

SCTP MEMBER REGISTRATION FORM

ISCA CPE Programme

COURSE ENROLMENT

Yes, I am a SCTP member (Membership No. _____) and would like to register for the following seminar:

*Seminar Code:	*Seminar Title:	*Date(s):
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*Please see <http://cpe.isca.org.sg> for seminar information.

PARTICIPANT'S PARTICULARS

Name (as in NRIC or Passport) : (<input type="checkbox"/> Dr / <input type="checkbox"/> Mr / <input type="checkbox"/> Ms / <input type="checkbox"/> Mrs / <input type="checkbox"/> Mdm)		ISCA Member <input type="checkbox"/> Yes <input type="checkbox"/> No	
		If you are ISCA member, please do not complete this form. Instead, enrol for the course online at http://cpe.isca.org.sg	
Mailing Address:			
Office Tel.:	Mobile Number :	E-mail:	
Would you like to subscribe to our mailing list if you are not an existing subscriber?			
<input type="checkbox"/> Yes, I would like to receive updates pertaining to ISCA's seminars / events / courses via email			
Please complete the information below if you are company sponsored and would like the invoice to be billed to the Company			
Company's Name:		Company's Address:	
Contact (if other than Participant)			
Name :	Designation:	Contact No.:	Email:

REGISTRATION

By Post **ISCA CPE** 60 Cecil Street, ISCA House, Singapore 049709
By Email cpe@isca.org.sg
By Hand **ISCA House**: Operating hours 9am to 5.30pm (Monday to Friday)

PAYMENT OF TOTAL FEES (For payment by credit card, signature of the cardholder & card expiry date required)

Please tick (✓) mode of payment:			
(1)	Total Payment (inclusive of GST): _____		
(2)	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	Card Account No.: _____ - _____ - _____ - _____
	Name of Cardholder: _____		Expiry Date (mm/yyyy) : _____ / _____
	Cardholder's Signature: _____		Date (dd/mm/yyyy): _____

DECLARATION

- I declare that the personal profile and information on this form is true and complete, and agree to the terms of ISCA's Privacy & Data Protection Policy available at <http://isca.org.sg/privacy-and-data-protection-policy/>.
- I have read, understood and agreed to be bound by the Terms and Conditions for registration.
- I understood that I am liable to make full payment of the Total Fees (Course fee/s and GST) upon confirmation of course regardless of attendance.

Authorised Name & Signature: _____

Date: _____

TERMS AND CONDITIONS FOR REGISTRATION

COURSE REGISTRATION

Participant is successfully enrolled for the course once invoice is generated.

NO CANCELLATION

There will be strictly no cancellation once the participant is successfully enrolled for the course.

NO-SHOW

There will be STRICTLY no refunds for no-show.

INVOICING

For revision of invoice, there will be an administrative fee of \$40 (subject to prevailing GST).

REQUEST FOR REPLACEMENT*/DEFERMENT/SWITCH

Where a participant cannot attend a programme, he/she may request to send a replacement, defer or switch programme. **This will only be applicable to programmes with the value of fees higher than \$50 (before GST).**

1. Replacement of Participant
A top-up fee will be levied in the case whereby a member participant is replaced by a non-member. No refunds will be made if a non-member participant is replaced by a member.
2. Deferment of Programme
In the event where a participant is unable to find a replacement, he/she may request to defer to the next session (subject to availability) or to another programme.
3. Switch to another programme
A top-up fee will be levied in the case where a participant switches to a programme of a higher fee. No refunds will be made if the participant switches to a programme of a lower fee.

Fees will be charged upon approval of deferment / switch of programme and the following will apply:

- Business Analytics and Reporting (BAR) Programme, Practical Audit Workshop (PAW), C-Suite Programmes – \$200
- Other CPE programmes - \$40

All charges are subject to prevailing GST.

A written request for replacement of participant / deferment / switch should be made at least 3 (three) working days prior to the programme commencement.

Approval will be granted on a case-by-case basis.

MEDICAL/COMPASSIONATE REASONS

In the event of non-attendance due to medical or compassionate grounds, participants are to inform the Institute in writing at least two days after the programme date with supporting documents or medical certificates.

TERMS OF SERVICE

The Institute reserves the right to change the above terms and conditions without notice. The Institute will exercise all possible care to run the confirmed seminars, however, in the event of unforeseen circumstances, the Institute reserves the right to cancel or defer the seminars, and/or change in venue, speaker, seminar dates and fees. The Institute will take all reasonable efforts to notify participants of the changes.

The Institute seeks to collect and may use and/or disclose your personal data for matters relating to your course enrolment and/or the conduct of the Institute's business in accordance with the Personal Data Protection Act 2012. The Institute may from time to time use your personal data to inform you of related news, CPE activities, members' benefits, goods, services, facilities and events. The Institute may also use your personal data for the conduct of statistical research and studies, and analyse the data collected to administer, develop and improve its services.

By enrolling in a course and/or participating in any events or activities organized by the Institute (including any purchases of goods and services from the Institute), you consent to the collection and use of your personal data in accordance with the ISCA's Privacy & Data Protection Policy (<http://isca.org.sg/privacy-and-data-protection-policy/>). If you wish to unsubscribe and withdraw your consent, you can also do so by clicking on the link(s) provided below:

Withdrawal of consent for marketing via:

- (i) Electronic Direct Mailer (EDM): http://cpe.edm.isca.org.sg/sub_unsubscription/epub_unsubscription.asp or
- (ii) Voice calls, text or fax: <http://www.isca.org.sg/consent>

Alternatively, you can inform us via email at cpe@isca.org.sg.