

# PAYMENT POLICY

## Individual Registration

- The Manual Registration Form and Online Form must be filled up to register with the stipulated payment.
- The registration date will determine the rate as per RATE TABLE.
- The payment does not include Bank Charges and the delegates are responsible to borne the charges.
- All unpaid or due balances must be paid prior to the event date. Entrance is only upon FULL PAYMENT.
- For MIEA members to enjoy their Member rate, they must be active and paid the subscription for up to 2020.
- You will be given an Official Receipt and Entrance Ticket via email.

## Group Registration

- Group registration discount are **NOT applicable** with the Early-Early Bird and Early Bird rate.
- Group registration is available for groups of 5 or more delegates from a single firm or as a group.
- The registration must be submitted in an Excel Format (Please request via email to [events@miea.com.my](mailto:events@miea.com.my))
- The group discount rates are as per the RATE TABLE.
- Full details and payment must be revert for processing to enjoy the group rate within the stipulated date.
- Once registered, there is no cancellation policy but are replaceable with other delegate.

## Cancellation, No-Show & Refund

- All registration cancellations received **before** 1<sup>st</sup> February 2020 will be charged a RM300 processing fee.
- There will be **no refunds** or credits for cancellations received **after** 1<sup>st</sup> February 2020.
- Cancellation requests must be received in writing by email to [events@miea.com.my](mailto:events@miea.com.my)
- A registered attendee who does not submit a written cancellation or attend the conference is considered a no-show and is not eligible for a refund and any claims whatsoever.
- Group Discount: No cancellations are allowed once the group discount is given but substitution of participant is allowed.



28 - 29 February 2020

BERJAYA TIMES SQUARE HOTEL  
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