

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.					
Name of Sponsor-Company					Signature of Participant / Date
Mailing Address _____ (Postal Code _____)					SQI Organisation Membership No <i>(if any)</i>
Name of Contact Person					Contact No
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> MODE OF PAYMENT (Please <input checked="" type="checkbox"/> one) <i>- Refer to below for Payment Instructions</i> <input type="checkbox"/> Bank Cheque (No:) <input type="checkbox"/> Inter-Bank Transfer <input type="checkbox"/> ATM Fund Transfer / Cash Deposit
Authorised Signature	Designation	Company Stamp			
Name of Signee	Date of Registration	Business Registration No (ACRA)			

Please mail or fax your registration form to:



SINGAPORE QUALITY INSTITUTE

66 Tannery Lane #06-07 Sindo Building, Singapore 347805
 Tel: (65) 6467 4225 Fax: (65) 6467 4226 Email: enquiries@sqi.org.sg

PAYMENT INSTRUCTIONS

- Payment by CHEQUE must be crossed and made payable to 'SINGAPORE QUALITY INSTITUTE'.
- Payment can be made via INTER-BANK TRANSFER or by ATM FUND TRANSFER / CASH DEPOSIT to Corporate A/c No: 014 – 013737 – 8
 Name of Beneficiary: Singapore Quality Institute
 Name of Bank: DBS BANK
 Branch Code: 014 (Bukit Timah)
(Please email us the bank transaction details/receipt or ATM deposit slip after payment is made.)

RULES & REGULATIONS:

- 1) Classes require a minimum number of participants to commence. SQI 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) Registration must be submitted with the relevant supporting documents reflecting the applicant's academic history and working experience. SQI reserves the right to select participants for admission or reject any application at its sole discretion without giving any reason.
- 3) Course fee must be paid at least 7 working days prior to course commencement. **REFUND POLICY:** Full refund of course fees is only applicable to a faxed or written withdrawal notice received not less than 7 working days before the course commencement, otherwise 50% of the course fee will be charged. 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.
- 4) **MEMBER RATE:** Course fees based on discounted Member rate are strictly allowable to Sponsor-Company with valid Organisation Membership. The Sponsor-Company who is not a member of SQI shall pay the full course fee based on non-member rate regardless of whether or not its sponsored participant(s) is a SQI member.
- 5) **SDF SUBSIDY:** Participants under SDF subsidy assistance are required to achieve at least 75% class attendance and sit for examination held at the end of course and submit exam project (if any). Upon failure to do so, the Sponsor-Company will have to reimburse SQI, without demand, the total amount of the SDF subsidy granted.
- 6) All participants must achieve at least 75% class attendance to be eligible for course examination and abide strictly to all rules for course participation set by SQI from time to time. SQI also reserves the right to amend its rules and regulations without prior notice.