



RURAL BANKERS RESEARCH AND DEVELOPMENT FOUNDATION, INC.

CONFIRMATION FORM

Course Title: **COMPLIANCE MANAGEMENT SYSTEMS ASSESSMENT**

Venue: Gov. Licaros Hall, 2/F RBAP Bldg., A. Soriano Ave., cor. Arzobispo St., Intramuros, Manila

Schedule: November 09-10, 2017 (Thu-Fri)

Contact RBRDFI Training Officers

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

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Name of Institution: _____

Address: _____

Phone no/s: _____ Mobile no/s: _____

Facsimile no/s: _____ E-mail Address: _____

We are sending the following participant:

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

Total Amount Due:

Php _____

Printed Name and Signature

Date

TRAINING POLICIES

Reserve and confirm the slot first, before depositing the Seminar Fees, 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 October 27, 2017

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. Participant who failed to attend without notifying the secretariat is considered no-show and not entitled for refund.

Effective January 02, 2017, an Administrative Fee of Ph500.00 shall be deducted to all cancellations and refund requests. The Ph500.00 charge is to cover the cost on preparation and other administrative expense.