

## INSTITUTIONAL MEMBERSHIP APPLICATION FORM



SINGAPORE  
PRODUCTIVITY  
ASSOCIATION

Please forward the completed form to:

Singapore Productivity Association  
11 Eunos Road 8, #08-01  
Lifelong Learning Institute  
Singapore 408601

Tel: 6745 5833 Fax: 6745 5887  
E-mail: [customersvc@spa.org.sg](mailto:customersvc@spa.org.sg)  
Website: <http://www.spa.org.sg>

### Instructions:

Please write in BLOCK LETTERS and tick the relevant boxes where applicable. Thank you.

### ABOUT MY ORGANISATION

Name:

Address:

Tel. No:

Fax No:

E-mail Address:

Website Address:

Business:  Ministry / Statutory Board  
 Finance  
 Manufacturing  
 Service  
 Transport  
 Construction  
 Trading  
 Food  
 Retail  
 Others (Please specify)  
\_\_\_\_\_

Ownership:  SME  
 Non-SME  
 Trade Association and Chamber  
 Government Owned

Main Core Business:

Staff Strength:

### **Chief Executive Officer or Equivalent**

Name of Main Representative: Dr/Mr/Mrs/Ms/Mdm (Please underline surname)

Designation:

### **Chief Executive Officer's Authorised Representative**

Name of Authorised Representative: Dr/Mr/Mrs/Ms/Mdm (Please underline surname)

Designation:

**Person To Whom All Correspondences Should Be Directed To**

Name: Dr/Mr/Mrs/Ms/Mdm (Please underline surname)

Designation:

Email Address :

**SINGAPORE PRODUCTIVITY ASSOCIATION****Institutional Membership Fee**

Membership Categories	Entrance Fee*	Annual Subscription Fee**	Total Fee
Under 25 employees	\$321.00	\$107.00	\$107.00
25 – 50 employees	\$321.00	\$214.00	\$214.00
51 – 100 employees	\$535.00	\$321.00	\$321.00
101 – 200 employees	\$802.50	\$535.00	\$535.00
201 – 500 employees	\$1,070.00	\$802.50	\$802.50
501 – 1000 employees	\$1,605.00	\$1,070.00	\$1070.00
Over 1000 employees	\$2,140.00	\$1,605.00	\$1605.00

**\*Entrance Fee waived till 31 December 2017****\*\*Subscribe for 2018 membership and get the rest of 2017 free**

- ◆ Please refer to *Annex A* for member's benefits.
- ◆ Membership Fee, payable on a pro-rata basis upon joining, will be waived for 2017. Offer expires on 31 December 2017.
- ◆ All cheques should be crossed and made payable to "Singapore Productivity Association".

**Terms and Conditions**

1. Membership is subject to approval and is strictly non-transferable.
2. Membership is renewed automatically annually on 1<sup>st</sup> December. To opt-out from auto renewal, member must inform the Association in writing by 31<sup>st</sup> November to cancel the membership for the following year.
3. All membership subscription fees are strictly non-refundable regardless of resignations, terminations, or change of membership types.
4. By submitting this application, you agree to consent to your personal data being collected, used and retained by Singapore Productivity Association for the purposes of processing, administering and managing your membership.
5. Singapore Productivity Association reserves the right to amend any Terms & Conditions without prior notice.

**DECLARATION**

We enclose here with a cheque no: \_\_\_\_\_ for \$ \_\_\_\_\_ being payment of the entrance and annual subscription fee.

I hereby declare that the information provided above is true and accurate, and I have read and accepted the above terms and conditions.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Official Use Only**

Date Joined: \_\_\_\_\_ Date of Expiry: \_\_\_\_\_

Membership No. : \_\_\_\_\_

## **ANNEX A**

<b>List of Benefits for members</b>	
1.	Complimentary Access to Quarterly Productivity Bulletin
2.	Exclusive opportunities to be nominated as a Singapore representative for regional and international productivity platforms, for e.g. with the Asian Productivity Organization and the International Convention of Quality Control Circles.
3.	Member prices for courses, conferences, events, workshops & seminars held by the Association and its affiliated partners.
4.	Invitation to overseas best practice study missions at special member's price.
5.	Networking opportunities with industry peers and fellow members.
6.	Complimentary knowledge-sharing sessions for members.