

Invest in yourself... Invest in Your People!

Address:1503-A West Tower, Philippine Stock Exchange Building,<br/>Exchange Road, Ortigas Center, Pasig City, PhilippinesTel.nos.:6874445, 6873416, Telefax no.: 6874645Mobile:0917-5699639Email:mbm@businessmaker-academy.comWebsite:www.businessmaker-academy.com

## **REGISTRATION FORM**

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

# SEMINAR TITLE: COMPANY POLICY MAKING AND IMPLEMENTATION

SCHEDULE:

| Duration     | Rate  | Training Includes:                  |
|--------------|---|-------------------------------------|
| 2 days       | Regular Rate = Php 9,500 + 12%VAT = Php 10,640                  | AM and PM snacks, drinks, sumptuous |
| (9am to 5pm) | Early Bird Rate = Php 8,500 + 12%VAT = Php 9,520                | lunch, certificate, seminar kit and |
|              | (early bird payment must be settled 8 days before actual class) | 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.<br>(for reminders) | Dietary Concerns<br>Vegetarian / Food<br>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:

#### **1 FILL UP THE REGISTRATION FORM** or you may call us directly at 6874445, 6874645, 6873416 to book a slot.

#### 2 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.: 000-280-622-422
- (Please fax deposit slip with your name and course to Telefax 6874645)
- () PAYPAL

Pls remit payment to paypal@businessmaker-academy.com

### 3 Attend the class.

Please bring your deposit slip or receipt. Then enjoy learning!

#### **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.

## LOCATION MAP:

