

## GUIDELINES FOR WORKSHOP REGISTRATION AND CONFIRMATION OF NOMINATIONS

<p><b>STEP - 1</b></p>	<p>If you are interested in participating in any of the workshops announced by Binary Essentials, you will first need to get a "Program Registration Form" from our office. To get a Program registration form, send an email to <a href="mailto:team@binaryessentials.com">team@binaryessentials.com</a> mentioning the name of the workshop you wish to attend or nominate.</p>	<p><b>GET A PROGRAM REGISTRATION FORM FROM OUR OFFICE</b></p>																														
<p><b>STEP - 2</b></p>	<p>Fill all the details in each section of the form correctly and completely. Get the form authorized and signed by your authorizing manager / training department. The full details of the company and the contact person should be filled up in the first section of the registration form. Details of all participants nominated should also be filled up in the next section.</p>	<p><b>COMPLETE THE FORM AND HAVE IT AUTHORIZED BY YOUR MANAGER / TRAINING DEPARTMENT</b></p>																														
<p><b>STEP - 3</b></p>	<p>Send this duly completed Program Registration Form in <b>soft copy</b> to our office by email at <a href="mailto:team@binaryessentials.com">team@binaryessentials.com</a>. You can also FAX it to us at 080 – 26716670</p> <p>This will help you provisionally reserve seats for your participants in the workshop. This is only a provisional booking. Provisional booking is valid for 10 days only, after which it automatically expires. <u>Step-5 should be completed within 10 days to get confirmation of your Nomination.</u> All seats are confirmed on a first-cum first-serve basis.</p>	<p><b>SEND COMPLETED FORM TO US BY SOFT COPY FOR RESERVING YOUR SEATS PROVISIONALLY</b></p>																														
<p><b>STEP - 4</b></p>	<p>You will now have to prepare a crossed Cheque / Demand Draft for the amount equivalent to the number of participants nominated to the workshop.</p> <p>The Cheque/Demand Draft should be payable at Bangalore and drawn in favor of :  <b>"Binary Essentials Consulting Private Limited "</b></p> <p>Based on the number of participants, the amount payable can be calculated as follows:</p> <table border="1" data-bbox="320 1211 1118 1417"> <thead> <tr> <th>Number of Participants</th> <th>Discount</th> <th>Workshop fees Payable</th> <th>Service Tax at 12.36 %</th> <th>Total Amount payable in Rupees</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Nil</td> <td>12,400</td> <td>1,533</td> <td>13,933</td> </tr> <tr> <td>2</td> <td>10 %</td> <td>22,320</td> <td>2,759</td> <td>25,079</td> </tr> <tr> <td>3</td> <td>10 %</td> <td>33,480</td> <td>4,138</td> <td>37,618</td> </tr> <tr> <td>4</td> <td>10 %</td> <td>44,640</td> <td>5,518</td> <td>50,158</td> </tr> <tr> <td>5</td> <td>10 %</td> <td>55,800</td> <td>6,897</td> <td>62,697</td> </tr> </tbody> </table> <p>If you need, you can also request our office to send you a Proforma Invoice, to enable your accounts department process the payment cheque.</p> <p>When ready, send the Cheque along with the completed Registration Form duly signed in hard copy to us by courier / registered post at the following address within 10 days, as your provisional registration is valid only for ten days.</p> <p style="text-align: center;"><b>Binary Essentials Consulting Private Limited</b>          No.1, Second Floor, 25<sup>th</sup> Cross, 21<sup>st</sup> Main, Banashankari 2<sup>nd</sup> Stage, Bangalore - 560070          Tel: 80-26716590, 80- 26716670, Mobile: 98452-00916</p>	Number of Participants	Discount	Workshop fees Payable	Service Tax at 12.36 %	Total Amount payable in Rupees	1	Nil	12,400	1,533	13,933	2	10 %	22,320	2,759	25,079	3	10 %	33,480	4,138	37,618	4	10 %	44,640	5,518	50,158	5	10 %	55,800	6,897	62,697	<p><b>PREPARE THE PAYMENT CHEQUE AND SEND IT TO OUR OFFICE BY COURIER or REGISTERED POST ALONG WITH THE SIGNED REGISTRATION FORM IN HARD COPY.</b></p>
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<p><b>STEP - 5</b></p>	<p>On receipt of your payment cheque and the duly signed and authorized registration form we will confirm your nominations in the workshop by email.</p> <p>The receipt for the payment made by you, along with the formal invoice for the program billed in the name of your company will be sent to the contact person of your organization as given in the form within 4 days of program completion date by our office.</p>	<p><b>YOUR NOMINATIONS ARE CONFIRMED ONLY AFTER RECEIPT OF PAYMENT BY OUR OFFICE</b></p>																														