

Kindly fill in **BLOCK LETTERS** if **HANDWRITTEN**.

1. COMPANY PARTICULARS (For individuals, please indicate your contact details)

Company Name:			
Company Address:			
Industry:	<input type="checkbox"/> Construction <input type="checkbox"/> Marine <input type="checkbox"/> Chemical <input type="checkbox"/> Manufacturing <input type="checkbox"/> Others:		
Category Type:	<input type="checkbox"/> Main Contractor <input type="checkbox"/> Scaffold Contractor <input type="checkbox"/> M&E Sub Contractor <input type="checkbox"/> Others:		
Tel Number:		Fax Number:	
Contact Person:		Designation:	
Email Address:			

2. CHOICE OF COURSE

COURSE	COURSE FEE (per delegate)	NO. OF DELEGATES	COURSE DATE
Height Safety			
Work-At-Height Course for Workers	S\$88		
Work-At-Height Course for Supervisors	S\$280		
Work-At-Height Course for Assessors (Integrated)	S\$490		
Work-At-Height Course for Managers (Integrated)	S\$450		
Managing Work-At-Heights	S\$370		
Personal Fall Protection Equipment Inspector Course	S\$480		
Confined Space			
Confined Space Entry and Rescue Course	S\$720		
Rescue			
Rescue After A Fall (Lifting and Lowering)	S\$300		
First Aid			
Occupational First Aid	S\$250		
CPR+AED	S\$100		
Scaffolding			
Metal Scaffold Erection Course	S\$320		
Supervision of Metal Scaffold Erection Course	S\$720		
bizSAFE			
Workshop for CEO/Top Management (bizSAFE Level 1)	S\$100		
Develop a Risk Management Plan (bizSAFE Level 2)	S\$320		
Rope Access			
Rope Access Operator Course	S\$1,700		
Tower Climbing			
Basic Tower Climbing Course	S\$450		
Others			
Ladder Safety Training	S\$80		
Others (please state):			
TOTAL AMOUNT (exclude GST):	S\$		

3. DELEGATES' DETAILS (Kindly use a separate form for more than 20 participants)

NO.	NAME (As per NRIC/Passport/Work Permit) (Full name will be used for delegates' registration, certificates, transcripts and all correspondence)	NRIC / PASSPORT NO. / FIN	NATIONALITY	*APPLYING SKILLS CONNE CT FUNDING FOR S'POREAN & PR	*SALARY RANGE^
1				<input type="checkbox"/> Yes <input type="checkbox"/> No	
2				<input type="checkbox"/> Yes <input type="checkbox"/> No	
3				<input type="checkbox"/> Yes <input type="checkbox"/> No	
4				<input type="checkbox"/> Yes <input type="checkbox"/> No	
5				<input type="checkbox"/> Yes <input type="checkbox"/> No	
6				<input type="checkbox"/> Yes <input type="checkbox"/> No	
7				<input type="checkbox"/> Yes <input type="checkbox"/> No	
8				<input type="checkbox"/> Yes <input type="checkbox"/> No	
9				<input type="checkbox"/> Yes <input type="checkbox"/> No	
10				<input type="checkbox"/> Yes <input type="checkbox"/> No	
11				<input type="checkbox"/> Yes <input type="checkbox"/> No	
12				<input type="checkbox"/> Yes <input type="checkbox"/> No	
13				<input type="checkbox"/> Yes <input type="checkbox"/> No	
14				<input type="checkbox"/> Yes <input type="checkbox"/> No	
15				<input type="checkbox"/> Yes <input type="checkbox"/> No	
16				<input type="checkbox"/> Yes <input type="checkbox"/> No	
17				<input type="checkbox"/> Yes <input type="checkbox"/> No	
18				<input type="checkbox"/> Yes <input type="checkbox"/> No	
19				<input type="checkbox"/> Yes <input type="checkbox"/> No	
20				<input type="checkbox"/> Yes <input type="checkbox"/> No	
REMARKS (if any):					

^Salary range: | Unemployed | Below \$1,000 | \$1,000 - \$1,499 | \$1,500 - \$1,999 | \$2,000 - \$2,499 | \$2,500 - \$2,999 | \$3,000 - \$3,499 | \$3,500 and Above |

4. MODE OF PAYMENT (Please tick only ONE of the following)

Cash Cheque Credit card (additional 3.9% + S\$0.50 charges) Wire Transfer

5. MODE OF RECEIPT FOR CERTIFICATES & ID CARDS (Please tick only ONE of the following)

Self-collection Registered Mail (S\$4.00 for up to 5 delegates, thereafter S\$0.50 per delegate)

6. TERMS & CONDITIONS

Courses

- All courses are conducted in English at Asretec Training Centre unless otherwise stated.
- In the event where Asretec reschedules a confirmed course, we would suggest alternatives for your consideration. If the alternatives are rejected, any payment made will be fully credited.
- Lateness of 1 hour or more, will be deemed as no-show.

Mode of receipt

- Once delegate(s) have successfully completed all the requirements to be competent for this assignment, Asretec will issue Certificate and Photo Identity Card.
- Documents will be ready in 02 - 07 working days from last course date.
- Upon Self Collection: Representative/participant of the course should bring along an authorization letter on behalf of the company.
- Postage by Registered mail: Additional Charges of S\$4.00 for a of maximum 05 delegates, thereafter S\$0.50 per delegate.
- Uncollected certificate(s) and photo identity card(s) will be destroyed after 90 days from the last course date.

Payment

- All payment must be made before commencement of class. Course reservations are only confirmed upon receipt of payment.
- Once the course is confirmed, a Confirmation email and/or invoice will be sent stating the final payment due date. It is the responsibility of the client to ensure Asretec receives the payment by the due date. Failure of which may result in the delegate(s) not being allowed to join the course enrolled.
- Asretec reserved the rights to withhold the test result and certificates until full payment has been made.
- Payment made via credit card is subjected to additional charges of 3.9% + S\$0.50 of the total bill.
- All charges are subjected to 7% GST.

Amendment & Changes

- All changes must be made in writing.
- If a change/amendment is required, we will do our utmost to assist you. However, it may not always be possible to make these changes, particularly close to the scheduled course date.
- Certain changes may not be made or accepted within 7 working days of the schedule course date and may impose a cancellation charge and/or penalty of up to 100% of the course.
- Asretec reserve the right to charge an administrative fee ranging from S\$20- S\$50 per delegate depending on the magnitude of the change.

Cancellation & Refund

The following cancellation charges shall apply:

- 15 - 30 working days: 25% of course fee.
- 08 - 14 working days: 50% of course fee.
- 07 working days or less: 80% of course fee.
- No show of delegate: 100% of course fee.

Replacement of documents

- Certificate: S\$50 per copy.
- Photo Identity card: S\$30 per copy.

Upon completion of enrollment, the applicant(s) shall be deemed to have accepted all the terms and conditions above.

(Signature)

Company Stamp (if applicable)

Name:

Date: