LTK Consultant Ltd.

TRAINING COURSE ENROLMENT FORM 課程報名表格

(Please complete all fields in English 請用英語填寫*)*

Course Name 課程 :

- ☐ **Regulated Agent Regime (RAR) Security Training**
- ☐ **Regulated Air Cargo Screening Facility (RACSF) Training**
- ☐ **Known Consignor (KC) Security Training**

Course Date & Code 日期及課程編號

(1st Choice 首選) Note : _____

(2nd Choice 次選) : _____

Name of Participant 姓名 ◉ Mr ○ Ms _____ ***(Name to be printed on the Certificate 此名字將印在證書上)***

HKID/Passport No.
身份証/護照號碼 : _____

Company 公司 : _____

RA Code 管制代理人编號 _____

Position 職位 : _____

Telephone No. 電話 _____

Mobile 手提電話 : _____ Fax No. 傳真號碼 _____

Contact Email 電郵 _____

Date of obtain previous certificate
and its issuing institution
上一次考取證書日期及其發證機構 : _____

I declare that all information supplied above is true, complete and accurate. I understand the course details and the policy/remarks overleaf. I agree to abide by the course regulations, failing to observe such rules would result in the default of my application.

本人確認所提供的資料正確無誤並已經閱讀課程的規則以及同意遵守規則，本人明白若不遵守規例可導致申請被取消。

Authorized Signature with Company Chop
公司認可簽名與印鑑

Name 姓名 : _____
Title 職位 : _____

Note 註*:*

If the 1st Choice is not available, we will notify you to arrange an alternative course date or a refund.
假如首選的課程日期額滿或被取消，我們將通知並安排其他合適的課程日期，報讀人士也可以申請退回學費。

Mailing Address (Must input) 地址(必須填寫):

_____

_____

E-MAIL: DGR@LTKCONSULT.COM Tel: 852 – 2165 4164 Fax: 852 – 30074835
WEBSITE: WWW.LTKCONSULT.COM

LTK Consultant Ltd.

Enrolment Procedure and Policy

1. The course time for DG Basic/Refresher are 0900 – 1830 , DG Awareness is 0900 – 1300 or subject to special arrangement.
2. The course fee includes tuition, notes, test, and registration fee.
3. 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”.
4. Medium of Instruction:
   Cantonese (supplemented with English)
   *The course code with “M”: Mandarin (supplemented with English)
5. Enrolment Procedure:
   a) Kindly complete the enrolment form and e-mail the enrolment form to **dgr@ltkconsult.com**, our representative will **issue invoice by reply to the e-mail** if seats available.
   b) **Applications will be treated on a FIRST-COME-FIRST-SERVED basis upon receipt of payment.** We accept registration by 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/Attendant.
   c) Letter of Confirmation/Attendant with course details will be sent out by e-mail before two weeks of the course date or after receipt of payment.
   d) The date and time of receipt of the application by LTK Consultant Limited will be taken as the official date & time of application.
   e) Application is subjected to LTK Consultant Limited’s approval. LTK Consultant Limited reserves the right to reject any application due to any circumstances and for whatever reasons. Submission of the enrolment form and cheque should not be construed as acceptance of admission.
   f) LTK Consultant Limited reserves the right to cancel a course if there is insufficient enrolment or unforeseen difficulties arising from organising the course.
   g) LTK Consultant Limited reserves the right to change the program contents, schedule or venue at any time and without prior notice if it so deems necessary. We will 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.
   h) If you wish to check your enrolment status, you may contact LTK Consultant Limited at 2165 4164 or e-mail dgr@ltkconsult.com.
6. 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.

Enrolment for updated in December 2024.

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