*Kindly fill in* ***BLOCK LETTERS***

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

| Company Name: |       | Company UEN: |  |
| --- | --- | --- | --- |
| Company Contact Person: |       | Contact Person Number: |  |
| Company Contact Email:  |  |  |  |

| **2. CHOICE OF COURSE** |
| --- |

| **COURSE** | **COURSE FEE*****(per delegate) + GST*** | **NO. OF DELEGATES** | **COURSE DATE** |
| --- | --- | --- | --- |
| **Height Safety** |
| Work-At-Height for Workers | S$88 |       |       |
| Work-At-Height for Supervisors | S$280 |       |       |
| Personal Fall Protection Equipment Inspector  | S$290 |       |       |
| **Confined Space** |
| Confined Space Entry and Rescue (Basic) | S$300 |       |       |
| Confined Space Entry and Rescue (Intermediate) | S$420 |  |  |
| **Rescue** |
| Rescue After A Fall (Basic) | S$300 |       |       |
| Rescue After A Fall (Intermediate) | S$420 |  |  |
| **bizSAFE** |
| Workshop for CEO/Top Management (bizSAFE Level 1) | S$110 |       |       |
| Workplace Safety and Health Control Measures (bizSAFE Level 2) | S$320 |       |       |
| **Tower Climbing** |
| Basic Tower Climbing Course | S$450 |       |       |
| **TOTAL AMOUNT (exclude GST):** | **S$** |

| **3. DELEGATES’ DETAILS** *(Kindly use a separate form for more than 20 participants)* |
| --- |
| **NO.** | **FULL NAME IN CAPS***(As per NRIC/Passport/Work Permit)* *(Full name will be used for delegates’ registration, certificates, transcripts and all correspondence)* | **NRIC /****FIN**  | **NRIC Colour(Pink or Blue)***If applicable* | **Trainee Email** | **Trainee Contact Number** | **Trainee Date of Birth** |
| 1 |       |       |  |       |  |  |
| 2 |       |       |  |       |  |  |
| 3 |       |       |  |       |  |  |
| 4 |       |       |  |       |  |  |
| 5 |       |       |  |       |  |  |
| 6 |       |       |  |       |  |  |
| 7 |       |       |  |       |  |  |
| 8 |       |       |  |       |  |  |
| 9 |       |       |  |       |  |  |
| 10 |       |       |  |       |  |  |
| 11 |       |       |  |       |  |  |
| 12 |       |       |  |       |  |  |
| 13 |       |       |  |       |  |  |
| 14 |       |       |  |       |  |  |
| **REMARKS (if any):**  |  |  |

| **4. MODE OF PAYMENT** (Please highlight only **ONE** of the following) |
| --- |

**Cash**

**Nets**
**Cheque** - Payable to “ASRETEC PTE LTD” Mail to 10S Enterprise Rd 627676 Attn: Jessy

**Paynow** - (UEN: 200608826W) Comment: Invoice Number
**Wire Transfer**
DBS Bank Ltd
Account Name: Asretec Pte Ltd

Account No: 008-900987-7

SWIFT Code: DBSSSGSG

| **6. TERMS & CONDITIONS** |
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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 Soft Copy Certificate and Photo Identity Card.
* Photo Identify Card will be ready immediately upon passing the course and given on the same day.
* Soft Copy Certificate 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$5.00 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

* Soft Copy Certificate: Free
Hard Copy Certificate: S$50 per copy.
* Photo Identity card: S$50 per copy.

Personal Data Protection

* By submitting this form, the applicant consent Asretec the use of the Personal Data for submissions to SkillsFuture Singapore(SSG), Ministry of Manpower (MOM) & other Government Regulations Body.
* The applicant consent of the use of Personal Data for Marketing Purposes. To unsubscribe, email: info@asretec.org.

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

| I agree to all the terms & condition above. (No Signature Required)Name:      Date:       |
| --- |

Please email this form to info@accesssafetyrescue.com​ in ms doc format. Thank you.