

## Registration Form

### CEDR Accreditation Course on Mediation

Jointly Organized by CEDR, BIAC & THAC

Venue: Thailand Arbitration Center (THAC)

Date: 26 August - 1 September, 2018 (Including Travel Time)

**Registration Deadline: Thursday, 9 August, 2018**

Please return to:

**BIAC**

Suvastu Tower (6<sup>th</sup> Floor)

69/1 Pantha Path,

Dhaka-1205

Phone: 9641071-72

Fax: 964 1074

[mahbuba.runa@biac.org.bd](mailto:mahbuba.runa@biac.org.bd),

[info@biac.org.bd](mailto:info@biac.org.bd)

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### Participant Information

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Title: (Mr. / Dr. / Mrs. / Ms.)

\*Full Name (Block letter as in Passport): .....

\*Passport no: ..... \* DOB: ..... \* Date of issue: ..... \* Expiry date: .....

Educational Status: .....

Professional Qualification (if any): .....

Company: ..... Position: .....

Address: .....

Phone: Office: ..... Res: ..... Fax: .....

\* Mobile: ..... \* E-mail: .....

#### Registration Fee:

**Tk. 175,000.00/- net (Taka One Lac Seventy Five Thousand) only (Excluding all VAT/Tax/AIT) to cover economy class return air-ticket, twin share hotel accommodation, course fee and VISA fees.** Please provide a photocopy of the passport along with this registration form. Participants must fill in the Star (\*) marked fields in this form.

*\*Business class air ticket and single room hotel accommodation can be provided on request at an additional cost.*

#### Mode of Payment:

Payment to be made on or before **9 August, 2018** by account payee Pay Order/Bank Draft in favour of **BANGLADESH INTERNATIONAL ARBITRATION CENTRE (Training)**

Date .....

.....  
**Signature of the participant**

#### Cancellation:

No refund can be made for cancellation of nominations. However, substitute candidate can be nominated at least two weeks before the training with intimation to CEO of BIAC. Updated registration materials will be required for substitute candidates.

\*Please return the completed **Registration Form**, along with the **Course Fee** by **Thursday, 9 August, 2018**.

## TERMS & CONDITIONS

**By submitting this form, the applicant has certified that the above information is accurate to the best of his/her knowledge and has agreed to the following terms & conditions.**

**Disclaimer:** BIAC is only responsible for the training registration, air ticket, accommodation and VISA process of the participants. BIAC's responsibility covers the duration of the training period, from 26 August to 1 September 2018. BIAC will not be liable for any indiscretion of the participants.

**Cancellation:** No refund can be made for cancellation of nominations however; substitute candidate can be nominated at the latest by 9 August 2018 with intimation to CEO of BIAC. Registration and VISA processing materials will be required for substitute candidates accordingly.

**VISA process:** It takes 5-10 working days to process Thai VISA applications. Therefore deadlines for submission of VISA application documents must be followed strictly. BIAC will assist in the process; however, the VISA approval remains at the discretion of the Embassy.

**Air ticket (subject to availability):** Date of departing from Bangladesh for Thailand is 26 August, 2018 and Date of returning to Bangladesh is 1 September 2018. For business class/ change in the flight schedule please submit a written request. No early tickets will be booked for those who will apply for VISA with BIAC; however, return flight date can be extended/ changed on request.

BIAC will not be responsible for hotel beyond the scheduled training period.

**Accommodation:** Single rooms can be provided on request subject to availability and payment of additional charges.

**Training:** Registration will be confirmed upon receipt of nomination letter from organisations and registration fee from individuals.

**Guests:** BIAC can assist in making travel arrangements for guests of participants through travel agent but will not be liable in any manner for any monetary or other obligation whatsoever during their stay. Additional charges will apply.

**Refund policy (provided all the deadlines are strictly followed):** No refund for cancellations/ withdrawal of nomination after 9 August 2018. In the event that a participant does not receive a VISA, 70% of the registration fee will be returned. Emergency situations resulting in the participant not attending the event (such as death, illness and accidents involving the participant or his/her next of kin) will be decided by BIAC Management subjectively.

### **Documents required for VISA application:**

<b>Thailand</b>
1. Filled application form 1 copy with blank application form with signature 1 copy.
2. Original passport with six months validity and old passports (if any).
3. Photocopy of Passport page 1-5.
4. Two passport-sized photographs (3.5x4.5cm) taken within 3 months. (i) White background (ii) Lab Print
5. Current original <u>Bank Solvency</u> and original <u>Bank Statement</u> with seal & sign of the last 7 months with satisfactory transaction. (Balance minimum 70,000 Taka per person)
6. VISA request letter (Sample attached)
7. No objection letter and granting the leave from office (for all officers other than those in Government offices)
8. Copy of Office ID card.
9. GO (Government Order) applicable for Government officials.