

A. Registration

- Fill in particulars in the .csv file – StudentRegistrationTemplate
- Required fields are:

S/N	Column	Note
1	A: Student Name	<ul style="list-style-type: none"> • Name to be the same as in NRIC/Work Permit • Capitalize each word (eg. Selvam Murugesan) • Names provided in the form will be used for issuance of Safety Cards. SIPG reserves the right to impose an Administration Fee on requests to reprint Safety Cards.
2	B: Citizenship	Fill in one of the below: <ul style="list-style-type: none"> • Singapore Citizen • Permanent Resident • Work Permit
3	C: ID Number (NRIC/FIN)	<ul style="list-style-type: none"> • Work Permit number is not allowed. • Please fill in either NRIC Number or Foreign Identification Number (eg. S1234567H / G1234567M)
4	D: ID Expiry Date	<ul style="list-style-type: none"> • For Work Permit Holders only. • Format: dd/mm/yy
5	E: Email	<ul style="list-style-type: none"> • Company's contact person
6	F: Contact Number	<ul style="list-style-type: none"> • Company's contact person
7	W: Company Name	<ul style="list-style-type: none"> • Name of billing company

- Specify **course title** and email completed .csv file to training-institute@spgroup.com.sg
 - Safety@SPPG (General)
 - Safety@SPPG (Cable Tunnel)
 - Safety@SPPG (Building Construction)
- Indicate cheque number (if available).
- Registration is on a **first-come-first-served** basis.

Due to the high volume of registration for Safety@SPPG courses, we will strive to respond to all emails and phone enquiries within 2 – 5 working days.

We seek your understanding and patience on this matter.

Thank you.

B. Payment

- Effective from 1 June 2016, the course fee is **\$80.25** (inclusive of GST) per participant.
- Full payment must reach SIPG within **3 working days** after issuance of invoice. No refunds are allowed once payment is made.
- Only **cheque and NETS payment** are accepted.
- For cheque payment, please make cheque payable to: **Singapore Institute of Power and Gas Pte Ltd** and mail to

SP Group
2 Kallang Sector, Level 2, Singapore 349277
Attn: Singapore Institute of Power and Gas, Training Operations (Safety@SPPG)
- For NETS payment, please visit SIPG reception at

1A Woodleigh Park,	Operating	Monday – Friday 9am – 12pm; 2pm – 5pm
#03-09 Singapore Power Training	Hours:	Closed on weekends and Public Holidays
Institute, Singapore 357874		

C. Transfer/Replacement

- A **one-time** transfer or replacement of participants is allowed. SIPG reserves the right to impose an Administration Fee for any subsequent requests.
- All transfer/replacement requests must be made in writing and reach SIPG at least **5 working days** before course starts.