MAESCO

(Pertubuhan Syarikat Syarikat Perkhidmatan Tenaga Malaysia)
Malaysia Association of Energy Service Companies

TERMS AND CONDITIONS FOR CERTIFIED MAESCO COURSES REGISTRATION

1. **Payment Options**
   Participants can pay for the Certified MAESCO courses through one of the following methods:
   - **SBL-KHAS Scheme**: Participants claiming funds under the SBL-KHAS scheme from the Human Resources Development Corporation (HRDC) MUST provide their SBL Khas Grant ID. The SBL Khas Grant ID MUST be submitted **at least two weeks before the course date.**
   - **Bank Transfer**: All course fees MUST be transferred to:

PERTUBUHAN SYARIKAT-SYARIKAT PERKHIDMATAN TENAGA MALAYSIA
Public Bank account
3194459318

Please email the payment receipt to training@maesco.org.my for MAESCO reference. Payment receipts **MUST** be submitted at least **two weeks** before the course start date. Failure to provide proof of payment within the specified timeframe may result in forfeiture of the reserved slot.

2. **Cancellation and Refund**
   - **Advance Notice**: Cancellations MUST be communicated to MAESCO at least fourteen (14) working days before the course begins for a full refund.
   - **Late Cancellation Fee**: Cancellations made less than fourteen (14) working days before the course start will incur a fee of 20% of the total course fee to compensate for administrative costs and potential revenue loss.
   - **No-Show:**
     - **SBL-KHAS Scheme Participants**: Participants who register under the SBL-KHAS scheme and fail to attend without prior notification will have their organizations held liable to pay the full course fee.
     - **Direct Bank Transfer Participants**: Participants who pay via direct bank transfer and fail to attend without providing a concrete, verifiable reason will not be eligible for any refund.
   - **Course Changes and Cancellations**: MAESCO reserves the right to alter the course schedule, content, venue, or to cancel the course entirely due to unforeseen circumstances. Affected participants will be notified promptly and refunded in full for cancellations initiated by MAESCO.

3. **Liability:** MAESCO will not be liable for any loss, damage, or inconvenience arising from course alterations or cancellations.

4. **Data Privacy (PDPA):** Participant data collected through registration is used solely for MAESCO's purposes and will not be disclosed to third parties without consent, except as required by law.

5. **Acceptance of Terms:** By registering, participants acknowledge and agree to these terms and conditions. It is incumbent upon participants to understand these terms fully prior to registration.

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B1-1-09, Perniagaan Temasya 8,
Jalan Doktor U1/67 Seksyen U1,
40150 Shah Alam,
Selangor Darul Ehsan
Tel: 03-78906077
Phone: 017-5002161
Email: training@maesco.org.my

CONTINOUS DEVELOPMENT PROGRAMME (CDP)-2 DAY COURSE REGISTRATION FORM

COURSE FEES:

- **RM1836/PAX/2 DAYS (PUBLIC)**
- **RM1404/PAX/2 DAYS (MAESCO MEMBERS)**

***** Inclusive of 8% SST, registration processing fee, course materials, daily refreshments, and lunch.***

CDP REGISTRATION FORM

Company/Individual: _____

Address: _____

_____

HR Contact Details: _____

HR Email: _____

Course Date & Name:_____

***PLEASE NOTE THAT COMPLETING THE FORM IS MANDATORY. ANY INCOMPLETE SUBMISSIONS WILL NOT BE PROCESSED**

NAME OF PARTICIPANT	IC NO	EMAIL ADDRESS	MOBILE PHONE NO	REM ID ***PLEASE ATTACH A COPY OF REM PRACTICING CERTIFICATE***

PAYMENT METHOD (TICK ONE √)

BANK TRANSFER/CHEQUE ☐ HRDC SBL KHAS (GRANT ID) ☐