

## REGISTRATION FORM

### LEADING AND MANAGING PRODUCTIVITY SERIES: THE LEADER IN PRODUCTIVITY IMPROVEMENT

<b>A. COMPANY DETAILS</b>						
Name of Company			Address			
SPA Member: YES / NO						
Management Representative / Designation						
Telephone / Mobile		Fax		Email		
<b>B. PARTICIPANTS PARTICULARS</b>						
NO.	DESIGNATION	NAME OF PARTICIPANT	NATIONALITY	NRIC NO.	CONTACT NO.	EMAIL ADDRESS
1						
2						
3						
4						
5						
6						

**Terms and Conditions**

**1. Registration Fees**

- a) Payment is due upon registration and prior to the commencement of the programme. Payment mode: cheque.  
Please issue a cheque to **Singapore Productivity Association** (please indicate participant's name and workshop title on the reverse of your cheque).

**Mail to:**

11 Eunos Road 8 #08-01 Lifelong Learning Institute Singapore 408601.

- b) Public Sector organizations requiring an invoice to effect payment please complete the details below.

Method of Invoicing (Select Accordingly):

Hard Copy Invoice

E-Invoice (SUB BIZ UNIT:        )

**2. 'No Cancellation' Policy**

No cancellation will be accepted once registration has been confirmed.

Please note that there will be strictly no refunds for withdrawals.

Replacement of participants for those who are not able to attend is accepted.

**In the event that:**

**Withdrawal is made after registration; and/or**

**Participant does not fulfill 75% attendance for the In-Class component; and/or**

**Participant does not fulfill the requirements that are eligible for E2i funding**

**The full unsubsidised course fees will be charged to the company as E2i funding will be withdrawn for the above-mentioned cases.**

3. SPA reserves the right to cancel the event due to unforeseen circumstances and amend any part of the workshop programme if necessary at any time.

I have read and agree to the above terms and conditions.

