ONLINE TRAINING

DATE: 17 – 18 March, 2023
TIME: 08:30 -16:30

MQA Approved

HRDC Refundable*
*Terms and conditions apply

Microsoft Excel for Human Resource Professionals
Microsoft Office Mastery Series

REGISTRATION FORM

PERSONAL/COMPANY DETAILS: ***Please print or fill in CAPITAL letters***

Title (Mr/Mrs/Miss): ----------

Family name: ----------

First name: ----------

NIC/Passport No.: ----------

Designation/Position: ----------

Organisation: ----------

BRN No: ----------

Address: ----------

Telephone: ---------- Mobile: ----------

Email: ----------

Signature: ---------- Date: ----------

PAYMENT METHOD:	**DEADLINE FOR REGISTRATION AND PAYMENT:**
☐ Bank Transfer ☐ Cheque ☐	Monday, 13 March, 2023

TRAINING FEE:

- Investment Fee (per participant): MUR 14,000

NOTE:
- Bank transfer: MCB - A/c No.: 000011794518.
- Cheque to be drawn in the favour of Mind Initiatives Ltd.
- Payment can also be at the Mind Initiatives office at Ebene Junction, Ebene

PAYMENT POLICY:

- Payment should be made at the time of Registration.
- **Registration will be confirmed when payment is made.**
- Full payment is mandatory for attendance.

REFUND/CANCELLATION POLICY:

- Cancellations will be accepted without any financial penalty fees if notice is received in writing, 10 or more days prior to the course.
- Participants who fail to turn up, or from whom we receive cancellations within 9 or less business days of the course commencement date are liable for the full fee.
- Refund will not be given in case the participant does not show up on the day of the Training.
- Participants may be substituted 8 days prior to the Training.

For more details, please contact:
Mind Initiatives Ltd., Suite 207A, Ebene Junction, Rue de la Democratie, Ebene, Mauritius. Tel: +230 54410761/54994050. E-mail: registration@mindinitiatives.com