REGISTRATION FORM

25-28 January 2027
Cyberview Resort & Spa

01 PARTICIPANT DETAILS

(Please do not book any accommodation or make travel arrangements until the training is officially confirmed by IRPD Academy. Please refer to the Terms & Conditions.)

NAME :
IC NO :
DESIGNATION :
EMAIL :
H/P NO :
VEGETARIAN : ☐ YES ☐ NO T-SHIRT SIZE :

NAME :
IC NO :
DESIGNATION :
EMAIL :
H/P NO :
VEGETARIAN : ☐ YES ☐ NO T-SHIRT SIZE :

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IC NO :
DESIGNATION :
EMAIL :
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NAME :
IC NO :
DESIGNATION :
EMAIL :
H/P NO :
VEGETARIAN : ☐ YES ☐ NO T-SHIRT SIZE :

02 COMPANY INFORMATION

COMPANY NAME :
COMPANY REG. NO :
ADDRESS :

CONTACT PERSON :
EMAIL :
HRD CORP REGISTERED : ☐ YES ☐ NO

I agree to abide by IRPD Technic Sdn. Bhd.'s Terms & Conditions

Authorised Signature & Company Stamp

03 TRAINING FEE

RM5,000/PAX

INCLUDED: Training Materials, IRPD Academy Backpack, T-Shirt, Meals, Exam & Certificate

04 REGISTRATION & SUBMISSION

Registration can be completed through either of the following methods:

Option 1: Online Registration

Visit www.irpdtechnic.com/academy-overview to register online.

Option 2: Registration Form

Complete this registration form and submit it via email or WhatsApp:

- **Email: irpd.academy@gmail.com**
- **WhatsApp: +6010-318 0716**

05 PAYMENT METHOD

1. Bank Transfer to IRPD Technic Sdn Bhd

MAYBANK
5628 4356 3274

2. HRD Corp SBL-Khas

Company Name: IRPD Technic Sdn Bhd
Code Programme: 10001787504

PAYMENT TERMS

Bank Transfer: Payment is due within seven (7) days of invoice issuance. Full payment must be received at least seven (7) working days before the training commencement date.

HRD Corp Claims: Grant approval must be obtained at least fourteen (14) working days before the training commencement date. If the grant is not approved or the training is unclaimable, the company remains liable for the full training fee, payable within the agreed payment period.

***ADDITIONAL TERMS & CONDITIONS**

Letter of Undertaking (LOU): Available upon request and subject to approval by IRPD Academy. Full payment must be settled within one (1) month after the training completion date. A valid LOU is required to confirm the registration.

06 TERMS & CONDITION

1. **Payment Terms**. Payment is due within **seven (7) days** from the invoice issuance date. Full payment must be received at least **seven (7) working days** before the training commencement date. Seats are confirmed upon receipt of payment or a valid
2. **Letter of Undertaking (LOU).** A valid LOU is accepted for seat confirmation. Full payment must be settled within one (1) month after the training completion date.
3. **HRD Corp Claims.** Employers are responsible for obtaining **HRD Corp grant approval** at least **fourteen (14) working days** before the training commencement date. If the grant is not approved or the training is deemed unclaimable, the employer shall be liable for the full training fee.
4. **Participant Substitution**. Participants may be substituted at any time at no additional cost, subject to prior written notification to IRPD Academy.
5. **Cancellation Policy.** All cancellations must be submitted in writing. The following terms apply.

   For Bank Transfer Registrations:
   - 14 days or more before training: Full refund.
   - 7–13 days before training: 50% refund or credit towards a future programme.
   - Less than 7 days before training or non-attendance (no-show): No refund or transfer the participant's registration to the next available training session.

   For HRD Corp Registrations:
   - The company remains liable for the full training fee in the event of cancellation, subject to applicable HRD Corp terms and conditions.
   - The company may substitute the registered participant or transfer the participant's registration to the next available training session, subject to prior written notification and approval by IRPD Academy.
6. **Programme Changes and Cancellation by IRPD Academy.** IRPD Academy reserves the right to change the training date, venue or trainer when necessary. In the event of a schedule change, registrations will be transferred to the revised date. If IRPD Academy cancels the programme, participants will be entitled to a full refund of fees paid.
7. **Certificate Requirements:** Certificates will be issued upon full payment, completion of all **thirty-two (32) training hours**, and successful passing of the written examination. Participants who fail the examination are entitled to a **maximum of two (2) resits**, with the first resit provided free of charge within **six (6) months** from the original examination date and **a fee of RM500** applicable for the second resit. Participants who fail after the second resit must repeat the entire training programme before being eligible to retake the examination.
8. **Equipment and Laptop Requirements.** Thermal cameras and other equipment provided for training remain the property of IRPD Academy. Participants will be held liable for damage caused by negligence. Participants must bring their own laptops for training activities.
9. **Safety Requirements.** Participants must comply with all safety instructions and procedures provided by the trainer during practical sessions.
10. **Accommodation and Travel.** Participants are responsible for arranging and bearing all costs related to their own accommodation and travel, unless otherwise agreed in writing.
11. **Copyright and Training Materials.** All training materials are protected by copyright and may not be copied, reproduced, distributed or shared without prior written permission from IRPD Academy.
12. **Personal Data Protection.** Personal data collected will be used for training administration, HRD Corp-related matters and certification purposes in accordance with the Personal Data Protection Act 2010 (PDPA), where applicable.