9th ALP’s ACCA GRADUATION CEREMONY
OCTOBER 1st, 2016 (Saturday)
PLENARY HALL KUALA LUMPUR CONVENTION CENTRE

ACCA GRADUATION COMMITTEE

February 10, 2016

Dear Affiliates,

We are pleased to inform you that several of the Approved Learning Partners (ALP) has formed a committee known as ACCA Graduation Committee (AGC). The AGC is proud to organize the 9th ALP’s ACCA Graduation Ceremony on 1st of October 2016 from 7.30am to 12.00 noon at Plenary Hall, Kuala Lumpur Convention Centre. You and your affiliate friends are welcome to attend the 9th ALP’s ACCA Graduation Ceremony.

Below is the information:-

1. **Basic package (Compulsory)**
   a). Graduation Fee inclusive of refreshment & one piece of certificate colour scroll: RM295.00
   b). Graduation Robe Rental for graduation day use only : RM 98.00
   c). Refundable Deposit for graduation robe : RM480.00

   *Inclusive of the STAR newspaper Congratulatory advertisement where your passport-sized personal studio photo and name will be published. **(COMPULSORY)**

   **Optional Item**
   – Other items will be optional in the Registration form. Additional day rental for Graduation Robe will be at RM140.00 per week.

2. **You can contact the following persons for more information:**
   
   **Foto Prime**
   Email: info@fotoprime.com.my
   Tel : 603 92003811   Fax: 603 9281 1833

   **Mr. Daniel Lee**
   Email: danielomlee@gmail.com
   Tel: 6012 2883356

   **Mr. Alan Yeo**
   Email: alanync@gmail.com
   Tel: 6019 3328446

3. Please enclose a copy of your letter of ACCA affiliate status or ACCA result slip for registration. Without this, we cannot register you for the coming Graduation. You can log onto your myACCA to print it out.

4. Closing date for the registration is **SEPTEMBER 15, 2016**.

5. Registration payment is by CASH/CHEQUE ONLY. All cheques should be crossed and made payable to COLOURMAN EVENTS.

6. **ONLY ACCA Affiliates** can join the graduation ceremony and is NOT for ACCA Member.

7. Registration is open for June, Sept & Dec 2015 and March & June 2016

ACCA congratulates you on your success in passing ACCA examinations and see you at the 9th ALP’s ACCA Graduation Ceremony.

Regards

AGC Committee
1. Event Organizer
Foto Prime is the Official Event Organizer, Robe maker and photographer for the graduation ceremony. The contact details are as follows:

Foto Prime
No 77 Jalan 3/93 Miharja, 55200 Kuala Lumpur. Tel: 603 9200 3811 /Fax: 603 9281 1833
Email: info@fotoprime.com.my
Business Hours: 9.30am – 5.30pm (Saturday & Sunday: by Appointment ONLY)

2. Dress Code
The following dress code is being strictly adhered to:

Affiliate - Formal / National Attire
Guest - Smart
Shoes - Formal / court (Sneakers and sandals are strictly prohibited for Affiliates)

3. Robe Rental
Affiliates have to make their own arrangement with Foto Prime for the rental of robes. Affiliates opting for earlier robe collection may do so by making prior appointment with Foto Prime.

The counter for robe collection open from 7.30am to 8.30am on graduation day
The Counter for robe return will operate from 11.00am to 12.00noon on the graduation day.

4. Photography Service
Foto Prime will set-up mobile studios during the graduation day to provide photography services to affiliates.

Affiliates’ personal photographers are not allowed to take photo(s) during the graduation ceremony.

5. Certificate of Attendance
Affiliates will be receiving an empty certificate scroll during the ceremony. Certificate of Attendance will only be awarded to affiliates who are attending the ceremony and this will be included in the registration pack.

6. Guest Invitation Card(s)
All guest(s) who would like to attend the ceremony in the ceremony hall are required to purchase tickets/admission pass. Guest(s) must present the “Admission Pass” for admission.
Guest Admission Pass(es) will be inserted in the registration Pack for collection on the graduation day.

Invited Guest(s) may enter the hall approximately 8.45am to 9.15am. Guests will not be allowed to enter thereafter.

Children below 12 years are not allowed to attend the ceremony in the ceremony hall.

7. Registration on Graduation Day
Registration for Affiliates start from 7.30am – 8.30am
The Registration Pack distributed at the counter consists of:

1) Certificate of Attendance
2) Affiliate’s Name Card (for MC to read during scroll presentation)
3) Admission Pass(s) for your guest(s) –IF ANY
4) Gift Voucher(s) –IF ANY

Affiliates DO NOT required admission card to attend the ceremony

8. Affiliates Briefing
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Affiliates are required to attend a short briefing at the Plenary Hall at 8.30am sharp.

9. Seating Arrangement
   a) Designated seats right in front of the stage are allocated for AGC’s Invited Guests.
   b) Affiliates Invited Guest(s) with admission pass are based on free seating, first come, first sit basis.
   c) Affiliates seating will be based on designated seats assigned to them.

10. The Star Newspaper congratulatory advertisement - COMPULSORY
    Affiliates are required to have their personal studio photograph taken before or latest, on the graduation day by Foto Prime, in order to prepare for publication of the advertisement.

11. Deferral of Attendance at Graduation
    a) Payment made is not refundable. However, Affiliates who has submitted the reply slip with full payment may defer his/her attendance at graduation.
    b) Affiliate has to make his/her request in writing for graduation ceremony deferral before September 5th, 2016. Affiliate’s request must state the extenuating circumstances (and, when requested, supply supporting documentation) that will prevent him/her from attending the graduation ceremony.
    c) Affiliate’s attendance will be deferred to the 10th ALP ACCA Graduation Ceremony which will be held in year 2017.
    d) Request other than in writing and/or made after the deadline will not be entertained and any payment made will be forfeited due to no show.