

# PC Training Service Contracts (2014-17) - Enrolment Form for Scheduled Courses

For more details about PC Training Courses:  
[CLC Plus \(www.csb.gov.hk/clc\)](http://www.csb.gov.hk/clc) > IT Zone > PC Training Courses (CLC Plus login required)

Please choose a training provider (hereafter "Provider") and mark an "X" under its logo.

 <p style="text-align: right;">GLD Contract No.: C0291/2013</p> <p><b>Infocan Training Limited</b> (Fax: 2882-2616)          Ms Rosanna SHEK at 2781-1366/rosanna@infocan.net          Mr Eric TSE at 2781-1366/eric_tse@infocan.net</p> <p style="font-size: 24px; margin-left: 20px;">[ X ]</p> <p>Venues in North Point (near MTR Fortress Hill station) and Kwun Tong</p>	 <p style="text-align: right;">GLD Contract No.: C0292/2013</p> <p><b>Welkin Systems Limited</b> (Fax: 3605-3399 (CT); 3605-3398 (MK))          Ms Chloe HO at 3605-3322/chloe.ho@welkin.com.hk          Ms Maggie CHAN at 3605-3377/maggie.chan@welkin.com.hk          Ms Jay TSANG at 3605-3377/jay.tsang@welkin.com.hk</p> <p style="font-size: 24px; margin-left: 20px;">[   ]</p> <p>Venues in Central (CT) and Mongkok (MK, near MTR YMT station)</p>
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**Bureau / Dept:** \_\_\_\_\_ **Division / Section :** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Post:** \_\_\_\_\_ **Tel:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

(The course confirmation will be sent by email. Please mark an "X" if you wish to receive it by fax: [   ] )

**Office Mailing Address:** \_\_\_\_\_

**Remarks:** \_\_\_\_\_  
 (e.g. invoice need to be sent to another party)

Course Code	Course Title	Start Date (dd/mm/yy)	Name of Trainee	Cat.*	Tel.	Email	Fee
<i>* To facilitate statistical analysis, please fill in a Salary Category that the trainee belongs to</i>							<b>Total</b>

**Guidelines:**

1. Please choose suitable courses from the training schedule available on CLC Plus ([www.csb.gov.hk/clc](http://www.csb.gov.hk/clc)) or from the training manager of your B/D.
2. This enrolment form shall normally be faxed to the selected provider at least **3 weeks** before a class starts.  
 In such case, confirmation to contact person by email (copying trainees with email provided) / fax is sent 2 weeks before a class starts.
3. A requesting B/D is **liable to make payment** if a withdrawal is made **less than 3 weeks** before a class starts.  
 Substitution of trainees will be accepted.
4. Payment shall be made **within 30 days** after receiving the provider's invoice & supporting documents.
5. **Enrolment should only be made if you agree to the terms of the contracts (including the above terms).**
6. Course outlines are available from the providers on request. For reservations or enquiries, please call them directly.

* Category	Salary Pt. (or equivalent)
A	MPS 0-15
B	MPS 16-33
C	MPS 34-44
D	MPS 45-49
E	DPS 1 & above

**Signature & Chop:** \_\_\_\_\_ **Name / Post:** \_\_\_\_\_ / \_\_\_\_\_ **Date:** \_\_\_\_\_  
 (For Head of Department / Head of Grade) (in block letters) (DD/MM/YY)