

**East Asia Training & Consultancy Pte Ltd**

Head Office: 3 Raffles Place, #07-01, Bharat Building, Singapore 048617  
Regional Offices: Malaysia, Indonesia, Thailand, Vietnam, Philippines, Bahrain  
Fax : (65)-62506369 Tel: (65)-62199062  
Email : [enquiry@eastasiatc.com.sg](mailto:enquiry@eastasiatc.com.sg)  
Website: [www.eastasiatc.com.sg](http://www.eastasiatc.com.sg)

**Official Registration Form**

***Course Details:***

Course Title : \_\_\_\_\_

Course Date : \_\_\_\_\_

***Participant(s) Details:***

Name of participant: \_\_\_\_\_

Designation: \_\_\_\_\_

Department: \_\_\_\_\_

Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

***Contact Person\****

Name : \_\_\_\_\_

Designation: \_\_\_\_\_

Department: \_\_\_\_\_

Company : \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Email : \_\_\_\_\_

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\*Contact person will be the liaison person for the participant(s) registered.

**Important:** Details of every participant are required to be filled on the official registration form. Please print and write **clearly**. **Please use a separate sheet if more than one delegate is registered.**

Total Number of participants: \_\_\_\_\_

**Notes:**

1. Please provide details of all participants.
2. Once your course registration is confirmed, you are required to pay the full course fee.
3. **Payment Options:**

➤ **Cheques**

Please send a crossed cheque made payable to **East Asia Training & Consultancy Pte Ltd**

Total amount payable: \_\_\_\_\_

Enclosed is a crossed cheque of S\$\_\_\_\_\_

Bank:\_\_\_\_\_

Cheque Number:\_\_\_\_\_

And mail to

**East Asia Training & Consultancy Pte Ltd**  
**3 Raffles Place, #07-01, Bharat Building, Singapore 048617**

Please include the name of your organization, contact person and contact details on the back of the cheque.

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➤ **International Wire Transfers**

For overseas participants, payment through a transfer of funds wired directly to our bank account is preferred. Please wire funds to:

**Bank's address: United Overseas Bank Ltd**  
**211 Holland Avenue**  
**#01-12**  
**Singapore 278967**  
**Swift Code: UOVBSGSG**  
**Account Name: East Asia Training & Consultancy Pte Ltd**  
**SGD Account Number: 120-313-350-8**  
**USD Account Number : 120-900-347-9**

4. East Asia Training & Consultancy Pte Ltd reserves the right to reschedule any course. East Asia Training & Consultancy Pte Ltd may cancel the course without prior notice and full refund will be given to paid delegates under such circumstances.