

# OPEN ENROLLMENT PROGRAMS

## Registration Form

<b>Name of the Program</b>	
<b>Program Date</b>	
<b># of Participants Nominated</b>	
<b>Details of the Sponsoring Officer (or person to whom invoice will be sent)</b>	
<b>Name of the Sponsoring Person</b>	
<b>Designation</b>	
<b>Organization</b>	
<b>NTN#</b>	
<b>Business Address</b>	
<b>Telephone</b>	
<b>Fax</b>	
<b>Mobile</b>	
<b>Preferred E-Mail</b>	

**We wish to register the mentioned delegate/s for the workshop.**

**Payment Method:** Demand Draft  Pay Order  DD/PO #: \_\_\_\_\_

**Amount:** \_\_\_\_\_

**Name of the Sponsoring Official:** \_\_\_\_\_

**Signature of the Sponsoring Official:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*IBA being an educational institution is exempt from tax under Clause 92, Part 1 Second Schedule, of Income Tax Ordinance 2001. Tax exemption certificate and NTN # is available at <http://www.iba.edu.pk/finance.php>*

**Note:** Please return the completed form to Center of Executive Education (CEE), IBA, Garden/Kayani Shaheed Road, Karachi along with a Demand Draft/Pay Order drawn in the name of "Institute of Business Administration" (cash payment is not accepted).

The copy of the nomination form can be faxed to (021) 38103008 or e-mail it to: [ceeinfo@iba.edu.pk](mailto:ceeinfo@iba.edu.pk).

IBA reserved the rights for cancellation of any workshop in case of any contingency. Please note that the registration is limited on first come first serve basis, therefore, confirm your registration **5 days before the workshop**.

### Cancellation Policy

In the event of participant cancellation, the following schedule will apply:

5 days before start of workshop	Within 4 days prior to workshop	No Shows
No cancellation fee	Half program fee forfeiture	Full program fee forfeiture

Cancellation notification must be made in writing to CEE. Replacements will be taken at least 2 days prior to the workshop. Should we be unable to accept your application for any reason, your payment (cheque/draft) will be returned to you.

## Participants' Details

**Please fill all sections in Block capital. Please make sure correct Name Spellings for Certificates. Copy this page for more participants**

### Participant # 1

Name						
Designation						
Department						
Mobile Number						
Preferred Email						
Postal Address						
Vehicle # (for parking)						
IBA Alumni	No		Yes		If Yes, Batch	Program

### Participant # 2

Name						
Designation						
Department						
Mobile Number						
Postal Address						
Preferred Email						
Vehicle # (for parking)						
IBA Alumni	No		Yes		If Yes, Batch	Program

### Participant # 3

Name						
Designation						
Department						
Mobile Number						
Postal Address						
Preferred Email						
Vehicle # (for parking)						
IBA Alumni	No		Yes		If Yes, Batch	Program
How did you hear about us?	<input type="checkbox"/> IBA Website <input type="checkbox"/> CEE Website <input type="checkbox"/> Newspaper <input type="checkbox"/> Internet <input type="checkbox"/> LinkedIn <input type="checkbox"/> Facebook <input type="checkbox"/> Friends <input type="checkbox"/> Workplace <input type="checkbox"/> IBA Email					



**CONTACT US**

Center for Executive Education (CEE)  
Institute of Business Administration City Campus. Off Garden  
Road, Karachi, 74400.

**For Further Information**

T: (92-21) 38104700 (Ext:1804, 1808, 1809, 1812, 1823)  
F: (92-21) 38103008

Email: [ceeinfo@iba.edu.pk](mailto:ceeinfo@iba.edu.pk)

Visit: [cee.iba.edu.pk](http://cee.iba.edu.pk)

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