_\_\_\_  
(Printed Name and Signature)

Designation: \_\_\_\_\_ Rural Bank : \_\_\_\_\_  
Telephone: \_\_\_\_\_ Province : \_\_\_\_\_  
Mobilephone: \_\_\_\_\_ Email Add : \_\_\_\_\_

Total Amount Due

Ph \_\_\_\_\_

### TRAINING POLICIES

Reserve and confirm the slot first, before depositing the Seminar Fees, booking ticket (airline) and securing accommodations. RBAP-RBRDFI will not be responsible for any damage caused by unconfirmed reservation (s). Once the reservation is FULL, RBAP-RBRDFI has the right to refuse of participation or reimbursement on any damage (s) brought by unconfirmed reservations.

Deadline to submit Confirmation Sheet is not later than **June 01, 2017**.

1. Reservation via telephone is accepted. However, Confirmation Sheet and fee must be settled 10 days before the seminar date or **May 26, 2017**. Otherwise, reservation is considered cancelled.

2. Cancellation Policy:

i. 10 days prior the seminar date is a FULL REFUND of the registration fee, less admin service fee (P500)

ii. 3 days prior to the seminar date is a 75% Refund, less admin service fee

iii. Cancellation during seminar with notification to the secretariat is entitled to a 50% Refund, less the admin service fee.

iv. Participants who failed to attend without notifying the secretariat are considered no-show and are not entitled to refund.

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

