

TRAINING ADMINISTRATIVE DETAILS

COURSE: ERGONOMICS FOR TRAINED PERSON

Registration mode	:	<ul style="list-style-type: none">● First-come-first-served basis.● Registration will be closed one week before course date.● Walk-in participants with payment will be admitted on a 'space availability' basis only.
Seat available	:	20 pax for every session
Payment method	:	<p>i) Electronic Transfer fund*</p> <p>ii) Cheque*</p> <p>*Receipt of deposited cheque/electronic transfer fund can be made in favour of the "Human Factors and Ergonomics Society (M)", account no. 564717004441 (MAYBANK) should be forwarded 1 week before the course date to the HFEM.</p> <p>iii) Cash term. Applicable for:-</p> <ul style="list-style-type: none">a. Pre-registration booking 1 week before course dateb. Walk-in <p>iv) Company guarantee letter. e.g. Letter of Undertaking(LOU)</p>
Course fee	:	<p>*RM1,100/pax (Initial ERA)</p> <p>*RM 1,500/pax (Advanced ERA)</p> <p>*GST is not applicable</p> <ul style="list-style-type: none">❖ Special Rate for HFEM Active Members (10% off discount)● Fee includes provision of refreshment; (breakfast/morning tea break, lunch, and evening break); training materials including hardcopy of Guidelines On Ergonomics Risk Assessment At Workplace 2017; certificate of training)
Cancellation policy	:	<p>There will be no refund for cancellation within 2 days prior to the programme, 50% for cancellation between 3 – 6 days and full refund for cancellation 7 days prior to the programme.</p> <ul style="list-style-type: none">● Refund process will take place 3-4 weeks after program● Please inform and notify via email to contact person about cancellation.● A replacement can be accepted at no additional
Contact Person	:	<p>Ms. Nur Sabrina Mohd Nasir Executive HFEM Tel no.:0164221837 Email address: sabrina@hfem.org (primary) nsabrina.mn@gmail.com (alternative)</p>