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**DELEGATE REGISTRATION FORM**

**Delegate Details**

NAME OF APPLICANT (as per IC):

NATIONALITY: DESIGNATION:

COMPANY NAME: COMPANY REGISTRATION NO.:

ADDRESS:

TELEPHONE: MOBILE: EMAIL:

**Contact Details of Person in Charge of Finance Contact Details of Head of HR Department/Immediate Supervisor**

NAME:

NAME:

DESIGNATION:

DESIGNATION:

EMAIL:

Tel:

Tel:

EMAIL:

**Referred by**

**If you were referred by a PERSOLKELLY staﬀ member, please indicate their details below:**

NAME: EMAIL: TEL:

**Declaration**

**I hereby conﬁrm that all of the above information submitted to PERSOLKELLY Korea to be true and correct. I would like to conﬁrm my participation in this program**

**PERSOLKELLY Korea**

(A PERSOLKELLY Company)

15/F Seoul Finance Center, 136, Sejong-daero, Jung-gu, Seoul, 04520, Korea

**T:** (+82) 2 760 8885

**E:** [Eunhong\_Park@persolkelly.com](mailto:Eunhong_Park@persolkelly.com)

4. Copyright: All intellectual property right in all materials produced or distributed by INSEAD and PERSOLKELLY in connection with the programme is expressly reserved and any unauthorized duplication, publication or distribution is prohibited.

5. Client information is kept on PERSOLKELLY database and used by PERSOLKELLY to assist in providing selected products and services which may be of interest to Client and which will be communicated via mail correspondence, phone, fax (including automatic dialing), email and other electronic means of communications. If you do not want PERSOLKELLY to do this, please tick here ( ). For training and security purposes telephone conversation may be recorded.

6. Important note: While every reasonable eﬀort will be made to adhere to the advertised package, PERSOLKELLY reserves the right to change programme dates, location, omit programme features, or merge the course with another programme or event where necessary without penalty and in such situations no refunds, partial refunds or alternative oﬀers shall be made.

1. Program fees are subject to change. Fees are not inclusive of food & beverages, accommodation and travel costs. Fees are inclusive of materials for the program.

2. Payment Terms: Upon completion and return of the signed and stamped registration form, full payment is due immediately. A receipt will be issued on payment. Due to limited seats, we advise early registration. We reserve the right to refuse admission if payment is not received on time. Payment must be made in Korean WON unless otherwise stated on the booking form. The programme fee of KRW 2,000,000(vat excluded) is directly payable to PERSOLKELLY Korea. Proof of payment must be emailed to the below address to facilitate account reconciliation: Eunhong\_Park@persolkelly.com

3. Cancellation/ Substitution: No cancellation upon registration will be allowed, even if the fee has not been paid. Provided the total fee has been paid, substitution at no extra charge up to 14 days before the program. Substitutions between 14 days and the date of the course will be allowed subject to administration fee of equal to 10% of the total fee that is to be transferred. The full course fee is payable and non-refundable. The service charge is not refundable and non-creditable if, for any reason, we decide to cancel or postpone this course.