



MALAYSIAN STERILE SERVICE ASSOCIATION (MSSA)

24th Annual General Meeting Conference & Exhibition 2019

21st to 24th April 2019 • Summit Hotel Subang USJ, Selangor

REGISTRATION FORM

PLEASE TYPE or WRITE CLEARLY IN BLOCK LETTERS.

A) DELEGATE DETAILS

PLEASE PRINT OR TYPE CLEARLY (for certificate)

Title: Dr Mr Mrs Ms

Full Name: _____

Membership No: _____ I/C No: _____

Institution: _____ Designation: _____

Address (Home): _____

Address (Office): _____

Telephone (Office) : _____ (Home): _____

(Mobile) : _____ (Fax) : _____ Email address: _____

B) REGISTRATION FEES

Category	Before 28 th February 2019	From 1 st March 2019
Pre-Conference Workshop (21 st April 2019)	<input type="checkbox"/> Limited Seats based on first come first served	
Conference		
Members	<input type="checkbox"/> RM 850 (USD 209)	<input type="checkbox"/> RM 980 (USD 241)
Non Members	<input type="checkbox"/> RM 1,050 (USD 258)	<input type="checkbox"/> RM 1,300 (USD 319)

Total RM

C) PAYMENT

Enclosed herewith Cheque / Money Order / Postal Order / Bank draft / LPO No: _____

RM /USD _____ payable to Malaysian Sterile Service Association.

Signature : _____ Date : _____

- Members shall pay all subscription dues to be eligible for members rate.
- Photostat registration forms are accepted.
- Please print name clearly (Block Letter) for certificate, no re issue of certificate for illegible handwriting.
- A duly completed registration form with payment must accompany each participant.
- The registration form with payment shall reach the association within the stipulated date.
- For non-attendance no refund will be made, changes of delegate is permitted and please inform at least 4 weeks before the conference.
- Please make separate payment for annual subscription fee and conference package.
- Incomplete Registration form shall not be accepted.
- Only registration forms with payments will be process. (Do not send registration forms without payment)



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D) TERMS AND CONDITIONS:

- All payments must be made in RM. International delegates can make payment by Telegraphic Transfer. Malaysian delegates can make payment by Local Cheque, Telegraphic Transfer or Local Order.
- Please note that all related bank charges, financial charges are to be borne by the delegates and are not to be deducted from the fees payable to the Conference.
- Payment (Company Cheque(for local delegates only) and Telegraphic Transfer) is to be made to the following Congress bank account:

Account Name: Malaysian Sterile Service Association

Account No: 80-0260158-7

Bank Name: CIMB Bank

**Bank Address: Empire Gallery Subang Jaya
G01 Empire Shopping Gallery
Jalan SS 16/1
47500 Subang Jaya
Selangor.**

SWIFT code: CIBB my kl

Confirmation

- Registration will only be confirmed upon receipt of FULL PAYMENT.
- Upon receipt of the FULL payment, the Conference Secretariat will send you a Confirmation Letter via email.
- Please bring along the Confirmation Letter and present it at the time of Registration at the Conference.

Cancellation Policy

- Members shall pay all subscription dues to be eligible for members rate.
- Photostat registration forms are accepted.
- Please print name clearly (Block Letter) for certificate, no re issue of certificate for illegible handwriting.
- A duly completed registration form with payment must accompany each participant.
- The registration form with payment shall reach the association within the stipulated date.
- For non-attendance no refund will be made, change of delegate is permitted and please inform at least 4 weeks before the conference.
- Please make separate payment for annual subscription fee and conference package.
 - Incomplete Registration form } shall not be accepted
 - Registration without payment }

Please forward the completed Registration Form to:
Conference Secretariat

MCI Management Malaysia Sdn Bhd

Suite 12.9, Level 12, Wisma UOA II

21, Jalan Pinang 50450 Kuala Lumpur

Tel: +603 2162 0566 Fax: +603 2161 6560

Email: mssa@mci-group.com

Website: www.mssa.com.my