

1. Registration Deadline

The registration deadline is **30 July 2025**. However, registration is on a first-come, first-served basis and may close earlier if capacity is reached.

2. Fees and Inclusions

- a. The registration fee is exclusive of 8% Service Tax.
- b. The fee is applicable per person and includes admission to the event, coffee breaks, and luncheons.

3. Payment Terms

The Organiser reserves the right to reject any registration if the payment received (in Ringgit Malaysia) is less than the stated fee.

4. Event Changes

The Organiser reserves the right to change the venue, event dates, or speaker line-up, including cancellation of the event, due to any unforeseen circumstances.

5. Payment Methods

- a. **HRD Corp (HRDC) - application deadline: 25 July**
 - i. A quotation is NOT required for grant applications.
 - ii. The required documents will be automatically emailed to you once you have selected HRDC as the payment method.
 - iii. Please upload the grant approval into the registration system once received.
 - iv. By submitting this form, applicants agree to pay the event fee in full or partially, should HRDC decline or partially approve the grant.
 - v. Applicants also agree to pay the event fee in full in the case of absenteeism or failure to meet HRDC attendance requirements.
- b. **Staff Training Fund (STF)**
 - By submitting this form, applicants authorise the Organiser to utilise their STF credits.

6. Incomplete Registrations

Incomplete registration forms will not be processed.

7. Refund & Substitution Policy

- a. Refunds
 - i. Requests for refunds submitted at least 10 business days before the programme will be accepted, subject to a 20% administrative fee. Requests must be made in writing to enquiry@myfw2025.com.my.
 - ii. Refunds for requests submitted less than 10 business days before the programme will only be considered under the following conditions, with supporting documentation:
 - Medical condition – Certified medical letter stating the participant is unfit to attend
 - Bereavement – Death certificate of an immediate family member
 - Traffic accident – Police report verifying involvement close to the event date
 - Court appearance – Court summons or official notice requiring attendance
- b. Non-refundable Circumstances

Refunds will not be granted for cancellations that do not meet the conditions above.

c. Substitutions

If a registered delegate is unable to attend, a substitute from the same organisation may participate at no additional cost. Substitution requests must be made in writing to enquiry@myfw2025.com.my by 25 July 2025.

d. Force Majeure

In the event of circumstances beyond the Organiser's control (e.g., natural disasters, pandemic restrictions), the Organiser reserves the right to cancel or reschedule the event. Affected delegates will be offered either a full refund or the option to transfer their registration to a future event.

8. Personal Data Protection

By registering for My Fintech Week, you consent to AICB's use of your personal data in accordance with the Personal Data Protection Act 2010 and AICB's Personal Data Protection Notice, available at:

<https://www.aicb.org.my/pdpa>