

CFSE Training & Certification

Please fax or email completed form to
Fax: +65 6858 2884
Email: training@excelmarco.com

Registration Form
Pg 1 of 2

Please **tick** accordingly in box:

| Tick | Description | Fees |
|--------------------------|---|------------------------------------|
| <input type="checkbox"/> | 4 ½ Days CFSE/CFSP Training Course (25 th to 29 th October 2010) <i>Includes only application, training, course materials, study guide, venue & refreshments</i> | S\$ 4,066.00 (inclusive of GST) |
| <input type="checkbox"/> | CFSE Examination (30 th October 2010) <i>Includes only application, examination, Exida Certification SA, first 3 years membership, venue & refreshments</i> | S\$1,819.00 (inclusive of GST) |
| <input type="checkbox"/> | CFSP Examination (30 th October 2010) <i>Includes only application, examination, Exida Certification SA, first 3 years membership, venue & refreshments</i> | S\$1,658.50 (inclusive of GST) |

Note:

1. **Prices are inclusive of prevailing GST (goods & services tax).**
2. **Processing of application is subject to receipt of fully completed forms, all required supporting documents and payment of stipulated fees. Registration closing date is 1st October 2010.**
3. **10% early bird discount is strictly given only for payment received before 6th August 2010.**

Personal Particulars (Mandatory to fill in ALL)

Name : Dr /Mr /Mdm /Ms *
(Pls underline last name)

Job Title : _____

Company Name : _____

Address : _____

E-mail Address : _____

Telephone No. : (O) _____ Telephone No. : (H) _____

Fax No. : _____ Mobile No. : _____

Date of Birth : _____ Nationality : _____

ID or Passport No. : _____ Years of Working : _____

Qualification : _____ Experiences : _____

Other Certifications / Titles if any : _____

Food : Easy / Halal / Vegetarian (Please delete accordingly)

How did you know about this course? (You may circle more than one)

Brochure /Email /Website /Word-of-Mouth /Recommendation (pls specify): _____ /Others (pls specify): _____

I agree to the terms & conditions on Page 2

Signature of Applicant:

Date:

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Registration Terms and Conditions:

1. A place will be reserved for you upon receipt of your registration. Please make your payment either by cheque or bank transfer upon registration. All cheques should be crossed and made payable to “**Excel Marco Singapore Pte Ltd**”.
For T/T Payment : (SGD)
Details of Bank : DBS Bank (Thomson Branch)
THE DEVELOPMENT BANK OF SINGAPORE LTD
Bank Address : 6 Shenton Way, DBS Building, Singapore 068809
Account Name : Excel Marco Singapore Pte Ltd
Account Number : 015-902089-4
Swift Code: DBSSGSG
All local and overseas bank charges are to be borne by applicant.
2. After which an email confirming your reservation will be sent 2 weeks before course commences. Full payment has to be received by Excel Marco before the Early Bird Deadline otherwise early bird discount shall be revoked. Full payment has to be received by Excel Marco at least 2 weeks before course commences otherwise confirmation is void. In cases where payment is not received before the early bird deadline, Excel Marco shall revoke the early bird discount given.
3. Refund of any amount shall not be made for cancellation of training course, unless notification in writing is given not less than 1 month before course commencement. Administrative fees of 20% shall be imposed for all cancellations.
4. Refund of any amount **shall not** be made for any cancellation of examination regardless of notification period given.
5. Processing of application is subject to receipt of all stipulated forms and / or documents and must be duly completed and submitted together with full payment before the stipulated closing date.
6. All candidates applying for CFSE/CFSP examinations shall assume full responsibility of referring to the website of the Governance Board at <http://www.cfse.org> to read and fully understand all the terms and conditions set by the Governance Board.
7. Substitute participant is allowed for training course if notification in writing is given not less than 10 working days before course commencement.
8. Substitution of participant for the examination is not allowed. Examination participant is only strictly allowed to postpone the examination once only and have to take the exam in the next available date; otherwise exam fees paid will be forfeited.
9. **Administrative fees of 20% of course fees** shall be imposed for all short notice postponement (if notification in writing is given not less than 10 working dates before course commencement.)
10. Registering for the CFSE training course or examination constitutes your full acceptance of all registration terms and conditions, cancellation policies and refund policies. Excel Marco reserves all rights to cancel the training course or examination without specific reason or explanation. In such an unlikely event, written notification and 100% refund of fees shall be send to participants.