

Dear Customer,

Please take a print of this registration form, fill in the details and return it to the centre of your choice along with the complete payment for the workshop.

<b>English Language Centre, Gurgaon</b>	<b>British Council Office, Mumbai</b>
Vikas Malhotra Corporate training manager British Council 17, Kasturba Gandhi Marg New Delhi - 110001	Nitya Meenakshi Krishnan British Council Division 901, 9th Floor, Tower 1, One Indiabulls Centre, Senapati Bapat Marg, Elphinstone Road (W), Mumbai 400013

All fields are mandatory.

1. Your full name:
2. Your mobile number: +91 - \_ \_ \_ \_ \_
3. Your e-mail id:
4. Your Date of Birth (DD/MM/YYYY): \_ / \_ / \_ \_ \_ \_
5. Workshop (s) you are applying for (please tick on the check boxes):

<b>Gurgaon</b>			<b>Mumbai</b>			
Workshop	Time/Date	Price* (INR)	Workshop	Time/Date	Price* (INR)	
International English (6 hours)	10 and 11 Feb 16.30 - 19.45 pm	2,600	<input type="checkbox"/>	Report Writing (6 hours)	14 Feb 10.00 to 17.00 pm	2,600
Report Writing (6 hours)	13 Feb 15.30 - 19.45 pm 14 Feb 15.30 - 17.30 pm	2,600	<input type="checkbox"/>			
International Business Communication (12 hours)	17, 18, 20 Feb 15.30 - 19.45 pm	5,000	<input type="checkbox"/>			
Effective Business Correspondence (12 hours)	24, 25, 27 Feb 15.30 - 19.45 pm	5,000	<input type="checkbox"/>			

\*per person

**Venue of the workshops:**

<b>Gurgaon</b>	<b>Mumbai</b>
UK India Business Council (UKIBC) 7 <sup>th</sup> floor, Tower-B, Infinity Tower, DLF Cyber City, Gurgaon 122002 (Paid common parking space available)	British Council Division 901, 9th Floor, Tower 1, One Indiabulls Centre, Senapati Bapat Marg, Elphinstone Road (W), Mumbai 400013 (Paid parking available)

**Payment terms:**

Please send a signed copy of this form along with complete payment. You can pay through following available options.

1. Cash – to be submitted directly at New Delhi British Council office. Option not available in Mumbai.
2. Card – walk in to our New Delhi / Mumbai British Council office for payment through credit/debit card. We accept Master & Visa card only.
3. Demand Draft – send us a demand draft in favour of “British Council Division” payable at the respective location (New Delhi / Mumbai).
4. Cheque - send us a cheque in favour of “British Council Division” payable at the respective location (New Delhi / Mumbai).

**Terms and conditions:**

1. Participation will be confirmed only on receipt of a signed copy of the registration form and workshop fees.
2. Registration fee, once paid, is non-refundable/non-transferable.
3. Places are limited. Registration is on a first come first served basis.

I have clearly read and understood the above Payment terms and agree to British Council's terms and conditions.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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