



COURSE REGISTRATION (COMPANY)

For Official Use

PLEASE FILL ALL DETAILS IN BLOCK / CAPITAL LETTERS
(List details of trainees on attached page)

Batch: _____

Course Title: _____

Course Start Date: _____ Mode of Instruction: _____

PART A: COMPANY PARTICULARS (FOR COMPANY SPONSORED TRAINEES)

Company Name: _____

Company Address: _____

_____ Singapore: _____

Contact Person: _____ Designation: _____

Office No: _____ Mobile No: _____ Email ID: _____

PART B: DECLARATION

The sales / training personnel from the training provider informed us on the course entry requirements and fees for this course. We affirm that all information given by the trainers in this registration form and attached photocopy of official document is true and accurate to the best of our knowledge. The trainees have not deliberately omitted any relevant fact. We understand any false or misleading declaration shall make the trainees liable for disqualification, or if already admitted, for expulsion from the program without any refund of fees paid. We agree to comply and abide by the decision of Greensafe International Pte Ltd concerning this application.

I understand the learning content, proposals, trainer guide, and assessment plan accordingly explained by the course registration staff. I authorise, agree and consent to allow Greensafe International to contact me via email, text messages, fax and or post for matters relating to Greensafe Safety Training Courses and its promotions etc. Note: SDF funding will not be granted for absent/failed participants. In such cases, participants have to pay the full course fee to Greensafe International Pte Ltd.

Name & Signature / Date

Company Stamp

(Authorized / Designated Company Personnel)

PART C: FOR OFFICIAL USE ONLY

Payment By: CASH / NETS / CHEQUE

Bank / Cheque No: _____ Invoice No: _____

Referral: YES / NO Name: _____

Remarks: (If any) **Funding Requested: YES / NO**

Training Grant Submission Ref No: _____

Funding Claim Submission Ref No: _____

The learner meets the prerequisite of the course and provided the supporting documents required for the registration.

Processed by: _____

TERMS & CONDITIONS

1. The applicant is to select the correct, suitable language and mode of instruction (if any) for the course during enrolment. Greensafe International Pte Ltd will not be liable for any error pertaining to the enrolment of an incorrect language.
2. The course schedule selected is subject to confirmation from the applicant at the time of enrolment. However, Greensafe International Pte Ltd reserves the rights to withdraw or re-schedule class without prior notice; venue and room are subject to changes.
3. Training venue will be as per scheduled. In the event of a change in the scheduled venue, every attempt will be made to convey this change to the trainee.
4. All course fees are subject to GST (Goods and Services Tax) at the prevailing rate as at the date of invoice.
5. Payment via cheque shall be made payable to "Greensafe International Pte Ltd".
6. Trainees are to comply with all rules established for class. For Work-at-Height, Rigger and Signaller, and CSOC courses, trainees must put on safety shoes and proper working attire (no bermudas / singlet / shorts).
7. For all funded/non-funded courses, the individual or company is required to reimburse Greensafe International Pte Ltd the full course fee should the trainee fail to:
 - (a) Achieve at least 75% attendance (for worker courses) / 100% attendance (for supervisory courses);
 - (b) Sit for the exam or competency-based course within the stipulated timeframe upon course completion; or
 - (c) Show up for class, thereby defaulting the training slots allotted to them
8. All transfer / withdrawal requests are to be made in writing at least 2 weeks before the scheduled commencement date of the course and shall be considered on a case-by-case basis. A minimum administrative charge of \$50.00 (inclusive of GST) or 30% of course fee, whichever is higher, will be imposed for all approved transfer / withdrawal on application. In special circumstances the management may decide on the refund policy based on considerations.

9. Withdrawal Policy

Period	Amount
If written notice of withdrawal is received 2 weeks or more before course starts	100% refund of fees (less admin charge)
If written notice of withdrawal is received 1 week or more before course starts	50% refund of fees (less admin charge)
If written notice of withdrawal is received less than 1 week before course starts	No refund

10. Full payment of the course fees must be made before the date of examination / assessment.
11. Trainees are advised to be punctual on the day of examination / assessment. Latecomers may be barred from taking the examination / assessment. If found, disciplinary actions will be taken by Greensafe International Pte Ltd for cheating or other misconduct in class.
12. Trainees who pass the assessment are to collect their certificate and/or safety pass within 1 month after the notification of collection. Trainees must present their IC and payment receipt for authentication before collection, and certificates and cards shall only be issued upon full payment of course fees.
13. In the event that the trainee is assessed "Not Yet Competent" for a WSQ course, he/she is required to submit the Appeal Form within 2 working days after completion of the assessment along with an admin fee of \$50.00 to the Registration Department.
14. Greensafe International Pte Ltd is committed to uphold the confidentiality of all applicants' personal information and will not reveal this information to any 3rd party without prior written consent from the applicant. Greensafe may use your personal information to contact you with newsletters, marketing or promotional materials and other information that may be useful to you. If you decide at any time that you no longer wish to receive such communications from us, please unsubscribe by email to training@greensafe.com.sg
15. The training grant applications must be submitted no later than 30 days after the course start date. Otherwise, the application will be automatically rejected.
16. Funding claims must be submitted no later than 120 days after course end date.

Mailing Address: 2 Serangoon Road #02-20, The Verge, S(218227)
Email Address: training@greensafe.com.sg

Telephone: +65 6297 0118 / 63968010
Website: www.greensafe.com.sg



COURSE REGISTRATION (COMPANY)

Course Title: _____

Course Start Date: _____

Hereby we declare that the listed participant's details are as per our organizational records. All the participants meet the entry requirement for the course.

No	Full Name (as per NRIC)	NRIC/FIN	Nationality	Race	Date of Birth	Academic Qualification	Contact No.
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

*Please attach photocopies of relevant certificates/qualification base on course pre-requisite.

Name & Signature / Date
(Authorized/Designated Company Personnel)

Company Stamp