

BATCH <i>(Choose one)</i>	1	FEBRUARY 17 – MAY 26, 2018
	2	JULY 14 – OCTOBER 13, 2018

1. COMPANY AND BILLING DETAILS

Name of Company			
Company Address			
- Billing format:	Electronic (pdf) format		Original billing/invoice
- Method of payment:	Charge me personally		Bill my company (fill-up details below)
Contact person for <u>billing</u>:			
- Department/Section			
- Contact Nos.		E-mail	
Contact person for <u>collections</u>:			
- Contact Nos.			

2. PARTICIPANT'S DETAILS (please write legibly; this will be the name placed on the CERTIFICATE OF ATTENDANCE)

Salutation	Name	M.I.	Surname	Nickname	ACFE PHILS. member? <input type="checkbox"/> Y <input type="checkbox"/> N
	Position		Email address	Contact number	ACFE (US) Associate Member? <input type="checkbox"/> Y <input type="checkbox"/> N
Diet restrictions/food preference:					Has Accounting background? <input type="checkbox"/> Y <input type="checkbox"/> N
					Associate Member No.

TERMS AND CONDITIONS

- Seat reservation and registration**
 - Reservation of seats will be made after receipt or notice of registration. This training is billable unless cancelled.
 - Walk-in participants shall be subject to seat availability.
- Cancellation policy for trainings:** participants must formally email the secretariat.

8 working days before the 1st session of the review	100% refund
2-4 days before the 1st session of the review	50%
Less than 24 hours before the session of the review and No-show participants	-no refund/per day session billable at P4,000
- Replacing participants:**
 - Companies must formally email the secretariat of any changes in the registered participants, strictly within 3 days before the training.
- Payments :**
 - Should be made to:
ASSOCIATION OF CERTIFIED FRAUD EXAMINERS – PHILIPPINES CHAPTER INC. or Assoc. of Certified Fraud Examiners- Phils. Chapter for the account of **BDO Account # 005438010403, indicating the Billing Statement No., as reference.**
 - Bank charges for transfer of funds:
> Shall be for the account of the participant.
- Deadline of payments:**
 - > Preferably paid two days before the training.
- Issuance of ORs:**
 - > *Deposited payments:* deposit slips should be scanned and faxed or emailed immediately for payment validation/confirmation: Fax: (02) 919 0910; or email to: trainings@acfep.org
- Payment discounts:**
 - > Participants/companies may only avail one type of promotion: whichever is higher.
- Inclusions:**
 - **Registration fees:** includes participant's kits, meals, hard copy of the presentation, CPE certificate.
 - **Certificate of attendance:**
 - > Participants must complete; or attend at least 70% of the seminar to earn the day's allotted CPE Units.
 - > Shall be released upon full payment.
- ACFE Phils. reserves the right to change the venue and/or cancel the above event if the minimum number of participants is not met. In case of change of venue and/or cancellation of the event, all registered participants shall be informed via email and text messages at least 2 days before the start of the said training.**

CONFORME (Required):

Name of Approving Officer: _____ **Signature:** _____ **Date:** _____
Position: _____