



SINGAPORE
PRODUCTIVITY
ASSOCIATION

APPLICATION FORM INNOVATION & QUALITY CIRCLES (IQC) ASSESSMENT COURSE

A. COMPANY DETAILS

Name of Company

Address

Department

Method of Payment (Select Accordingly):

E-Invoice (SUB BIZ UNIT:)

Hard Copy Invoice

Management Representative / Designation

Telephone / Mobile

Fax

Email

Alternative Contact Person / Designation

Telephone / Mobile

Fax

Email

I hereby declare that the information provided here and in the attached sheets is complete and true.
I understand that SPA reserves the right to verify the information submitted with relevant agencies.

Date

MR's Signature

B. PARTICIPANTS PARTICULARS

N	DESIGNATION	NAME OF PARTICIPANTS	CONTACT NUMBER	EMAIL ADDRESS	DATE
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

C. REGISTRATION FEE PAYABLE		
Categories	Fee	No. of participants
IQC Assessment Course Package	S\$330 per pax (rate is subject to prevailing GST)	
Total Amount Payable (S\$)		

***Cancellation Policy**

Any cancellation of registration must be notified by email to SPA at customersvc@spa.org.sg. For cancellation received 15 working days or more before the day of the workshop: SPA will refund the fees less an administration charge of 10% of the fee. For cancellation received less than 15 working days before the day of the workshop or “no show” on event day: There will be no refund. Replacement of participant is allowed.

Organised and Managed by:



SINGAPORE
PRODUCTIVITY
ASSOCIATION

Singapore Productivity Association
11 Eunos Road 8, #08-01 Lifelong Learning Institute, Singapore 408601
Tel: 6745 5833 Fax: 6745 5887
Email: customersvc@spa.org.sg