



BUSINESS COMMUNICATION

STUDIO

REGISTRATION FORM FOR SKILLSFUTURE APPLICANTS ONLY

EVENT INFORMATION

Course Title: Business Writing Skills for
Better English Communication

Date & Time of Event: 29 November 2019, Friday,
9-5pm

SkillsFuture Reference Number: CRS-N-0048544

Contact Representative: Please e-mail completed form
to Lily at training@businesscommunicationasia.com
Main Line: +65 9823 6920

Course Fees (for SkillsFuture Applicants only): SGD \$450 nett per person

REGISTRANT INFORMATION

Full Name on NRIC (will be printed on Certificate):

NRIC Number:

Email:

Contact Number:

Dietary Requirements: None/Halal/Vegetarian/Others

Mailing Address on NRIC:

REGISTRATION / PAYMENT TERMS

Upon submission of this form, it is acknowledged that:

1. The total course fees will be payable by the Registrant using SkillsFuture Credits to "Business Communication Studio".
2. After the course confirmation e-mail and e-invoice are issued, the Registrant will be notified to log on via their SingPass to register and make payment using their SkillsFuture Credits within 7 calendar days.
3. If there are insufficient credits in the Registrant's account, the balance must be paid via Cheque or Bank Transfer.
4. The Registrant is able to attend this event. **Absentees and no-shows are still required to pay for the total event fees.**
5. The Event Organiser reserves the right to cancel, reschedule, or change the venue of the event due to circumstances such as if the minimum class size is not met. Notice will be given to the Registrant as soon as is reasonably practicable. No payment will be required if the event is cancelled.

We thank you for your time, support and understanding.

I, the Course Registrant hereby agree to the terms and conditions stated above:

Signatory's Name:

Signature and Date: