

# CONFIRMATION SHEET

## RISK MANAGEMENT BASIC COURSE

January 17 -18, 2018 (Wednesday –Thursday), Gov. Licaros Hall,  
RBAP Bldg., A. Soriano Ave. cor. Arzobispo St., Intramuros, Manila



Contact RBRDFI Training Officers

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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 **January 12, 2018**.

1. Reservation via telephone is accepted. However, Confirmation Sheet and fee must be settled 10 days before the seminar date or **January 05, 2018**. 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.

Effective January 02, 2017, an Administrative Fee of Ph500.00 shall be deducted to all