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| **Registration Cancellation Request Form****1. Personal Information**

|  |  |  |
| --- | --- | --- |
| **\*** Name | First Name | Last Name |
|  |  |
| **\*** Affiliation |  |
| **\*** Phone |  |
| **\*** Email |  |

**2. Registration Information**

|  |  |
| --- | --- |
| **\*** Registration No. |  |
| **\*** Registration Fee |  |
| **\*** Payment Method | □ Credit Card | □ Bank Transfer |

**3. Refund Information [For payments made via wire transfer Only]**(Please provide your bank account details if you have made payment via wire transfer.)

|  |  |
| --- | --- |
| **\*** Name of Bank |  |
| **\*** Account No. |  |
| **\*** Account Holder Name |  |
| **\*** Branch Name & Address |  |
| **\*** SWIFT CODE |  |
| **\*** CHIPS UID |  |
| **\*** IBAN Code |  |
| **\*** Sort Code |  |
| **\*** Routing No. |  |

**\* Required****\* Only for foreigners** (Please fill in the blanks as applicable, depending on your country.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **※ Cancellation and Refund Policy ※*** Cancellation of fully paid registrations and reimbursement requests will only be accepted in written form and must be submitted via email to the secretariat (icomes@into-on.com).
* Prior to making a payment, canceling registration through "My page - Registration" is possible.

However, if payment has already been processed; it is necessary to contact the secretariat for further assistance.* Please note that refunds will be processed after the conference.
* All bank service charges and administration fees will be deducted from the refund.
* Please refer to the following deadlines for cancellation.

|  |  |
| --- | --- |
| **Before the Pre-registration Deadline** | **Full Refund** |
| **After the Pre-registration Deadline** | **No Refund** |

 |
|  |

**Name:** (Signature)**Date:**  |