



SINGAPORE  
PRODUCTIVITY  
ASSOCIATION

## TEAM EXCELLENCE ASSESSMENT REGISTRATION FORM

A. COMPANY DETAILS				
Name of Company			Billing Address	
Department			Method of Payment (Select Accordingly): <input type="checkbox"/> E-Invoice (SUB BIZ UNIT:        ) <input type="checkbox"/> Hard Copy Invoice	
Employment Size	Business Activity	% Workforce Participating in Team Activities in Last 3 Years	Number of Teams in Current Year	S\$ Value Creation from Teaming in Current Year
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	

Please note that each project report is required to be submitted via email to [thomas.chia@spa.org.sg](mailto:thomas.chia@spa.org.sg) / [alison.ang@spa.org.sg](mailto:alison.ang@spa.org.sg). The Team Project Report must cover **Selection** (Project Selection & Target Setting), **Analysis** (Project Analysis & Effective Use of Tools), **Solutions** (Solution Development, Solution Selection & Solution Implementation) and **Results** (Project Achievement, Sustainability & Overall Impact to the Organisation).

### Registration

Team Conference Package (\$270 per team of 4 members, subject to 7% GST)

## Team Participation

<b>Team Name</b>	
<b>Project Title</b>	
<b>Team Members</b>	
<b>Cost Savings</b>	

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<b>Project Title</b>	
<b>Team Members</b>	
<b>Cost Savings</b>	

## **Cancellation Policy**

***Any cancellation of registration must be notified by email to SPA at [thomas.chia@spa.org.sg](mailto:thomas.chia@spa.org.sg) / [alison.ang@spa.org.sg](mailto:alison.ang@spa.org.sg).***

- For cancellation received 30 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 30 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:

