

**2 DAY Master Class:  
MEETINGS & MINUTES WRITING  
FOR SECRETARY AND PERSONAL ASSISTANT**

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**Registration Form**

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**PARTICIPANT'S DETAILS**

Name (Prof/Dr/Mr/Mrs/Miss/Mdm): \_\_\_\_\_

Organisation: \_\_\_\_\_

Designation: \_\_\_\_\_ Department: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Name (Prof/Dr/Mr/Mrs/Miss/Mdm): \_\_\_\_\_

Organisation: \_\_\_\_\_

Designation: \_\_\_\_\_ Department: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

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**COURSE DATES : 16 & 17 September 2010**

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**METHOD OF PAYMENT** *(Please tick relevant boxes)*

- By Cheque(for local participants only) Cheque made payable to **Aventis Learning Group Pte Ltd**
- By Bank Transfer

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**ORGANISATION DETAILS**

Organization: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_ Designation: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

I understand and accept the terms and conditions stated below.

Signature & Date: \_\_\_\_\_ Company Stamp: \_\_\_\_\_

**Please print out and send us the completed registration form**

- Fax: (65) 6720 2222
- Mail: Program Manager  
Aventis Learning Group Pte Ltd  
100 Orchard Road, #04-100 Concorde Hotel, Singapore 238840

**TERMS & CONDITIONS**

- Registration will only be confirmed upon receipt of the registration form and full payment.
- All cancellation will carry a SGD 200.00 administration fee.
- No refund can be made for cancellation less than 14 days prior to the event date.
- Aventis Learning Group, reserves the right to cancel or postpone the course/ seminar due to unforeseen circumstances and also the right to reject any registration. A full refund of the course/ seminar fee will be made to you.