

# CONFIRMATION SHEET

## RISK BASED AUDIT METHODOLOGY SEMINAR

March 03-04, 2017 (Friday-Saturday), 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 wait for the confirmation on the slot first, prior to 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 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 **February 24, 2017**.

- 1.** Reservation via telephone is accepted. However, Confirmation Sheet and fee must be settled 10 days before the seminar date or **February 13, 2017**. Otherwise, reservation is considered cancelled.
- 2.** Cancellation Policy: - This will apply to non-subsidized training fee.
  - \*10 days prior the seminar date is a FULL REFUND of the registration fee.
  - \*3 days prior to the seminar date is a 50% of the registration fee
  - \*Participants who have paid but failed to show up are entitled to a 50% 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 cancellations and refund requests. The Ph500.00 charge is to cover cost on preparation and other administrative expense.