



**SPORTS EVENTS HOUSE SDN. BHD.** (1100784-A)

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# Refund Request Form

Generally, we practice a 14 Days Money Back Guarantee Policy. You are eligible for a refund within 14 days of the date of payment, subject to **10% administrative charges** of the total amount refunded. After the 14 days period and the event registration closing date, we will not accept any refund request from participant, and any refund request shall be dealt directly with the event organizer.

Under the special circumstances of event cancellation or postponement, refund request will be determined on a case by case basis by the event organizer.

To submit a refund request, please fill in your details below and email to **refund@cyclingevents.my** or fax to **+603 - 7497 3227**. Make sure your bank account details are correct. We shall not be held responsible for any wrong bank account information provided by you.

Your request will be processed within 15 working days and you will be notified via email your refund request outcome.

Date:  /

Event Name:   
Itinerary No:

Name:   
Email Address:  Contact No.:

Bank Account Name:   
Bank Account Number:  Bank Name:   
Bank Branch Location:

Please choose from 1 of the following options:

- I would like to request for a refund on ALL the participants registered under this itinerary number.
- I would like to request for a refund ONLY for participants listed below:

No.	Participant Name	NRIC / Passport No.
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Total Amount to be refunded: RM

Signed By: \_\_\_\_\_

**For Office Use only**  
Date received: \_\_\_\_\_ Refund Method: Cheque / Bank Transfer / T.T.  
 Approved  Not Approved Reference No.: \_\_\_\_\_