



Islamabad, the 9th July, 2015

CIRCULAR

Subject: **5 DAYS IRCA- UK REGISTERED QUALITY MANAGEMENT SYSTEM
ISO 9001:2008 LEAD AUDITOR COURSE AT RAWALPINDI/ISLAMABAD:**

Integrated Professional Solutions (IPS) has invited nominations of 2 or more delegates for the subject course scheduled to be held from 3rd to 7th August, 2015 at Rawalpindi/Islamabad. The registration form of the subject course is attached herewith.

2. The interested officers are kindly requested to convey their consent to this section with the approval of respective Senior Officers along with duly filled in enclosed registration form latest by **10-07-2015 positively**.

3. It is pertinent to mentioned here that the course fee is **Rs.23, 000/-** per participant.


(Muhammad Faridoon)
Section Officer (Admn-I)

Forwarded to:-

- i. All Officers of the Ministry of Commerce, Islamabad.



Integrated Professional Solutions

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Ref: IPS/MOC/ISB/15/04

Dated: **25.06.2015**

Secretary

Ministry of Commerce

Pak Secretariat

Islamabad.

05 x DAYS IRCA-UK REGISTERED
QUALITY MANAGEMENT SYSTEM ISO 9001:2008 LEAD AUDITOR COURSE
AT RAWALPINDI / ISLAMABAD

Dear Sir:

This is with reference to above. Integrated Professional Solutions (IPS) is a UK based company with a mandate of world-wide consultancy and internationally approved training programs on variety of ISO standards. IPS has one chapter in Pakistan and has been associated with GOP / Pakistan Army / Air force / Public & Private sector renowned organizations for the last 08-years.

To put this on record, pool of experts of IPS has been associated with GOP for the past 15 years and played active role during ISO 9001:2008 certification of various organizations. Our trainers remained involved for these specialized high rated courses during the past decade.

IPS has announced subject course to be held during the period **03-07 August, 2015** at Rawalpindi / Islamabad for delegates from Govt. / Public sector. IPS will be obliged for the nominations of **02 or more delegates** from your organization for this particular delivery.

The specially discounted course fee for Govt. / Public sector organization is **Rs.23,000/ delegate**. Kindly confirm the nominations by **20th July, 2015** positively. **Registration forms received before 12th July, 2015** will get special discount.

Thank you and best regards,


Engr. Khalid Ahmed

Director IPS UK / Pakistan

0322 8525002

Enclosure: 1. Registration form, please complete and confirm the nominations.

Note: 1. Payment of fee can be deposited on the opening day of course



REGISTRATION FORM

Use this form to register one person for training. If you have multiple people to register, use the separate copy of this form as necessary.

REGISTRANT INFORMATION

Date: _____

Title: Mr. Ms. Mrs.

Status: Student Pvt. Employee Govt. Employee Businessman Other

Specify (If Other): _____

First Name: _____ Middle Name: _____ Last Name: _____

Position (If Employee): _____ Experience (In years): _____

Organization: _____

Home Address: _____

CNIC: _____ Contact No.: _____

E-Mail: _____

Academic Qualification (Specify highest only): _____

Professional Qualification (Specify relevant only): _____

COURSE & PAYMENT INFORMATION

Please select your course, in appropriate box.

- IRCA Approved ISO 9001:2008 QMS Lead Auditor/Auditor Course (A17258)
- IRCA Approved ISO 14001:2004 EMS Lead Auditor/Auditor Course (A17487)
- IRCA Approved OHSAS 18001:2007 OHSMS Lead Auditor/Auditor Course (A17517)
- IRCA Approved ISO 22000:2005 FSMS Lead Auditor/Auditor Course (A17307)
- IRCA Approved ISO 27001:2005 ISMS Lead Auditor/Auditor Course (A17518)
- IRCA Approved ISO 50001:2011 EnMS Lead Auditor/Auditor Course (A17622)

Course Date: _____ Course Fee: _____

Course Venue: _____

Payment Method: Cheque Account Transfer Demand Draft/Pay Order Cash

- ✓ Course Fees include full course documentation, tea, and lunch.
- ✓ Payment of Course Fee in full shall be paid before the last date of registration and must accompany signed.
- ✓ Mode of Payment: Make a cheque payable to "IPS Pakistan" OR On-line bank transfer may be made to the account of "Integrated Professional Solutions, 0139-1003660977, Bank Alfalah, Peshawar Road Branch, Rawalpindi".
- ✓ In case you do not receive confirmation of course registration, contact us 2 days before the course start date.
- ✓ Courses may be cancelled without charge providing written notice of the cancellation is received at least two (1) week before the scheduled start of the course. If cancellation occurs two (2) days prior to the scheduled start of the course, IPS Pakistan reserves the right to charge 50% of the total course fee. In the event of a cancellation on the very 1st day of the course, or on failure of a delegate to attend, IPS Pakistan reserves the right to charge the whole course fee.
- ✓ Substitute delegates are allowed up to the start day of the course. Transfer to another course may be treated as a cancellation.
- ✓ IP Pakistan reserves the right to cancel or change the dates of any course at any time. In the event of a cancellation of a course by IPS Pakistan, the fees will be refunded in full to the delegate.

E-mail your completed registration form to:

INTEGRATED PROFESSIONAL SOLUTIONS (IPS) PAKISTAN)
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