



HRD, 6/F., 10 Chun Ping Road, Hong Kong International Airport, Lantau, Hong Kong
Tel: (852) 2949 7860 Fax: (852) 2286 0374 Email: training@aat.com.hk

**AAT IATA DANGEROUS GOODS TRAINING COURSE
ENROLLMENT FORM**

(Please complete and type all the fields in Capital English)

Course Name : _____
Course Code : _____ Class Date : _____
Name of Company : _____
Name of Attendee : Mr. / Ms.* _____ *(Name to be printed on the Certificate)*
Position : _____
Contact Person : _____
Telephone No. : _____
Fax No. : _____
Email : _____
Address : _____

Payment Details : Cheque / Bank Draft _____
(Payable to "Asia Airfreight Terminal Co. Ltd.")
 Bank-in (ICBC Asia Bank Account: 861-031-111198)
Amount: _____

I declare that all information supplied above is true, complete and accurate. I agree to abide all enrollment policy and course regulations exhibited herewith in overleaf of the enrollment form, failing to observe such rules shall result my application in default.

Authorized Signature with Company Chop

Name :

Title :

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Enrollment Policy and Course Regulation

1. Organization with more than one applicant for each course may use a single cheque for the total course payment, however separate enrollment form is required for each applicant.
2. Seats reservation could be made through fax or email at 2286 0374 or training@aat.com.hk.
3. Enrollment form should be completed and sent in together with cheque paid in full and made payable to “Asia Airfreight Terminal Co. Ltd.” (name of applicant/organization and course code should be printed on the back of the cheque) and posted to Asia Airfreight Terminal Co Ltd., Human Resources Department, 6/F., 10 Chun Ping Road, Hong Kong International Airport, Lantau, Hong Kong or bank-in to this account - ICBC Bank Account: 861-031-111198 (the bank-in receipt should be faxed to 2286 0374 or email to training@aat.com.hk).
4. Acceptance will be allotted in “First-Come-First-Served” basis. A confirmation email/fax will be sent to the applicant/organization within 5 working days upon receipt of payment.
5. Fee paid are not refundable regardless of whether students have attended class or not, unless the enrolled course is full, cancelled or in exceptional circumstance subject to the approval of AAT.
6. Once the confirmation email/fax has been issued, cancellation of each enrollment requested by applicant/organization is not allowed.
7. Any subsequent change/amendment on course date for each enrollment is subject to an administration fee. Such fee is due immediately when the applicant/organization request is made. HKD300 for requisition made with no less than 4 working days before the course start. And 50% of course fee or minimum HKD300 (whichever is higher) for requisition made within 3 working days before the course start.
8. Applicant/organization is allowed to replace any confirmed seat with different person, however applicant/organization is responsible to ensure the person has fulfilled the requirements adopted by individual training, otherwise no certificate will be issued for such circumstances.
9. AAT reserves the right to cancel courses due to insufficient enrollments and make alteration regarding instructors, class location and the content of course if necessary.
10. Regarding the dress code, smart casual is encouraged during the course. Jeans and T-shirts are also allowed. However, participants should not wear shorts, sandals etc.; otherwise, participants may be invited to leave the training venue and the course fee would not be refundable due to this circumstances.
11. In the event of typhoon and rainstorm signal (typhoon signal of 8 and above or black rainstorm signal remains in force on or before 7:00 a.m. on the training day), the training will be rescheduled.
12. For re-issuance of certificate, an administrative fee of HK\$100 would be levied for each application.