

To: CityU / Infocan / Welkin *(Please delete whichever are inappropriate)

PC-Related Training Services Contract 2008 / 2010, HKSAR Government - Enrolment Form for Non-standard Courses

Department / Bureau : _____ Division / Section : _____
 Contact Person : _____ Designation : _____ Tel. No. : _____ Fax No. : _____
 Address : _____
 Send Invoice to : _____ Tel. No. : _____ Fax No. : _____
 (if different from the contact person) (if different from the contact person) (if different from the contact person)

Billing Address : _____
 (if different from the address)

Class Code	Course Title	Course Date	Name of Participant	Category*	Tel. No.	FEE (HK\$)
TOTAL						

Enrolment Guidelines:

1. Please choose the suitable course(s) from the training schedule and enrol through Head of Department/Head of Grade.
2. Please send or fax the completed Enrolment Form to the Contractor at least 14 working days before class begins.
3. Confirmation letter will be sent to the contact person at least 12 working days before class begins.
4. If enrolment is less than 6 participants per class, the Contractor may cancel or re-schedule class with prior notice to the participants.
5. Withdrawal can be made in writing only at least 10 working days before class begins. Substitution will be accepted.
6. Course outlines are available from the Contractors on request. For reservations or enquiries, please call:

Remarks:

- * Category
 A: MPS 0 - MPS 15 or equivalent
 B: MPS 16 - MPS 33 or equivalent
 C: MPS 34 - MPS 44 or equivalent
 D: MPS 45 - MPS 49 or equivalent
 E: Directorates

Welkin Systems Ltd.		CityU Professional Services Ltd.		Infocan Training Ltd.	
Contact Person(s)	Ms Michelle WONG (Tel. 3605-3332) Ms Kitty LUK (Tel. 3605-3325)	Mr. Ray FONG (Tel. 2776-0161) Ms Linda LEE (Tel. 2374-1711)	Mr. Rosanna SHEK (Tel. 2781-1366) Mr. Paul TSANG (Tel. 2781-1366)		
Fax No.:	3605-3399	2319-0984	2882-2616		

Signature & Chop _____ Name (in block letters) _____ Date (DD/MM/YYYY) _____
 (For Head of Department / Head of Grade)