

SURAKSHA MARINE
Training Request Form (TRF)

Company :
 Billing address :
 Invoice attention to :
 Name (Person Booking) : Contact No. :
 Fax No. : Email Address :
 Course title : Course Date :
 In case of Emergency
 Contact person (Name) : Contact No. :

Note: Cancellation fee will not be imposed if cancellation/ postponement is made well in advance (not less than 48 hours prior to commencement of training)

NO	Name	Nationality	Date of Birth	Govt. ID Document No.
Govt. ID Document Type: Passport Driving license Voter ID PAN card CDC Others				

Note:

Please provide the names exactly as you would want them to appear in the certificates. Please note that any amendment to the names on the printed certificates will be charged @ INR 1000/- per certificate.

Ancillary services required (Please refer to the “information on pick-up service and accommodation”)

Pick-up Service (please tick)	Mode of Transportation	Pick-up venue	Date	Pick-up Time
<input type="checkbox"/> Yes	<input type="checkbox"/> Car	Return Venue	Date	Return Time
<input type="checkbox"/> No				

Accommodation (please tick)	Hotel Name (Package)	Check-in Date	Check-out date	No. of rooms	Type of Room (please tick)
<input type="checkbox"/> YES	NA (Not available)				<input type="checkbox"/> Single
<input type="checkbox"/> NO	NA (Not available)				<input type="checkbox"/> Sharing

Food: Buffet lunch (Indian cuisine) and 2 tea breaks are provided at the training centre	Additional Comments/Notes: <hr/> <hr/> <hr/>
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Company Authorized Signatory: <hr style="border: 0.5px solid black;"/> Name: Designation: Date:	Official Stamp with Name & Designation (Compulsory for sponsored delegates)
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Please fax the completed Booking Form to Suraksha Marine at Fax no: 0250/2210319 (Booking Office in India) or email to Aparna (training@surakshaweb.com) / Shanthi (sumarine@mtnl.net.in)

**Please note that only fully completed booking Form will be processed.
Work Order / Purchase Order, where applicable, must be attached together with this form.**

Payment : Upon confirmation of course

Cancellation notice : All cancellations must be made in writing at least 48 hours prior to the commencement of training. Cancellations made during Saturdays, Sundays and Public Holidays will not be entertained. Cancellations made less than 48 hours will be subject to the following charges:

- a) For cancellation made within 48 hours (2 working days)-30% of course fees will be imposed.
- b) For cancellation made within 24 hours (1 working day)-50% of course fee, full one-way pick up service costs and one-night hotel stay (if applicable) charges will be imposed.
- c) If no cancellation made prior to the commencement of the course OR if cancellation is made after the commencement of course, the full fees plus any applicable transport/ hotel costs will be charged to clients.
- d) Cancellation notice period is calculated from course starting time on 1st day of training.

Fee Refund : Fee Refund will not be allowed for candidates who have been declared “Not Yet Competent”. Area of further Training & Development need will be specified & a window period of 3 months will be provided to complete the same & be declared “Competent”. Every attempt to complete this will be on charge basis.