TRAINING REGISTRATION FORM

Thank you for sending back this form to the CCI FRANCE CHINE Beijing:

Tel.: +86 (10) 64 61 02 60 - Fax: +86 (10) 64 61 29 90

E-mail:ren.difei@ccifc.org or walter.janvier@ccifc.org

NAME OF TRAINING COURSE: Leadership Coaching to Engage Teams

NUMBER OF PARTICIPANTS:

|  |  |
| --- | --- |
| COMPANY INFORMATION | PARTICIPANT |
| NAME:      Office Address:      Phone Number:      Fax:      Sector:       | NAME: Mr. [ ]  Ms [ ]       **Participant Mobile Phone Number :**      Email address:      **Occupation of the participant:**       |

PERSON IN CHARGE OF REGISTRATION

NAME: Mr. [ ]  Ms [ ]        Occupation:

Phone Number:

Email address:

INVOICING

**NAME of the company to be invoiced:**

**Invoicing address in Chinese**:

Invoicing address in English:

**To be addressed to**

NAME: Mr. [ ]  Ms [ ]        Occupation:

Phone Number:

**Email address:**

[ ]  Payment by cash in RMB [ ]  Payment by bank transfer in RMB [ ]  Payment by bank transfer in Euros

|  |  |
| --- | --- |
| **Bank information for EUROS :** | **Bank information for RMB** |
| **Société Générale – Agence Paris Bourse****134, rue Réaumur – BP 904****75073 Paris Cedex 02****- Account # 00050695494** **Key 57 Bank code : 30003** **Branch Code: 03020** | 中国法国工商会工行北京商务中心区支行国贸大厦分理处北京建国门外大街1号国贸大厦 100004人民币帐号： 0200041609014414080 |

REGISTRATION CONDITIONS

1. Each registration needs to be confirmed by sending back the completed registration form to the CCI FRANCE CHINE by mail.
2. The training fees have to be paid:

- By cash in RMB the same day of the training. The attendee will receive a receipt with the CCI FRANCE CHINE official seal;

- By bank transfer in RMB or Euro before the beginning of the training. In this case, your company has to provide the CCI FRANCE CHINE with the invoicing details (Chinese and English name of the invoicing office of your company, Chinese and English address of the invoicing office of your company, account number which will be used to pay the fees). The registration will not be confirmed without this document.

1. After receiving the registration form with the invoicing details, the CCI FRANCE CHINE will send you an invoice voucher. Thanks to settle it before the training day.
2. A written confirmation will be sent to the person in charge of the case and at the same time the participant will receive notice to attend the training course(s) a few days before the beginning of the training session.
3. Cancellation:

- Cancellation requests can ONLY be submitted by email to the person in charge of the training program in CCI FRANCE CHINE Beijing. Then the CCI FRANCE CHINE will send you a written confirmation.

- Cancellation will be accepted if the CCI FRANCE CHINE receives it before the deadline - 7 days before the day of the training.

- Any cancellation after the deadline or absence from the training course will still be charged. No free access to the next session of the training course.

Date:

Sign:

Company Seal: