

Dear Client,

Thank you for your interest in our courses. To register, please complete the followings details. We endeavor to provide you with a confirmation within 24 hours. Feel free to what's up: +971 0528731557 or email: terry@liquidalembic.com to enquire on the status.

Courses chosen	Date:	Course fee:
1 _____	/ _____	/ _____
2 _____	/ _____	/ _____
3 _____	/ _____	/ _____

Full name (as you would like to appear on your certificate - if applicable):

Mr. / Mrs. / Ms. _____

Date of Birth _____ Contact telephone _____

Occupation / Job title _____

Contact e-mail _____

Company _____ Address _____

We will use the above personal details for all correspondence

Payment Details

Invoice to:

Self Company

Credit Card Cash / Cheque Bank Transfer

Payment by Cash / Cheque

I enclose the full course fee of AED _____ by cash / cheque

(Cheque should be made payable to ALEMBIC FZ LLC. Please allow 10 working days for clearance)

Payment by Bank Transfer

Bank transfer directly to ALEMBIC FZ LLC. Please instruct your bank to transfer the fees to our bank as per the following details:

Bank: Rakbank
Bank address: Al Quoz Brunch
Account Name: Alembic FZ LLC
Account Number: 0352656884001
Iban: AE740400000352656884001
Swift code: NRAEAK

Please make sure that the transfer instructions include your name, course name and the commencement date so that the amount can be properly applied.

Request for company invoice:

If you wish us to invoice your company, please complete the details below. (Please read the terms & conditions) The request MUST be signed by the manager who may authorize payment on behalf of your company.

Company Information (If sponsored by the company)

Company name: _____ Website: _____

Company Address / P.O. Box: _____

Accounts Department Information (This section MUST be completed):

Contact person: _____ Contact Telephone _____
(Indicate are code in brackets)

Fax: _____ Contact e-mail: _____
(Indicate are code in brackets)

- Please use a separate form for each applicant.
- Please refer to the terms & conditions of the registration before registering

Terms & Conditions of Registration

- **Bookings cannot be confirmed until payment and a completed application form is received.** Once payment has been made , we will not be able to offer a refund of any amount but candidates can defer their program to another schedule at no additional cost for the remaining sessions if is in within 12 months of the original course date.
- Bookings reserved for delegates outside the United Arab Emirates must be accompanied by credit card details (with authorization to charge) /Bank transfer (refer to bank transfer details overleaf).
- Course fees include instruction materials, included in the “Course Fees”.
- If the delegates request that ALEMBIC invoice his/her organization, then the invoice request must be signed by a Manager who is authorized to release payment on behalf of the organization.
- For courses which take place over two or more days, ALEMBIC can arrange accommodation for the delegates, subject to availability. Accommodation charges are on room only basis; Food & Beverage and any extras will be charged to the delegate.

Amendment Policy:

- ALEMBIC reserves the right to change the published prices of any course programs or materials or any course contents without prior notice.
- ALEMBIC reserves the right to cancel/postpone a course at any time without liability. In this case, delegates will be offered an alternative date or a full refund of the course fees.

Declaration I certify that I have read and agree to the terms and conditions set out in this registration form

Name _____ Signature _____ Date _____