

# FIDE Good Governance Handbook ORDER FORM



## A. Pricing

Purchase	FIDE Core Past Participants	ICLIF Governance Program Participants & FIDE FORUM Institutions	Others
Within Malaysia (MYR)	400	450	600
Overseas (USD)	130	150	200

\*Price excludes Goods and Services Tax (GST) handling and courier charges, taxes and bank charges. These charges are to be borne by purchaser.

## B. Order Details (Fields mark with (\*) are mandatory)

Quantity*			Date (dd/mm/yy)		
Category* (Please " ")	FIDE Past Participants ICLIF Governance Program Participants & FIDE FORUM Institutions Others				
Recipient Name*		Delivery option* (Please " ")	Collect personally By courier		
Company*					
Delivery Address*					
Postal Code*	Country*				
Office Tel*	Country code		Area code		
Mobile	E-Mail*				
Total amount*					
Payment Mode* (Please " ")	Telegraphic Transfer	Cheque no. _____	Bank _____		

**Data Protection:**  
Details provided by you above shall be held by ICLIF Leadership & Governance Centre ("ICLIF") on a database and maybe shared with external third parties acting on behalf of iclif as necessary. Iclif may wish to process your personal information in connection with a variety of activities which may include sending you publicity information about Iclif and its Alumni. Iclif respects your privacy and is committed to handling all personal data with care under the PDPA 2010. Thank you for your kind attention and support.

However, if you do not wish Iclif to use your personal data in this way, please indicate by [ ] in the box

## C. Terms and Conditions

### Replacement policy

In the event it is proven the handbook was lost in shipment, we will provide replacement of the same handbook at no extra costs

Purchasers are required to notify ICLIF within 3 working days from the expected delivery date that the handbook has yet to be delivered. ICLIF will investigate the shipment status prior to sending the replacement within 7 working days.

### Exchange Policy

If the purchaser has received the handbook with missing pages or sections or defect due to shipment, and exchange for the missing/defective section of the handbook will be considered at no extra costs. ICLIF will make the exchange within 10 working days from the date of receiving the return portions of the handbook.

Purchaser must notify ICLIF of the exchange within 3 working days and arrange the handbook to be returned to ICLIF. Any notification for exchange made after the stipulated time frame will not be entertained.

### Cancellation and Refund

Cancellation and refund are not allowed.

Please send the order form and payment to:

The ICLIF Leadership and Governance Centre (625729-W)  
Level 5, Block A, Platinum Central  
Jalan Stesen Sentral, Kuala Lumpur Sentral  
50470 Kuala Lumpur, Malaysia  
Fax : +603 2725 9002  
Email : [cpublication@iclif.org](mailto:cpublication@iclif.org)

For enquiries, please contact:  
Wong Meng Kim: [mengkim@iclif.org](mailto:mengkim@iclif.org) (+603 2725 9059)

## D. Payment Details

### Handling and Courier Charges

In the event that you have chosen to receive the handbook via courier, we will e-mail you the handling and courier charges upon receiving your orders. Please add these charges to the total amount payable.

### By Telegraphic Transfer (TT)

Bank : Maybank Berhad  
Branch : Kuala Lumpur Main Branch  
Address : 100 Jalan Tun Perak  
50050 Kuala Lumpur, Malaysia  
Swift code : MBBEMYKL  
Acc. No. : 5140 1138 4115  
Account Name : The ICLIF Leadership and Governance Centre

Note:

- Payment via cheque and TT: Please e-mail order form together with proof of payment to [cpublication@iclif.org](mailto:cpublication@iclif.org)
- Delivery of orders are subject to cheque clearance.

### By Cheque

Please issue your cheque payable to "The ICLIF Leadership and Governance Centre (625729-W)".

Bank : Maybank Berhad  
Branch : Kuala Lumpur Main Branch  
Address : 100 Jalan Tun Perak  
50050 Kuala Lumpur, Malaysia  
Acc. No. : 5140 1138 4115  
Account Name : The ICLIF Leadership and Governance Centre

Please indicate the following details at the back of your cheque:

- Name
- Contact Number & E-mail

Upon receiving your order form, we will provide you the reference number. Please quote the reference number at the back of the photocopy bank-in slip and email to us.

For office use:

Date receive order : \_\_\_\_\_  
Handbook courier date : \_\_\_\_\_  
Handbook return date (if applicable) : \_\_\_\_\_