

## Short Course Training Workshop – Registration & Payment form

### **PROPERTY DEVELOPMENT FEASIBILITY ANALYSIS AND MODELLING**

Workshop Code: **PDF**      Date: **Thu, 1<sup>st</sup> Nov 9am-5pm**      Location: **Hong Kong**

#### **Participant Information** *(Please use block letters when completing this form)*

Title (Dr/Mr/Mrs/Ms/Miss/Other) : \_\_\_\_\_

Preferred Name(s) : \_\_\_\_\_

Given Name(s) : \_\_\_\_\_ Family Name : \_\_\_\_\_

Company Name : \_\_\_\_\_

Title/Position : \_\_\_\_\_ Department : \_\_\_\_\_

Company Address : \_\_\_\_\_

City : \_\_\_\_\_ Country : \_\_\_\_\_

Postcode : \_\_\_\_\_ Work Phone : \_\_\_\_\_

Mobile : \_\_\_\_\_ Email : \_\_\_\_\_

How did you hear about the workshop? \_\_\_\_\_

#### **Workshop enrolment fees**

*Stated fees are for a single participant for registration in one workshop*

All fees are subject to change without notice and include taxes where applicable

**APREA/RICS Members**      US\$500 ☐ or HK\$3,925 ☐ (RICS membership no: \_\_\_\_\_)

**Non-Members**      US\$630 ☐ or HK\$4,910 ☐

#### **Payment**

Select one of the following payment options and complete the relevant details. Please ensure that you have read the Terms & Conditions on this form

☐ Cheque

Cheques to be made payable to 'Asia Pacific Real Estate Association Limited'

Cheque No : \_\_\_\_\_ Bank : \_\_\_\_\_

Please write your name on the back of the cheque and mail it with this completed form to APREA Institute, 58 Tras Street, #02-01, Singapore, 078997

☐ Telegraphic Transfer (All telegraphic transfer fees to be borne by the payer)

Beneficiary: Asia Pacific Real Estate Association Limited

Bank Name: Citibank Singapore Ltd

Bank Address: 23 Church Street #02-01, Capital Square, Singapore 049481

Bank Account Number: 0301885422

Bank / Branch Code: 7214 / 011

Swift Code: CITISGSGGCB

#### **APREA Institute**

58 Tras Street #02-01 Singapore 078997, Tel +65 6438 1110, Fax +65 6438 5550  
Email: [info@apreainstitute.asia](mailto:info@apreainstitute.asia)      Web: [www.apreainstitute.asia](http://www.apreainstitute.asia)

☐ **Credit card** (AMEX only - a transaction fee of 4% of the invoice amount will be added to the payment)

Card Number : \_\_\_\_\_  
Valid from : \_\_\_\_\_ Expiry Date : \_\_\_\_\_  
Cardholder Name : \_\_\_\_\_  
Billing Address : \_\_\_\_\_  
\_\_\_\_\_

**Cardholder's Signature**

I authorise APREA Institute to charge my credit card to the amount of : \_\_\_\_\_

Signed : \_\_\_\_\_ Date : \_\_\_\_\_

☐ Please invoice my employer/company

Invoicing Details (if different from participant information):

Company Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
City : \_\_\_\_\_ Country : \_\_\_\_\_ Postcode : \_\_\_\_\_  
Attn Of / Department : \_\_\_\_\_ Email : \_\_\_\_\_

**TERMS & CONDITIONS**

- APREA Institute reserves the right to reschedule or cancel a short course training workshop.
- APREA Institute reserves the right to make changes to the advertised workshop content or practitioner details without prior notice.
- Cancellation by a participant – notice must be received by the APREA Institute on or before the fifth (5th) working day prior to workshop start date. Any cancellation is not eligible for refund but is eligible for reschedule without penalty. Rescheduled workshops must be taken within one year of original workshop start date.
- If you cannot attend personally, a substitute participant is welcome to join the workshop in your place for no extra charge.

**Refunds**

**Fees will not be refunded, except under the following circumstances:**

- Where APREA Institute reschedules or cancels a workshop in which the participant is registered.
- Where the participant's application is declined by APREA Institute.
- Whereby reason or reasons beyond the participant's control, including acts of government authorities, civil strikes and riots, the participant is prevented from participating in the workshop.

**Payment terms**

- Confirmation of registration is subject to receipt of full payment prior to commencement of the workshop.
- Payment can be made by telegraphic transfer, credit card (AMEX), or cheque. If a credit card or cheque is dishonoured, participants will be required to pay any related bank charges. Telegraphic transfer charges are to be borne by the payer. For payment by AMEX a transaction fee of 4% of the invoice amount will be added to the payment.
- Payment may take up to five (5) working days to be debited from a nominated account or credit card.

**Privacy**

APREA Institute requires the information provided by you in this form to administer and manage the provision of our education services. Additionally it will assist us in providing and improving APREA Institute's products and services, providing updates to you, sending you promotional and marketing material and invitations to be involved in APREA Institute's events and activities, and conducting other marketing and promotional activities. You will always have an opportunity to decline to receive marketing material. If you do not provide the required information, we may be unable to provide you with education services. In order to deliver certain materials and information, and to otherwise deliver our products and services, APREA Institute may provide your personal information to third parties or agents appointed to deliver our services to you (e.g. couriers and telecommunication service providers). You may raise any concerns you may have about APREA Institute's handling of your personal information by contacting APREA Institute by email, phone, fax or letter. For further information or related enquiries please contact our Help Desk on +65 6438 1110 or email: [info@apreainstitute.asia](mailto:info@apreainstitute.asia)

Please return form to:

<b>APREA Institute</b> 58 Tras Street #02-01 Singapore 078997	<b>Fax: +65 6438 5550</b> <b>Email: <a href="mailto:info@apreainstitute.asia">info@apreainstitute.asia</a></b> <b>For more information, please call: +65 6438 1110 or 800 908 060 (toll free from Hong Kong)</b>
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