

REGISTRATION FORM – CERTIFIED COURSES

COMPANY-SPONSORED APPLICATION

Course Title: _____ Intake No: _____ Module: (if applicable) _____

Name of Participant (Mr/Ms/Mdm) <i>(pls underline surname)</i>	NRIC/Passport No	Sex	Age	Date of Birth	Nationality
Home Address _____ (Postal Code _____)					
Home Tel	Personal Email				
Mobile No	Office Email				
Highest Educational Qualification <i>(Please attach copy of certificate)</i> <input type="checkbox"/> GCE 'N' Levels <input type="checkbox"/> GCE 'O' Levels <input type="checkbox"/> GCE 'A' Levels <input type="checkbox"/> Diploma <input type="checkbox"/> Degree <input type="checkbox"/> Master <input type="checkbox"/> Others: _____					
WORK EXPERIENCE <i>(Please state in chronological order, starting with current position)</i>					
Name of Employer	Position Held	From	To		
DECLARATION BY PARTICIPANT: I declare that the above information stated in this application and the attachments are true and correct to the best of my knowledge and belief. I have read and accept all the rules and regulations stated herein. <div style="text-align: right;">_____ Signature of Participant / Date</div>					
Name of Sponsor-Company				SQI Organisation Membership No <i>(if any)</i>	
Mailing Address _____ (Postal Code _____)				Contact No	
Name of Contact Person	Designation	Contact Email			
DECLARATION BY SPONSOR-COMPANY: We confirm our sponsorship of the above-named participant for the course applied. We have read and accept all the rules and regulations stated herein.				Applying for SDF SUBSIDY <i>(if applicable)</i> <input type="checkbox"/> YES <input type="checkbox"/> NO <i>(pls indicate)</i>	
_____ Authorised Signature Designation Company Stamp				MODE OF PAYMENT (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 of Signee	Date of Registration	Business Registration No (ACRA)			

Please mail or fax your registration form to:



SQI International Pte Ltd

12 West Coast Walk #02-14 & 02-17/17A, West Coast Recreation Centre, Singapore 127157
 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: DBSGSG
 Account Type: Current
 - **CASH** Payment must be made at SQI Office.
- Note: Please email us the bank transaction receipt/details after payment is made.