

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 M / F	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.		MODE OF PAYMENT (Please <input checked="" type="checkbox"/>) - 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 Credit (Amount:)		
Date of Registration	Signature of Participant			

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

No	Name of Participants (Mr/Ms/Mdm)	NRIC	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.				Applying for SDF SUBSIDY (S\$2.00 per hour) <input type="checkbox"/> YES <input type="checkbox"/> NO (<i>pls indicate</i>) 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 & Signature of Co Representative		Company Stamp		Date	

Please email or fax your registration form to: enquiries@sqi.org.sg / 6467 4226



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

PAYMENT INSTRUCTIONS

All Cheques Issued Payable to "SQI INTERNATIONAL PTE LTD"
Mail Out Cheque to:
 No. 1 Sophia Road, #05-06/07 Peace Centre Bldg. Singapore 228149

PayNow Fund Transfer
 *Scan the PayNow QR code with mobile banking apps to pay invoice securely, quickly and convenient.
 *Or key in our PayNow UEN ID 200107607ZSQ2
 *Please input your Invoice number in the Ref/Remarks field.

Transfer your payment through Online Banking or ATM machine
 Bank Name: DBS Bank Ltd
 A/C Name: SQI International Pte Ltd
 A/C No: 014-900176-4
 Bank Code: 7171 Branch Code: 014
 Swift Code: DBSSSGSG



Please email transfer slip to identify your payment at
karen@sqi.org.sg or fax to 6467-4226

TERMS & CONDITIONS:

- 1) Classes require a minimum number of participants to commence. SQI International 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:** SQI International will issue pre-course confirmation email before the scheduled session start. Should you not receive the confirmation email as mentioned, please contact us for further clarifications.
- 3) SQI International 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 less than 14 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 Certificate of Completion and abide strictly to all rules for course participation set by SQI International from time to time. SQI International also reserves the right to amend its rules and regulations without prior notice.
- 7) **International Applicants:** SQI International asks participants to refrain from purchasing their airfare or travel insurance prior to this date unless given confirmation by SQI International. SQI International will take no responsibility for the refund of airfares or travel insurance.
- 8) **Non-refundable Registration Fee** of \$17.12 per participant will be added to all Executive Courses. (inclusive 7% GST)

PDPA Consent Form for Participants (In accordance with Personal Data Protection Act 2012)

By filling up this form, you hereby consent to the following: -

1. The Office of SQI / SQI International may collect, use, disclose and/or process your personal data so as to process, administer and/or manage your relationship with us as a participant of SQI / SQI International.
2. The use of your photograph, voice, likeness, and image in any broadcasts of SQI/ SQI International's activities and in subsequent productions drawn from video or audio recordings of this event. The photographs and recordings may be published or broadcasted in the official SQI /SQI International's publications and in publicity materials, including the SQI /SQI International's websites and social media. All recordings, articles, quotes, photographs, films, audio or video and/or any reproductions of same in any form, are the property of SQI/ SQI International. SQI/ SQI International's affiliates, employees, representatives and agents are released from any and all claims, demands, costs and liability that may arise from the use of these interviews, recordings, photographs, videotapes or films, and/or any reproductions of same in any form, as described above, arising out of being interviewed, recorded, photographed, videotaped or filmed.

(Initial)

Your personal data privacy is important to us and we are committed to safeguarding your personal data that we may possess. If you wish to withdraw your consent, kindly email enquiries@sqi.org.sg or yuanseng@sqi.org.sg.