

# REGISTRATION FORM – CERTIFIED COURSES

## COMPANY-SPONSORED APPLICATION

Course Title: \_\_\_\_\_ Intake No: \_\_\_\_\_ Module: (if applicable) \_\_\_\_\_

<b>Full Name of Participant</b> as per NRIC ( <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mdm) <i>(Underline surname)</i>		<b>NRIC/Passport No</b>	<b>Sex</b> <input type="checkbox"/> M <input type="checkbox"/> F	<b>Age</b>	<b>Date of Birth</b>	<b>Nationality</b>
<b>Home Address</b>						<b>(Postal Code)</b> _____ )
<b>Home Tel</b>		<b>Personal Email</b>				
<b>Mobile No</b>		<b>Office Email</b>				
<b>Highest Educational Qualification</b> <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: .....						
<b>WORK EXPERIENCE</b> <i>(Please state in chronological order, starting with current position)</i>						
<b>Name of Employer</b>		<b>Position Held</b>		<b>From</b>	<b>To</b>	
<b>DECLARATION BY PARTICIPANT:</b> 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.						
					_____ <b>Signature of Participant</b> <b>Date</b>	
<b>Name of Sponsor-Company</b>				<b>SQI Organisation Membership No</b> <i>(if any)</i>		
<b>Mailing Address</b>					<b>Contact No</b>	
					<b>(Postal Code)</b> _____ )	
<b>Name of Contact Person</b>		<b>Designation</b>		<b>Contact Email</b>		
<b>DECLARATION BY SPONSOR-COMPANY:</b> 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.						
				<b>Applying for SDF SUBSIDY</b> <i>(if applicable)</i> (Please <input checked="" type="checkbox"/> ) <input type="checkbox"/> YES <input type="checkbox"/> NO  <b>MODE OF PAYMENT</b> (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		
<b>Authorised Signature</b>		<b>Designation</b>		<b>Company Stamp</b>		
<b>Name of Signee</b>		<b>Date of Registration</b>		<b>Business Reg. No (ACRA)</b>		

Please email your registration form to: [enquiries@sqi.org.sg](mailto:enquiries@sqi.org.sg)



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

PAYMENT INSTRUCTIONS


**All Cheques Issued Payable to "Singapore Quality Institute"**

**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 S71SS0023FSQI
- 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: Singapore Quality Institute  
 A/C No: 014-013737-8  
 Bank Code: 7171 Branch Code: 014  
 Swift Code: DBSSSGSG



Please email transfer slip to identify your payment at [gaby@sqi.org.sg](mailto:gaby@sqi.org.sg)

## TERMS & CONDITIONS:

- 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) **Course confirmation:** SQI 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) 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.
- 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 Singapore Quality Institute).
- 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 SQI from time to time. SQI also reserves the right to amend its rules and regulations without prior notice.
- 7) **International Applicants:** SQI asks participants to refrain from purchasing their airfare or travel insurance prior to this date unless given confirmation by SQI. SQI will take no responsibility for the refund of airfares or travel insurance.
- 8) **Exam and Certification Fees** of \$214 per participant will be added to all Certified Courses. (inclusive 7% GST)
- 9) **Non-refundable Registration Fee** of \$17.12 per participant will be added to all Certified 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 Singapore Quality Institute / 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 Singapore Quality Institute / SQI International.
2. The use of your photograph, voice, likeness, and image in any broadcasts of Singapore Quality Institute / 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 Singapore Quality Institute / SQI International's publications and in publicity materials, including the Singapore Quality Institute / 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 Singapore Quality Institute / SQI International. Singapore Quality Institute / 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.

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(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](mailto:enquiries@sqi.org.sg) or [yuanseng@sqi.org.sg](mailto:yuanseng@sqi.org.sg).