

**REGISTRATION FORM**

**2-DAY COURSE ON DESIGN & INSTALLATION OF ELECTRICAL INSTALLATION BASED ON SINGAPORE CODE OF PRACTICE SS CP5**

Course Date: 12 & 13 November 2018 (6th Run)

Time : 8.45 am – 5.00 pm

Fee (No GST): \$650.00 per participant

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 or Electronic Bank Transfer.

**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

**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.