CCLFI

Knowledge Management for Executives Course

Registration Form

Please fill in the brown spaces; do not reformat or edit the table. Send this same form back as an attachment; do not insert within the main text of the email or convert to PDF, hard copy or image file.

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| **Full name(s) and Gmail address(es) of participants:** | Full name to appear in Certificate: | Gmail address: |
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| **Name, address, zip code and telephone number of organization:** (no PO Box please) |  |
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| **Payment source** | Who will pay for the course fee? (you or name of your organization) |  |
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| **If your organization is paying for the course fee:** | Name and email address the billing statement must be sent to: |  |
|  |
| Need an official invoice? (yes/no): |  |
| If yes and Philippine based, TIN, business style, name, address and mobile number of the person to whom invoice must be sent:  |  |
| If yes and based outside the Philippines, business address: |  |
|  |
|  Need an official receipt (yes/no): |  |
| If yes and Philippine based, TIN, business style, name, address and mobile number of the person to whom OR must be sent:  |  |
| If yes and based outside the Philippines, business address: |  |
| If yes and in hard copy, name address, and mobile number of the person to whom it must be sent to: |  |
| If yes and in soft copy, name and email address it must be emailed to: |  |
| **For Philippines-based participants**: payment should be by inter-branch deposit in a Banco de Oro branch anywhere in the Philippines, payable to ***Community and Corporate Learning for Innovation Inc.*** with account number *003550215538*. CCLFI is registered as a private corporation, whose line of business is Educational Support Services (Code 85600). Email the image scan of the validated BDO check or cash deposit slip to serafintalisayon@gmail.com and babes.afable@gmail.com. Indicate in the email what organization (or participant) is making the payment. The TIN of CCLFI is *009-267-755-00000.* If your organization requires collection of the check payment in person, CCLFI will issue the participant an authorization so that he/she can receive the check in person and then perform the above actions. The OR (BIR authorized official receipt) will be mailed or sent by courier immediately after receipt of the emailed scan of the validated deposit slip. If a Philippine government agency will pay for the fee, remit the amount directly to the Land Bank of the Philippines account of CCLFI (Savings account no. 1821-2080-13, DOST Bicutan branch) and email a scan of the remittance document to serafintalisayon@gmail.com and babes.afable@gmail.com. The agency concerned is responsible for providing messengerial/courier services to fetch the hard copies of the BIR invoice and official receipt from CCLFI.**For participants based outside the Philippines**: payee of US$ bank remittance is ***Community and Corporate Learning for Innovation Inc.*** (make sure the complete name of the payee is specified) and the bank account number is *103550213144*. The bank name is BDO Unibank with Swift code of BNORPHMM. Email the image scan of the bank receipt to serafintalisayon@gmail.com and babes.afable@gmail.com. |