

**REGISTRATION FORM**

**2-DAY COURSE ON DESIGN & INSTALLATION OF ELECTRICAL INSTALLATION BASED ON SS 638 : 2018 SINGAPORE STANDARD CODE OF PRACTICE FOR ELECTRICAL INSTALLATIONS**

Course Date: 2 and 3 July 2019 (7th Run)  
 Fee (No GST): \$700.00 per participant

Time : 8.45 am – 5.00 pm  
 Venue : NUSS Suntec City Guild House

Name	IC No.	Designation	Contact No	Email

**Participants please refer to website: [www.HwConsultancyandTraining.com](http://www.HwConsultancyandTraining.com) for dress code when attending the course which is strictly enforced by the venue owner.**

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact No: \_\_\_\_\_

Designation: \_\_\_\_\_ Email: \_\_\_\_\_

**PAYMENT:** Payment can be done via Cheque, Electronic Bank Transfer or PayNow.

**Cheque Payment:** Cheque should be crossed and payable to HW Consultancy and Training

Please write participants' names behind the cheque and mail cheques with registration form to:

HW Consultancy and Training  
 21 Woodlands Close, #08-18 Primz Bizhub, Singapore 737854

**Electronic Bank Transfer:** Please pay to DBS Bank current account number: 019-902858-0

**PayNow** : UEN: 53173851E

**Please WhatsApp or SMS a photo or screen shot of the transfer transaction showing your name and transfer reference number to 9115 8221.**

*To confirm the reservation, payment will have to reach us 3 working days before the course date. Walk-in applicants will only be admitted on the basis of availability and full payment (by Cash only) before attending the course. Request for withdrawal or replacement must be made in writing and must reach us before course commencement date. Withdrawal is subject to administration charges shown below. If no notice of withdrawal is received by 3 working days before the commencement date, the full course fee will be charged. The organiser reserves the right to amend the course contents or cancel the course and fully refund the participants, should unforeseen circumstances warrant it.*

<u>Administrative Details</u>	<u>Time frame of Notices received by the Organiser</u>	<u>Remarks</u>
Notice of Replacement	Request must be made before course started	No Admin charges
Notice of withdrawal	2 weeks or more before course started	90% refund of course fee
	Less than 2 weeks but more than 3 working days before course started	70% refund of course fee
	3 working days or less before course started	No refund of course fee

Seats are limited. Registration is on a first-come-first-served basis.