



**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 Manual priced at HK\$1850 for each manual. The manual will be handed out on the first day of class. Number of manual 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.  
 (4) Please read reverse page on enrolment policy

Company Address (Must input):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Enrollment Procedure and Policy**

1. Duration of course (will be indicated on the acceptance letter)
2. The course includes tutorial notes, examination (one retake examination allowed) and IATA registration fee.
3. Participants who have purchased the IATA DGR manual will receive a new book on the first day of class.
4. Enrollment status will be updated regularly and the status will be shown either in one of the following code: “Available”, “Full, Registration Closed”, “Not open for Registration” or “Cancelled”.
5. Medium of instruction  
For all course: Cantonese (supplemented with English)
6. Enrollment Procedure:
  - a) Kindly complete the enrollment form and send in together with cheque made payable to “Logistics Professionals Consultancy Ltd.” Rm 1906, Metroplaza Tower II, 223 Hing Fong Road, Kwai Chung, N.T. Hong Kong.
  - b) Applications will be treated on a FIRST COME FIRST SERVED basis upon receipt of payment. We accept registration by phone, fax, email and website enrollment. 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 email 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 subject 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 subject to bank clearance and receipt 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 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 you enrollment status, you can contact Logistics Professionals Consultancy Ltd. at 24262189 or email [course-admin@lpcl.com.hk](mailto:course-admin@lpcl.com.hk)

Cancellation and refunds: an administration fee of HK\$100 will be charged for 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.