CONFIRMATION FORM

Course Title: **ADVANCE CORPORATE GOVERNANCE COURSE**

(Professional Directors Program for Rural Banks)

Venue: D’ Hotel and Suites, Dipolog City

Schedule: November 21-23, 2018

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

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

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

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

**Mobile no/s:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

**\*Rural Bank Account details for the CFIEP subsidy (REQUIRED);**

Depository Bank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Account Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**We are sending the following participant:**

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

**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 November 7, 2018.

1. Reservation via telephone is accepted. However, Confirmation Sheet and proof of payment must be submitted on or before November 7, 2018. Otherwise, reservation is considered cancelled.
2. Cancellation Policy:

* 5 days prior to the seminar date is entitled for Php 6,516.80 training fee.
* Participants who have paid but failed to show up are not entitled for a 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.*