

Corporate Programmes Nomination for Admission

Code No.	Programmes	Date	Number of Nominees <i>(Please fill in)</i>	Fees per nominee	Early Bird Discount (%)	Fees Payable
CBTC01	Managing CBTC Projects Programme (CBTC)	13 – 15 Nov 2017		HK\$ 22,000		HK\$
Early Bird Discount: For nominations received on or before 15 September 2017, 20% off					TOTAL	HK\$ _____

Sponsoring Company / Organization Information ** must be completed*

*Company / Organisation Name:

Company / Organisation website: *Country

*Name of Contact Person: Dr./Mr/Mrs/Ms *Job Title:

*Email: Tel: ..(.....).....

Correspondence Address:

Please note that an invoice with payment instructions will be emailed to the individual indicated above.

I have read the Points to Note on page 2 of the Form and agree to the terms stated.

Signature _____ Date (DD/MM/YYYY) ____/____/____

Nomination - Personal Particulars *(please use attachment if there is insufficient space)*

Nominee No 1:

(First Name) (Family Name)

*Name: Dr/Mr/Mrs/Ms *Job Title:

Department: *Email: Tel: ..(.....).....

* Please describe the nominee's current responsibilities in the organisation/company:

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.....
.....

Nominee No. 2:

(First Name) (Family Name)

*Name: Dr/Mr/Mrs/Ms *Job Title:

Department: *Email: Tel: ..(.....).....

* Please describe the nominee's current responsibilities in the organisation/company:

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.....
.....

Nominee No 3:

(First Name) (Family Name)

*Name: Dr/Mr/Mrs/Ms *Job Title:

Department: *Email: Tel: ..(.....).....

* Please describe current responsibilities in organisation/company:

.....

Nominee No 4:

(First Name) (Family Name)

*Name: Dr/Mr/Mrs/Ms *Job Title:

Department: *Email: Tel: ..(.....).....

* Please describe the nominee's current responsibilities in the organisation/company:

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Nominee No 5:

(First Name) (Family Name)

*Name: Dr/Mr/Mrs/Ms *Job Title:

Department: *Email: Tel: ..(.....).....

* Please describe the nominee's current responsibilities in the organisation/company:

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**Please send completed form to academy@mtr.com.hk or fax (852) 2520 3458.
 For enquiries, please contact Ms. Ng at slng@mtr.com.hk**

Points to Note

1. Programme nominations are considered successful only when accompanied by full payment. MTR Academy will acknowledge receipt of emailed or faxed nomination forms within three (3) working days.
2. Fees paid are not refundable except under exceptional cases such as when MTR Academy cancels the programme.
3. Group discount is extended based on the number of nominations per form per submission.
4. MTR Academy does not provide refund for no shows or unattended parts of the programme. Should a participant fail to attend, a substitute attendee from the same company/organisation is welcome at no extra charge. Official notification of such substitution shall be provided to MTR Academy one (1) calendar week prior to the programme.
5. Personal data is collected and used by us for processing nomination, registration and administration purpose. We may share your personal data to members of the MTRCL authorised third parties providing services to us in relation to the above purposes. In all such circumstances, data will be treated in strict confidence.
6. MTR Academy reserves the right to cancel a programme and/or change of the content of the programme including the alteration of instructor and agenda of the programme. MTR Academy is not responsible for any loss or damage under any such circumstance.