



Head Office: 33 Bishan Street 21, #16-07, Singapore 579801
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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 : _____

**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**
33 Bishan Street 21, #16-07
Singapore 579801

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

➤ **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
Account Number: 120-313-350-8 (Singapore Dollars Account)
Account Number: 120-900-347-9 (US Dollars Account)

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.