

# REGISTRATION FORM – EXECUTIVE PROGRAMMES

Course Title: \_\_\_\_\_

Course Date(s): \_\_\_\_\_

**For SELF-SPONSORED APPLICATION ONLY, please complete the section below:**

Name of Participant (Mr/Ms/Mdm) ( <i>Underline surname</i> )		NRIC/Passport No	Age	Sex	SQI Membership No. (if any)
Home Address  (Postal Code )			Home Tel		Mobile No
Name of Present Employer	Designation		Personal Email		
	Date Joined		Office Email ( <i>optional</i> )		
I declare that the above information given are true to the best of my knowledge and belief. I have read and accept all the rules and regulations stated herein.			<b>MODE OF PAYMENT</b> (Please <input checked="" type="checkbox"/> one) - Refer to below for Payment Instructions <input type="checkbox"/> Bank Cheque (No: .....) <input type="checkbox"/> Inter-Bank Transfer <input type="checkbox"/> ATM Fund Transfer / Cash Deposit <input type="checkbox"/> Cash Payment <input type="checkbox"/> SkillsFuture		
Date of Registration		Signature of Participant			

**For COMPANY-SPONSORED APPLICATION ONLY, please complete the section below:**

No	Name of Participants (Mr/Ms/Mdm)	Designation	Contact No	Email Address
1.				
2.				
3.				
4.				
Company Name			SQI Organisation Membership No. (if any)	
Mailing Address  (Postal Code )				
Contact Person (Mr/Ms/Mdm)		Designation	Contact No	Office Email
We confirm our sponsorship of the above-named participant(s) for the course applied. We have read and accept all the rules and regulations stated herein.			<b>MODE OF PAYMENT</b> (Please <input checked="" type="checkbox"/> one) - Refer to below for Payment Instructions <input type="checkbox"/> Bank Cheque (No: .....) <input type="checkbox"/> Inter-Bank Transfer <input type="checkbox"/> ATM Fund Transfer / Cash Deposit	
Name & Signature of Co Representative		Company Stamp	Date	

Please mail or fax your registration form to:



**SQI International Pte Ltd**

Peace Centre, 1 Sophia Road #05-06/07 Singapore 228149  
Tel: (65) 6467 4225 Fax: (65) 6467 4226 Email: enquiries@sqi.org.sg

**TERMS & CONDITIONS:**

- 1) Classes require a minimum number of participants to commence. SQII reserves the right to amend course detail, postpone or cancel classes due to insufficient numbers or unforeseen circumstances and will make every effort to inform participants of any changes in advance.
- 2) **Course confirmation**  
SQII will issue pre-course confirmation letter before the scheduled session start. Should you not receive the confirmation letter as mentioned, please contact us for further clarifications.
- 3) Registration must be submitted with the relevant supporting documents reflecting the applicant's academic history and working experience. SQII reserves the right to select participants for admission or reject any application at its sole discretion without giving any reason.
- 4) **For Cancellation & Deferment of Participants:** A faxed or written withdrawal notice received not less than 7 working days before the course commencement, 50% of the course fee will be invoiced. No withdrawal is allowed on the day of course commencement or after the course has started. Hence, the full course fee will be imposed for withdrawal or non-attendance in such cases.
- 5) **Membership benefit** is not transferable should the registered individual member decides to transfer the enrolment under the organisation sponsorship (if the company is a not member of SQI).
- 6) All participants must achieve at least 75% class attendance to be eligible for the course examination and abide strictly to all rules for course participation set by SQII from time to time. SQII also reserves the right to amend its rules and regulations without prior notice.
- 7) SQII asks participants to refrain from purchasing their airfare or travel insurance prior to this date unless given confirmation by SQII. SQII will take no responsibility for the refund of airfares or travel insurance.

**PAYMENT INSTRUCTIONS**

- Payment by CHEQUE must be crossed and made payable to **SQI INTERNATIONAL PTE LTD**
  - Payment can be made via GIRO, INTER-BANK or ATM TRANSFER to  
Corporate Acct No. 014-900176-4  
Name of Beneficiary: SQI INTERNATIONAL PTE LTD  
Name of Bank: DBS Bank Ltd  
Bank / Branch Code: 7171 / 014  
Branch Name: Bukit Timah  
Swift Code: DBSSGSGG  
Account Type: Current
  - **CASH** Payment must be made at SQI Office.
- Note: Please email us the bank transaction receipt/details after payment is made.*