

Note: Please type all details and print this form. Sign and stamp the last page and email it back to hello@mu.my

Date:

Training Name:

Training Start Date: Training End Date:

Company Name:

Address:

Email:

Contact Person: Mobile No:

No. of Pax: Fee per Pax: Total fee:

Participant Details:

Name	Email	Mobile No.

Payment Details:

- Government LO/LOU/PO PayPal Cheque
 Online Banking Cash Deposit Machine(CDM) Cash

Pay By Bank:

Bank Name: CIMB ISLAMIC BANK BERHAD

Account Holder: MU DOT MY PLT

Account No: 8602134707

Swift Code: CTBBMYKL

If pay by cheque must be deposited to above mentioned Bank Account Name and forward slip to us. Otherwise, please add RM25 for cheque handling fee.

Terms & Condition

1. THE SALE

The purchase of Training Courses and Training Materials are subject to the following: - the prices set out for the relevant product on our website; and

- i. *The purchase of the Training Courses and Training Materials includes the granting of a non-exclusive, non-transferable licence to use the Training Materials and the Documentation on the terms of such licence, which are set out in the following clause.*
- ii. *Method of Delivery for Training Courses: once your registration for a Training Course has been successfully processed, you will receive an email confirming your seat, name of the course, course timing, and location of delivery.*

2. TRANSFERS AND CANCELLATION OF TRAINING COURSES

Delegates may transfer their registration for one course to another course up to **7 working days** prior to the original course date. Once a delegate has transferred no refunds can be made for the cancellation of either course. Only one transfer by any delegate may be made.

If you cancel a Training Course: – all cancellations must be made no later than **21 working days before** the start of relevant Training Course. We will only accept cancellations that are made in writing. If a delegate fails to attend a Training Course, or a cancellation is sought within the 21 working days prior to the start of such course, full payment will be required.

Refund Policy: If the refund is approved by the Licensor, it will be made through the original mode of payment only. No refunds shall be given for the cancellation of Distance Learning, Blended Learning and eLearning courses no matter when cancellation is notified to us.

If we cancel a Training Course, or change course content: – **we reserve the right to cancel** a Training Course at any time, without incurring any additional liability to the Licensor or any delegate. In such circumstances, we will offer alternative dates, a full refund or a credit note.

3. CONFIDENTIALITY

3.1 With regard to any materials that the Licensee may produce to the Licensor during a Training Course pursuant to the curriculum of that Training Course (the "Projects"), The Licensor shall:

- i. Keep confidential all know-how, including commercial and financial information, that is of a confidential nature, disclosed by the Licensee to the Licensor in a Project;
- ii. Not publish Projects without the express prior written consent of the Licensee; and
- iii. Disclose know-how, and any other confidential information in Projects, only to those persons necessary for the purposes of

the relevant Training Course and only to the extent necessary for the proper performance of their duties.

3.2 The Licensor shall procure that the obligations in clause 3.1 are observed by its employees, officers and agents.

3.3 The Licensor shall notify the Licensee immediately if it becomes aware of any disclosure in breach of the obligations in this clause 3. At the request of the Licensee, the Licensor will take all such steps as are necessary to prevent further disclosure.

3.4 The provisions of this clause 3 shall be deemed effective from the date first presentation of a Project was made to the Licensor and shall remain in full force and effect for 10 years from that date.

Privacy Policy

MU DOT MY PLT ("MU DOT MY", "MU", "we", "our" or "us") is committed to ensuring that your privacy is protected. This Privacy Notice describes how we use the personal information that we collect from you, or that you provide, when you:

- i. Visit our website (the "Website");
- ii. Use the services (together the "Services") that we provide; or
- iii. Communicate with us.

Information that you provide directly

We collect personal information from you:

through the use of forms, which may be on paper or on our Website, such as when you make a purchase or commence a course of study, signup to receive our newsletters or register for information; when you make a purchase on our Website and provide us with information about any special requirements, such as dietary requirements, that you may have; and if you choose to provide us with information when you use our Website or access our Services; when you communicate with us for any reason, including by email, postal mail, LiveChat or telephone, and when you use our Services.

Disclosing Your Information

We may disclose your personal information, with your consent, to any company within our corporate group. This includes, where applicable, our holding company and its subsidiaries.

Data Protection Rights

You have the following data protection rights: If you wish to access, correct, update or request deletion of your personal information, you can do so at any time by contacting us using the contact details provided below.

Contacting Us

The data controller of your personal information will be MU DOT MY PLT

We welcome any queries, comments or requests you may have regarding this Privacy Notice. Please do not hesitate to contact us at hello@mu.my

Authorized Signature &
Company Stamp: