MHM
AUSTRALASIA
A.C.N. 066 062 888
P.O. Box 909 Broadway
NSW 2007

OFFICE USE ONLY: Signature Checked ☐ **Completed** ☐ **Initial** ☐

	RSA	RCG	Bar / Ckt
Course Code:			
MHM Cert #:			
Paid:			

Contact - Ph: (02) 9211 4110 Fax: (02) 9211 4118 enquiries@barmax.com.au

REQUEST FOR RE-ISSUE OF CERTIFICATE(s)

- Re-Issues incur an Administration Fee of **$50 per Certificate.**
- Please fill out ALL information and sign. Return to the above contact details.
- Payment can be made either by Credit Card, posting in a Money Order (Obtained at Post Office). Cheques are acceptable but require clearance before certificate issue.
- Re-Issues are processed every **Friday**. Please return this form with **PAYMENT** by the prior **Thursday** to ensure processing. Re-Issue Forms not received by close of business **Thursday** with payment will NOT be processed.
- Urgent Certificate Re-Issues can be processed at an urgency fee of $75 per Certificate & will be processed within 24hrs of form being received.
- Reissues are sent via Registered Post and Australia Post will require a signature upon receipt
- Reissue Forms are held unpaid for ten working days. If payment is not received within this period the form will be deactivated and a new re-issue form will be required.

Method of Receipt: *(Please tick one)*

Post ☐ (if ticked fill out below address for mailing) **Pick Up** ☐ (Broadway Location ONLY)

Address for Mailing Street Address: _____

Suburb: _____ Post Code: _____

Contact Info Phone: _____ Mobile: _____ Email: _____

ATTENDEE / COURSE DETAILS

Full Name of Attendee at time of course: _____

Approximate date when completed course: (i.e. May 2004) _____

Certificates to be re-issued **(Please tick):** **RSA** ☐ **RCG** ☐ **Bar Course** ☐ **Cocktail Course** ☐

Course Location: _____

Certificate number **(If known):** _____

Any other relevant information: _____

Attendee's Signature: **X** _____

Attendee's signature is required to verify enrolment completed at course.

PAYMENT DETAIL – AMOUNT: $ **($50 Fee Per Certificate / $75 Fee Per Urgent Certificate)**
Please tick method of payment: Credit Card ☐ Money Order ☐ Cheque ☐
Money Orders & Cheques are to be made out to **MHM AUSTRALASIA Pty Ltd**
If paying by credit card: ***Please debit my credit card automatically for the Amount stated above.***
Card No: ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐
Card Holder: _____ Exp Date: __/__/__
Cardholder Signature: _____ CCV (3 digit verification number): _____