



HRD, 6/F., 10 Chun Ping Road, Hong Kong International Airport, Lantau, Hong Kong
Tel: (852) 2949 7857 / 2949 7865 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 : _____

(Application form will be accepted **THREE** months before the commencement of the course only.)

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 : Bank-in (DBS Bank (Hong Kong) Ltd: 478-788086903)

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 :

Enrollment Policy and Course Regulation

1. Organization with more than one applicant for each course, separate enrollment form is required for each applicant. Application form will be accepted three months before the commencement of the course only.
2. Seats reservation could be made through fax or email at 2286 0374 or training@aat.com.hk.
3. Enrollment form should be completed with bank-in to this account - DBS Bank (Hong Kong) Ltd: 478-788086903 (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 at its own discretion to cancel courses or make any alteration including but not limit to 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 if applicable.
13. The personal data provided will be used by AAT for purposes of the training course only.
14. AAT reserves the right to update the enrollment policy and course regulation from time to time without any notice.