



SKILLS EXPLORER TRAINING SINGAPORE

PROGRAM REGISTRATION FORM

Please scan and email completed form to mei_ling@skillexp.com

Yes! Please reserve _____ place(s) for me for the :

Title of Course: _____

Date of course: _____

Participant/s Particulars

No.	*Name	*Designation	*Contact Number (Mobile no. preferred)	*Email	*Signature (I have read the Memorandum of Understanding)
1.					
2.					
3.					
4.					

Payment Details

*Your Company Name and Address: _____

*Invoice to be Attention to : _____
(Pls provide name of person in charge and department. For e-Invoice, please provide department code.)

An invoice will be sent to your organization via email once details in this registration form are received. Payment instructions will be included in the invoice. For Ministries and Statutory Boards, e-invoice will be issued.

Memorandum of Understanding - I understand that:

- I have to settle fully the program fee, through one-time payment before the commencement of the workshop. There will strictly be no refunds should I choose to cancel or withdraw from the workshop upon registration.
- The organizer reserves the right to offer place(s) to other applicants if no payment is received by the stipulated deadline.
- In the event that I am unable to attend the workshop that I registered, I am allowed to find a replacement to attend the workshop.
- This registration is transferable but non-refundable.
- Registration is on a first-come-first-serve basis and will close when class is full.
- The organizer will conduct the workshop only when the minimum number of participants is met for each class.
- In the event if the minimum class size is not met and/or in the case of any emergencies, the organizer reserves the right to cancel, change training location of a class or refund full program fee to participants, and undertakes to provide reasonable notice of the cancellation to the participant.
- The organizer reserves the right to make changes to the workshop contents depending on class dynamics.
- The examples or case studies shared in the workshop do not constitute any recommendations or policies change for any specific organizations.
- I agree not to copy any part of the workshop or business model for commercial purposes and I understand I will be liable for copyright infringement if I do so.

*Your Company Stamp
(Fields marked with an Asterisk * are required)