

Continuing Professional Development (CPD) REGISTRATION FORM

Are you an ACCA registered member?

YES

NO

My registration No. is

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Course Title: _____

Course Dates: _____

No. of Days: _____

Course Fees: S\$ _____ + GST (ACCA Member/Corporate Client)

S\$ _____ + GST (Non ACCA Member/Public)

1) DELEGATE INFORMATION

Name (Mr/Mrs/Ms)

as in NRIC/Passport:

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NRIC/Passport No.:

Date of Birth:

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Home Address:

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Postal Code:

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Telephone: (HP) _____

(Home) _____

Email: _____

Please tick the appropriate box

Self Sponsored

Company Sponsored

2) FOR COMPANY SPONSORED DELEGATES: EMPLOYER'S AUTHORISATION

If your employer is responsible for the course payment, please complete the following:

As employer of the delegate(s) for whom this form is completed, we are responsible for payment of amounts due on receipt of the invoice and undertake to inform you in writing of any changes to this arrangement.

We understand that we are fully responsible for the payment of amounts due in all circumstances (including termination of employment or course cancellation).

Signature/Company Stamp

Full Name

Job Title/Department

3) EMPLOYER DETAILS

Company Name: _____

Office Address: _____

_____ Postal Code: _____

HR/Training Manager's Name: _____ Telephone: (O) _____

Email: _____

4) INVOICING DETAILS

Full Name: _____

Job Title: _____ Department: _____

Billing Address (if different from above) _____

_____ Postal Code: _____

5) PAYMENT DETAILS Invoice will be sent out upon confirmation of course and payment is required upon receipt of invoice.

Payment Method (please select one):

Cash NETS Visa/Mastercard

Crossed Cheque No.: _____
Please make payable to "Kaplan Financial (S) Pte Ltd"

Online Shop: www.kaplan.com.sg/shoppingcart/elearning

6) REGISTRATION TERMS & CONDITIONS

For Professional Workshop and eLearning

- Cancellations/withdrawals are not allowed upon enrolment for eLearning. The same applies for other courses once a written email confirmation has been sent to the delegates(s)
- For eLearning, delegate will have a duration of access for 1 (ONE) month from the log-in date

For Professional Workshop

- For cancellations received in writing 2 (TWO) weeks before course commencement, a full refund, less administrative charge of S\$100 will be made
- For cancellations received in writing less than 2 (TWO) weeks before course commencement, the course fee is not refundable
- You may request to send a replacement delegate if you are unable to attend the course due to work commitments. A top-up of course fees will be required in the instance whereby a member is substituted by a non-member registrant. However, there will be strictly no refund should a non-member be substituted by a member registrant. Written request for replacement of delegate should be made latest 3 (THREE) working days prior to course commencement
- Kaplan reserves the right to vary, amend or cancel any of the courses or its contents or alter the composition of the relevant lecturing team and venue for the training at any time at its discretion
- Kaplan reserves the right to cancel or postpone the training session where enrolment is insufficient

I agree to the terms and conditions stipulated in this form.

Signature/Full Name

Date