

## REGISTRATION FORM

Please fill in this form and fax back to Telefax: 6874645 or email to info@businessmaker-academy.com

**SEMINAR TITLE:** EXECUTIVE ASSISTANT TRAINING  
**SCHEDULE:** \_\_\_\_\_

Duration	Rate	Training Includes:
2 days (9am to 5pm)	Regular Rate = Php9500 + 12%VAT = Php10,640 Early Bird Rate = Php8500 + 12%VAT = Php9,520 <i>(early bird payment must be settled 8 days before actual class)</i>	AM and PM snacks, drinks, lunch, certificate, seminar kit and refresher session

### CONTACT INFORMATION OF BOOKING OFFICER

Complete Name	
Position	
Company	
TIN #	
Office Address (in full)	
Mobile No.	
Telephone No.	
Email Address	
Fax Number	

### NAME(S) OF ATTENDEES

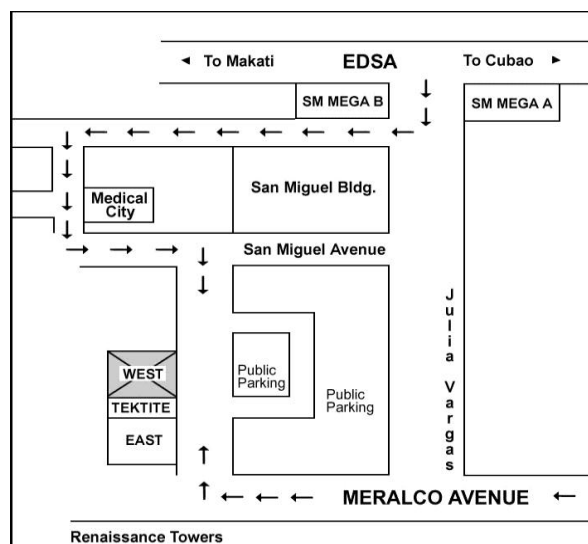
Complete Name	Nickname	Position	Mobile No. (for reminders)	Dietary Concerns Vegetarian / Food Allergies
1.				
2.				
3.				
4.				
5.				

*Note: Please add pages should you have more than 5 participants or call us to coordinate.*

### HOW TO ENROLL:

- FILL UP THE REGISTRATION FORM**  
 or you may call us directly at 6874445, 6874645, 6873416 to book a slot.
- REMIT PAYMENT**  
 You may settle enrollment fee via:  
 **CASH OR CHECK PAYMENT**  
 Pls visit & pay at our office during office hours.  
 Pls make checks payable to Business Maker Academy, Inc.  
 **BANK DEPOSIT**  
 Pls deposit payment to:  
 Savings Account Name: Business Maker Academy, Inc.  
 BPI Account No.: 4013-0306-64  
 BDO Account No.: 00280-622-422  
*(Please fax deposit slip with your name and course to Telefax 6874645)*  
 **PAYPAL**  
 Pls remit payment to [paypal@businessmaker-academy.com](mailto:paypal@businessmaker-academy.com)
- Attend the class.**  
 Please bring your deposit slip or receipt. Then enjoy learning!

### LOCATION MAP:



### IMPORTANT NOTE:

Business Maker Academy, Inc. is a VAT-registered company. TIN# 223-672-691-000 VAT  
 For zero rated or VAT exempt companies, please include your Certificate of Exemption. Provide Form 2307 or Certificate of Tax Withheld if payment done with tax withheld. Please withhold only 2% as we are classified as suppliers or contractors of services.