# Tour Registration

**Information** \*Mandatory fields to be filled out

|  |  |  |  |
| --- | --- | --- | --- |
| \*Date to Visit (Y/M/D) |  | \*Time | 11:30 12:30 |
| \*Name of Groups | Please explain in detail | | |
| \*Number of Visitors |  | \*Translator | Accompany NO |
| \*Bus Number  (Bus company name) |  | | |
| \*Purpose of Visit | Please explain in detail | | |
| Special Request | Please explain in detail | | |
| \*Profile | Please attach your company/organization profile when you submit the registration. | | |
| Occupation | Student Government office Educational Officer  Military Media Etc: ( ) | | |

**Liaison Information** \*Mandatory fields to be filled out

|  |  |
| --- | --- |
| \*Name |  |
| \*Organization |  |
| \*Title |  |
| \* Contact | Mobile Number: Email: |

**Note: Please read and follow the policy below.**

|  |  |
| --- | --- |
| 1. Tour is free of charge but **no transportation is provided.**  2. **Tour is only available to the registered group (more than 15 people) accompanied by a bus.**  3. Registrants are required to arrive on time. **Notice of cancellations or changes to your schedule must be made at least 1 day prior to arrival.** Your early and late arrival may result in termination of tour.  4. HHI reserves the right to alter or cancel any of the registered tours.  5. Late cancellations or no-show will result in your permanent removal from the tour registration list.  6. HHI is designated as a technology specialist company by the Ministry of National Defense of South Korea. **Taking photographs in the company is prohibited.** | |
| **Date:** | STAMP |
| **Applicant** (Signature) |  |

**List of Visitors**

**\* Please fill out the form below**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No** | **Nationality** | **Full Name** | **Sex** | **Age** | **Organization** | **Position** |
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