

# 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		Home Tel	Mobile No	
(Postal Code )				
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		
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:



## SINGAPORE QUALITY INSTITUTE

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

### 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 .)*
- **CASH** payment must be made at SQI office.

### 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. SQI also reserves the right to select participants for admission or reject any application at its sole discretion without giving any reason.
- 2) Course fee must be paid in full 7 working days prior to course commencement to guarantee a seat. **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.
- 3) **MEMBER RATE:** Course fees based on discounted Member rate are strictly allowable to Self-Sponsored Participants with valid Individual Membership and Sponsoring Companies with valid Organisation Membership. The Sponsoring 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.
- 4) Participants must achieve at least 75% class attendance to be eligible for course examination (if any) and abide all rules set by SQI for course participation.