



Center for Executive Education  
Institute of Business Administration

## OPEN ENROLLMENT PROGRAMS REGISTRATION FORM

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

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

Payment Method: Cheque  Pay Order  Online Payment[1]

Cheque #: \_\_\_\_\_ Amount: \_\_\_\_\_

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

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

Date: \_\_\_\_\_

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

The nomination form can be faxed to 021-38103011 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 programme fee forfeiture	Full programme 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. In case of refunds of online payments, bank charges will be deducted.

