



**Logistics Professionals Consultancy Course Enrolment Form**

*(Please complete and TYPE all the fields in English)*

Course Name : \_\_\_\_\_

Course Code : \_\_\_\_\_ Course Date : \_\_\_\_\_ (1<sup>st</sup> Choice <sup>Note 1</sup>)  
 : \_\_\_\_\_ : \_\_\_\_\_ (2<sup>nd</sup> Choice <sup>Note 2</sup>)

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

Name of Attendee : Mr. / Ms.\* \_\_\_\_\_ *(Name to be printed on certificate)*

Position : \_\_\_\_\_

Contact Person : \_\_\_\_\_

Telephone No. : \_\_\_\_\_ Email Address: <sup>Note 3</sup> \_\_\_\_\_

Please check this box if you would like to purchase the IATA DGR priced at HK\$2250.00 per copy. The book will be handed out on the first day of class. Number of copies purchase \_\_\_\_\_.

I declare that all information supplied above is true, complete, and accurate. I understand the course details and the policy/remarks being posted on the LPCL Website. I agree to abide all course regulations set by LPCL for the subject programme, failing to observe such rules shall result my application in default. <sup>Note 4</sup>

Payment details: Company cheque made payable to **“Logistics Professionals Consultancy Ltd”** *(with name of attendee and class code marked on the back)*

Amount: \_\_\_\_\_

Cheque no. \_\_\_\_\_ Date \_\_\_\_\_ Banker \_\_\_\_\_

Authorized Signature with Company Chop \_\_\_\_\_

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

Title : \_\_\_\_\_

**Note:**  
 Please send to LPCL the completed enrolment form (in original signature and company chop) together with the cheque payment. Kindly use separate form/cheque for each application per class. LPCL reserves the right to accept your application or not.

- (1) If the 1<sup>st</sup> Choice is not available, we will automatically transfer you to the 2<sup>nd</sup> choice, along with phone notification.
- (2) Please put down your 2<sup>nd</sup> Choice or else we will return the cheque to you automatically if the 1<sup>st</sup> Choice is not available.
- (3) Letter of Acceptance with class details will be sent out by EMAIL Only to your assigned email address within 3 working days after the enrolment deadline.

Please read reverse page on enrolment policy

Mailing Address (Must input):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## **Enrollment Procedure and Policy**

- 1) Duration of course 9:30am-5pm daily
- 2) The course includes tuition, notes, examination (one retake examination allowed) and IATA registration fee.
- 3) Participants who have purchased a copy of the IATA DGR will receive a new book on the first day of class; no extra copy will be available.
- 4) Enrolment status will be updated regularly and the status will be shown either in one of the following codes: "Available", "Full", "Registration Closed", "Not open for Registration" or "Cancelled"
- 5) Medium of instruction  
For all courses: Cantonese (supplemented with English)
- 6) Enrolment Procedure
  - a) Kindly complete the enrolment form and send in together with cheque made payable to "Logistics Professionals Consultancy Ltd." (please write your name and course code on the back of the cheque) and post to Logistics Professionals Consultancy Ltd, Rm1705, 17/F., Comweb Plaza, No.12 Cheung Yue Street, Lai Chi Kok, Kowloon. Hong Kong.
  - b) Applications will be treated on a FIRST-COME-FIRST-SERVED basis upon receipt of payment. We accept registration by phone, fax or email, confirmation of place will only be given upon receipt of the application with clearance of cheque payment and issuance of Letter of Confirmation.
  - c) Letter of Confirmation with course details will be sent out by post within a week after receipt of payment.
  - d) The date and time of receipt of the application by Logistics Professionals Consultancy Ltd. will be taken as the official date & time of application.
  - e) Application is subjected to Logistics Professionals Consultancy Ltd.'s approval. Logistics Professionals Consultancy Ltd reserves the right to reject any application due to any circumstances and for whatever reasons. Submission of the enrollment form and cheque should not be construed as acceptance of admission.
  - f) Cheques are subjected to bank clearance and receipts will then be issued.
  - g) Logistics Professionals Consultancy Ltd., reserves the right to cancel a course if there is insufficient enrollment or unforeseen difficulties arising from mounting the course.
  - h) Logistics Professionals Consultancy Ltd. reserves the right to change the programme contents, schedule or venue at any time and without prior notice if it so deems necessary. We shall notify those affected by the changes by telephone and all those affected by cancellation will be entitled to a full refund or a place on the next available course.
  - i) Should you wish to check your enrollment status, you can contact Logistics Professionals Consultancy Ltd at 24262189 or email [course-admin@lpcl.com.hk](mailto:course-admin@lpcl.com.hk)
- 7) Cancellations and refunds : An administration fee of HK\$300 will be charged for each amendment/cancellation made on the application ONCE the Letter of Confirmation is issued. No guarantee on amendments could be made within 2 working days before the start of the course.  
**After the commencement of the course, no refund will be given.**

Please note that for customers enrolling in our courses through HAFFA, requests for cancellations or change of classes, received after the application deadline and prior to the commencement of the course, should be accompanied by a written explanation to HAFFA for approval. HAFFA may in its sole discretion and without assigning any reason for its decision approve or reserve a seat for the participant in future courses or refuse any such application for cancellation.