

## Training Application Form

*Course Title:			
*Course Date(s):			
*Salutation:		*Full name:	
*Forename/ Given name:		*Surname/ Family name:	
Passport/ Identification number (NRIC/EP/WP):			
*Date of Birth: (DD/MM/YYYY)		*Nationality:	
*Gender:	Male      Female	Designation:	
*Mailing address:			
*Postcode:		*Country:	
*Mobile number:		*Email:	
Office number:		Home number:	
*How did you get to know IOM?	<input type="checkbox"/> Company Sourced <input type="checkbox"/> Internet <input type="checkbox"/> Direct Enquiry <input type="checkbox"/> Course Brochure <input type="checkbox"/> Referral <input type="checkbox"/> Previous IOM Student <input type="checkbox"/> Others (please specify):		
Signature:			
*Name:			Date:

### **Company Sponsored Only** (leave blank if not applicable)

Company name:			
Company address:			
Postcode:		Country:	
Contact person:		Designation:	
Contact number:		Contact email:	

\*Mandatory data. At least one contact detail must be completed.

By submitting this form, you understand and agree to IOM Singapore Terms and Conditions.

### Terms & Conditions

By entering my personal details into this registration form, I hereby consent to IOM SINGAPORE PTE LTD collecting, using and disclosing personal data for purposes of the training records. I give permission for my photo to be taken during my enrolment in this course for that photo to be used in any promotional materials used by IOM SINGAPORE PTE LTD. I understand that registration will not be confirmed until payment has been made. All course booking dates are subject to trainer's availability until further confirmation. No cancellation refund will be permitted once the course has been confirmed and IOM SINGAPORE PTE LTD reserves the right to cancel and change the date of the course. IOM SINGAPORE PTE LTD is the final authority on the interpretation of these rules. Notwithstanding any other item herein, neither party shall be liable to the other under, arising out of or in connection with this agreement.

### Payment

All prices are quoted in Singapore Dollars + 7% GST + applicable examination fees if required. We can accept payment in CASH (SGD\$), via PayPal from our website, company cheque or bank transfer. All cheques should be crossed and made payable to IOM (Institute of Occupational Medicine) SINGAPORE PTE. LTD. All charges incurred from Telegraphic Transfer or PayPal will be at the cost of delegates. Invoices raised on company accounts must be paid as per terms and conditions stated on invoice. Failure to make payment, will result in withholding of course certificate. On confirmation of booking, full payment must be received before commencement of the course. Delegates are responsible for payment of their own accommodation/flights/local transportation and reservations.

### Confirmation

All course dates are provisional until formal confirmation has been sent. Upon receipt of completed registration, notification will be sent regarding the course. Full joining instructions will only be sent once the course is confirmed.

### Change or Transfer

Until course dates are formally confirmed, candidates may change or transfer their booking without additional cost to a similar or different course.

### Cancellation

If IOM SINGAPORE PTE LTD has to cancel the course for whatever reason, a full refund (of the course fee only) will be given to any candidate who has paid a deposit or full amount and cannot transfer to an alternative schedule. IOM SINGAPORE PTE LTD are not responsible for any accommodation, flights, etc. purchased if reasonable cancellation time is provided. IOM SINGAPORE PTE LTD reserves the right to cancel a course or amend any course date at any time without liability. Candidates shall be given adequate notice of any changes in writing. IOM SINGAPORE PTE LTD appreciate that candidates may not be able to attend training courses once booked so cancellations can be accepted without charge until formal confirmation of the course has been sent. After confirmation of the course, the following will apply to IOM SINGAPORE PTE LTD.

Notice of cancellation after confirmation and up to 3 days before course commencement date (start date) will be subject to a charge of 50% of the standard course fee + any non-refundable fees paid by IOM SINGAPORE PTE LTD + tax unless a substitute for the nominated delegate shall attend the course.

Notice of cancellation from 3 days before course commencement date to start date (actual start day) will be subject to a charge of 100% of the standard course fee + any non-refundable fees paid by IOM SINGAPORE PTE LTD + tax unless a substitute for the nominated delegate shall attend the course.

Substitution of nominated delegate where applicable shall incur examination costs or other administrative costs as per the approval body for the course and are subject to acceptance.