

REGISTRATION FORM



Marketing Partner:



KIWA Academy Policy: Please be sure to complete the registration form and ensure participant name is spelled correctly and mandatorily identical to the NRIC. Any spelling mistake may lead to rejection of application.

ORGANIZATION INFORMATION

Company Name:	Email address:	Tel number:
		Fax number:

Address:

Course Title:

Course Date:

Course Venue: Kiwa training room

No.	Participant Full Name (as per NRIC)	NRIC No. (as per NRIC)	Job Title	Email address	Contact number	Vegetarian (✓ or X)

HR PIC:

Email Address:	Mobile phone number:
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Remark: HRDF <input type="checkbox"/> Y <input type="checkbox"/> N	TOTAL FEES:
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Authorized by:

Signature and Company stamp **Date**

Name:

Designation:

TERMS & CONDITIONS:

- 1) Prerequisite: Refer attached training course brochure
- 2) Course attendance can only be guaranteed when this application is accompanied by advance payment in full.
- 3) For 5 or more participants from the same company with payment made within 2 weeks after registration, a discount will be granted.
- 4) **CANCELLATION POLICY:** Registration for cancellations, transfer or substitutions must be submitted in writing. Any registrations cancelled more than 14 calendar days prior to the originally scheduled date will receive a refund of 20% of course fees. Registrations cancelled less than 7 calendar days must be in writing prior to the originally scheduled date or registrants who absence, a full course fees will be invoice and charged to the participant/company.
- 5) Transfer (one time per attendee) and substitution requests must be received at least 7 calendar days prior to the scheduled date.
- 6) **For HRDF Claim courses,**
 - The client is required to register at least 7 days prior to training date, to ensure the registration process is completed successfully.
 - If the grant is still yet to be approved by HRDF 3 days before the training, or the claimed amount is not tally with the quotation given, the client is pleaded to bear the training fees.
 - In such circumstances, the client may provide KIWA with a letter of guarantee to proceed with the training and settle the payment after.