

General Terms & Conditions

- CORPORATE GOVERNANCE – Open Enrolment Programmes

“Open Enrolment Programmes” refers to Iclif’s FIDE Core programmes, FIDE Elective programmes, Shariah Leaders Education programmes and other corporate governance open enrolment programmes as may be organised by Iclif from time to time.

1. Registration Procedure

- Please complete the Registration Form and email it to fide@iclif.org or fax it to +(6)03 27259002.

2. Programme Fee

- All programme fees are as published by Iclif subject to Iclif’s right of review.
- Programme fees are exclusive from and subject to Goods and Service Tax (“GST”) at the prevailing rate for programmes conducted within Malaysia. Iclif is licensed to collect GST under the laws of Malaysia. (Licensed No.: **001279590400**).
- Any overseas payments of the programme fee shall be made in full without any deductions for withholding tax.
- Programme fee does not cover travel and accommodation costs and other expenses unless otherwise expressly stated.

3. Payment Terms

- Payments should be made within 30 days from the invoice date or in advance of the programme date, whichever is sooner. Your place is secured once payment has been received within this period.
- Registrations made less than 30 days prior to the start date of the programme will require immediate payment. Your place however, will be subject to availability.
- Payments can be made through:-

Mode	Payment Details
Cheque	Payable to “THE ICLIF LEADERSHIP AND GOVERNANCE CENTRE”
Telegraphic transfer	MAYBANK BERHAD Account No. 5140 1138 4115 Payee: THE ICLIF LEADERSHIP AND GOVERNANCE CENTRE [Please email a copy of the payment receipt to finance@iclif.org]

4. Timeframe for Completion

FIDE Core Programme

- Module B of the FIDE Core Programme must be completed within one (1) year from the completion of Module A.

Shariah Leaders Education Programme

- The 4 Modules of the Shariah Leaders Education Programme must be completed within 2 years (from the completion date of Module 1).

5. Programme Transfer or Substitution

FIDE Core Programme

- Neither Programme transfer nor substitution is permitted.

Shariah Leaders Education Programme

- Transfer from one programme date to another (for the same module and to another group) is not encouraged. Iclif may (but under no obligation), consider such request under very exceptional circumstances only.
- No substitution is permitted.

FIDE Elective Programme and Other Open Enrolment Programme

- Transfer - Request for transfer of your registration of any of the above Programmes to another programme (for self) must be made at least 5 working days prior to the start date of the original programme and will be subject to the following conditions:-

Programme	Conditions
FIDE Elective Programmes	<ul style="list-style-type: none"> Date of replacement programmes must be within 6 months from the original programme date. Transfer may be made to the same FIDE Elective programme originally registered or an alternative FIDE Elective programme of equivalent pricing in Iclif’s programme calendar. (*) Transfer rights may only be exercised once.
Other Open Enrolment Programmes	<ul style="list-style-type: none"> Replacement programme to be mutually discussed but date of replacement programmes must be within 6 months from the original programme date. (*) Transfer rights may only be exercised once.

(*) If the fee of the replacement programme is more than the fee of original programme, you will be required to pay for the fee difference within the specified time. No refund however, will be made if the fee for the replacement programme is lower than the fee of the original programme.

- Notice short of the requisite 5 working days will be dealt with in accordance with the Cancellation Policy below.
- Substitution - If you wish to transfer your registration to another person, you will need to notify Iclif at least 5 working days before the programme start date. Such substitution however, is subject to Iclif’s discretion as we have to assess the suitability of the substitute. If not approved by Iclif, 100% of the fee will remain payable.
- The substitute however, is not permitted to exercise any of any Transfer or Substitution rights.

6. Cancellation Policy

- If you cancel or postpone a paid registration, the following cancellation policy must apply to reflect the opportunity cost of our time:-

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Period of Notification	Policy
5 working days or more to programme start date.	No penalty.
Less than 5 working days before programme start date.	<p>For FIDE Core Programmes - An administration fee of RM1,000.00 will be charged.</p> <p>For FIDE Elective Programmes - An administration fee of RM500.00 will be charged.</p> <p>For Shariah Leaders Education Programmes – An administration fee of RM500.00 will be charged.</p> <p>For other Open Enrolment Programmes – 100% of the fee will be charged.</p>

- Iclif reserves the right to postpone or cancel a programme. We will inform you and in such a case, your registration will be transferred to the same programme on an alternative date or an alternative programme (of equivalent pricing) in Iclif's programme calendar and Iclif will not be liable to compensate you in any manner whatsoever in such circumstances.

7. Programme Content & Materials

- The training materials as well as the content of the programme are protected under copyright laws and are subject to Iclif's terms of use. You may not change, translate, reproduce, reprint or transmit in any form, or by any means, electronic, mechanical, photocopying, or otherwise, without prior permission in writing of Iclif.
- Iclif constantly strives to improve its programme content and therefore reserves the right to modify the specification of a programme or the modules without notice. Iclif further reserves the right to make changes in the programme venue and/or the faculties.
- While every precaution has been taken in the preparation of the programme and associated materials, Iclif does not make any representations regarding the use of training models, or the reliance upon these models, for decision making purposes and will not be held liable for any damages, however suffered, flowing from the direct or indirect use of, or reliance upon, training models.

8. General Provisions

- Iclif respects your personal data and have taken steps to be fully compliant to the Personal Data Protection Act 2010 (Malaysia). You agree that Iclif may collect and process your personal data in accordance with our [Privacy Policy And Notice \(www.iclif.org\)](http://www.iclif.org) issued pursuant to the said Act 2010. As a participant, we have registered your consent for

the use of your personal data for the programme and purposes stated thereunder.

- You will be responsible to obtain the necessary visa (if needed) and other travel documents at your own cost and expense. Passport control and in-country authorities reserve the right to refuse entry. Iclif will not be responsible if you are refused passage, entry or exit to or from the country in which the programme will be conducted. If you require an invitation letter from Iclif to process your visa, we are able to provide this so long as the full payment of the programme fee has been received.
- You are obliged to comply with the safety and accident prevention regulations in effect at the venue(s) of the programme.
- Except as otherwise expressly provided herein, all warranties, conditions, terms, undertakings and representations of any kind whatsoever, express or implied, whether by statute, common law or otherwise, are excluded by Iclif to the fullest extent permitted by law and Iclif shall have no other obligation, duty or liability whatsoever in contract, tort, statute or otherwise to you and takes no responsibility for loss of profit and/or for any incidental, consequential special or indirect losses.
- To ensure that participants will fully benefit from the programme(s) so registered, you may be required to complete pre-course papers for assessment by Iclif who may consider numerous factors such as work experience, work history and current role and responsibilities in your organisation. As such, notwithstanding other provisions of this Terms and Conditions, Iclif may refuse your registration at its discretion.
- In the case of any inconsistency between the terms in this Terms and Conditions and the terms in the brochure of the relevant programme, the terms in the brochure shall prevail. Iclif reserves the right to amend this Terms and Conditions without prior notice.
- This Terms and Conditions shall be construed, governed and interpreted in accordance with the laws of Malaysia.