

PART A: COURSE DETAILS					
Course Title				Course Code	
Course Date				Fee (incl GST)	S\$
PART B: PERSONAL PARTICULARS					
<input type="checkbox"/> Self-Sponsored Applicant			<input type="checkbox"/> Company-Sponsored Applicant		
** Full Name <small>(As in NRIC/FIN)</small>			Gender M / F	Date of Birth (dd/mm/yy)	
#NRIC/FIN <small>(Last 4 characters only)</small>		ID Expiry Date (dd/mm/yy)	Race: Chinese / Malay / Indian / Others: _____		
** Nationality		#Highest Qualification ¹	#Monthly Salary ²	PE Number <small>(for PDU points)</small>	
** Contact Number		Email Address			
Address <small>(Residential address for self-sponsored applicants)</small>					
Company Name			Designation		
FOR COMPANY-SPONSORED APPLICANTS ONLY					
Contact Person			Designation		
Contact Number			Email Address		
PART C: PAYMENT					
<input type="checkbox"/> Cheque No. : _____ Issuing Bank : _____ (Cheque shall be made payable to SINGAPORE INSTITUTE OF POWER AND GAS PTE LTD and mailed to: <i>SP Group, 2 Kallang Sector, Level 2, Singapore 349277 Attn: Singapore Institute of Power and Gas, Training Operations</i>)					
<input type="checkbox"/> E-invoice – Business Unit Code: _____			<input type="checkbox"/> Company GIRO (Please contact us for more information. Do note if you are applying for funding, only company cheque or company GIRO will be accepted)		
<input type="checkbox"/> NETS (Please make payment at our reception at 1A Woodleigh Park #03-09, Singapore Power Training Institute, Singapore 357874) Operating hours for walk-in registration & payment: Monday – Friday: 10am – 12pm, 2pm – 4pm Closed on weekends & public holidays					

Full NRIC number is required for funded and licensing courses

¹ Types of Qualification: Primary Level (PSLE), Lower Secondary, GCE 'N'/O' Level or equivalent, GCE 'A' Level or equivalent, NITEC/Post NITEC/Higher NITEC, Polytechnic Diploma, Professional Qualification & Other Diploma, University Post-Graduate Diploma & Degree/Master/Doctorate, WSQ Graduate Certificate/Diploma

² Salary range: a) Unemployed b) Below \$1,000 c) \$1,000 - \$1,499 d) \$1,500 - \$1,999 e) \$2,000 - \$2,499 f) \$2,500 - \$2,999 g) \$3,000 - \$3,499 h) \$3,500 and above

** Mandatory field

PART D: DECLARATION

I hereby declare that the following requirements are met:

- Pass in English at GCE 'O'/'N' Level or equivalent
- I have met the course pre-requisite (where applicable)
- I am able to read and write in English Language and my company is currently involved in or bidding for a project in SP Group (For Registered Earthworks Supervisor Course Only)

By submitting and signing this registration form, I hereby declare that all information given in this registration form is true and accurate and agree to the terms and conditions stated below.

(i) For Self-Sponsored Application

(ii) For Company-Sponsored Application

Name:

Name of Authorised Personnel:

Signature:

Signature:

Date:

Date:

Company Stamp

PART E: PERSONAL DATA PROTECTION ACT

I/We acknowledge and agree that SIPG may collect, use and disclose to any third party any and all particulars relating to my/our personal information for the purposes of

- (i) providing the requested services in respect of the course(s),
- (ii) billing and account management (including debt collection or recovery);
- (iii) conducting surveys or obtaining feedback;
- (iv) informing me/us of services and offers by SIPG, its related entities and business affiliates (unless I/we duly inform you otherwise); and
- (v) complying with all applicable laws and regulations, and business requirements.

Name:

Signature:

Date:

TERMS AND CONDITIONS:

- 1) The company and individual applicant has read and understood the terms of the course information and registration form.
- 2) The information collected on this form is used for course registration, account servicing of course-related activities and/or for application of course-related funding to appropriate funding agencies.
- 3) This registration form must be submitted to SIPG at least 2 weeks before course commencement.
- 4) Payment must be made to SIPG before course commencement.
- 5) SIPG reserves the right to amend any details relating to the course without any prior notice.
- 6) Request for withdrawal must be made in writing and are subject to approval by SIPG.
 - >5 working days before course commencement : 100% refund;
 - 3-5 working days before course commencement : 50% refund of fee paid;
 - Less than 3 working days before course commencement : no refund.
- 7) Request for transfer/replacement must be made in writing at least 5 working days before course commencement and is subject to approval by SIPG. SIPG reserves the right to impose an administration fee for such requests.
- 8) Trainee shall be bound by the terms and conditions of any applicable funding scheme as approved by SIPG.
- 9) In the event that the trainee fails to meet any of the requirements set under the funding scheme or has been granted funding for the same course before, thereby resulting that his/her funding application is rejected, the trainee is liable to pay the balance of the full course fee to SIPG.
- 10) Photographs of trainees may be taken at the event for SIPG's marketing materials and other publications.