Registration Form

Service Industry Transformation Programme

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| 1. **Company Details**
 |
| Company Name: | ACRA /UEN No.: |
| Company Address: |
| Industry/Sector: | SSIC Code:  |
| Company Website: | Office No.: |
| Declaration of Company Employment Size: |  |
| **For SME ONLY: SME Status Declaration** SME Programme Eligibility Requirements: SME Definition* Be registered and incorporated in Singapore;
* Have an annual sales turnover (at group level) of not more than S$100 million **OR** employment size (at group level) not exceeding 200 employees;
* Minimum 30% local shareholding by Singapore Citizens or Singapore Permanent Residents;

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| Name: | Signature: |
| Designation:  | Date: |

I, ­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of organisation representative) hereby declare that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (organisation name) met the SME definition listed above. In addition, agreed to provide relevant documentation (example: ACRA) as supporting document upon request by Singapore Productivity Centre.  |

**Workshop Participants Details**

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| 1. **Participant Details For 2-Day Workshop**
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| **Participant 1** Name (as in NRIC):\*\*MR/MS/MDM  |
| NRIC No.: | Nationality: Singaporean/ PR / Others\*\_\_\_\_\_\_\_\_\_\_\_ |
| Office No.: | Mobile No.: | Email: |
| Designation:  |

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| 1. **Participant Details For 2-Day Workshop**
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| **Participant 2**Name (as in NRIC):\*\*MR/MS/MDM  |
| NRIC No.: | Nationality: Singaporean/ PR / Others\*\_\_\_\_\_\_\_\_\_\_\_ |
| Office No.:  | Mobile No.: | Email: |
| Designation:  |

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| **For SPC’s Use: Selected Date for Workshop** |

1. **Programme Fees**

(please select the programme that you are embarking by ticking the box in the following)

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| **For SME** |
| 1. **For 2- Day Workshop & 1 Project Guidance**

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| Full Fee | SGD 18,000 |
| **SME (NETT Fee)** **Up to 90% supported by Workforce Singapore** | **SGD 1,800****(before GST)** |

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| 1. **\**Optional:* For SMEs who would like to take up a 2nd Project Guidance:**

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| Full Fee | SGD 15,980 |
| Add on of 2nd Project for SME (NETT Fee) Up to 90% supported by Workforce Singapore | SGD 1,598(before GST) |
| ***Total:*** ***2-Day Workshop + 2 Project Guidance***  | ***SGD 3,398******(before GST)*** |

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| **For Non-SME** |
| 1. **For 2- Day Workshop & 1 Project Guidance**

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| Full Fee | SGD 18,000 |
| **Non- SME (NETT Fee)** **Up to 70% supported by Workforce Singapore** | **SGD 5,400****(before GST)** |

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| 1. **\**Optional:* For Non-SMEs who would like to take up a 2nd Project Guidance:**

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| Full Fee | SGD 15,980 |
| **Non-SME (NETT Fee)** **Up to 70% supported by Workforce Singapore** | **SGD 4,794****(before GST)** |
| ***Total:*** ***2-Day Workshop + 2 Project Guidance***  | ***SGD 10, 194******(before GST)*** |

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1. **Submission of Registration Form and Payment**

Please scan the completed registration form and submit via email to sim\_siling@sgpc.sg . Original copies of the registration form have to be mailed to Singapore Productivity Centre at Lifelong Learning Institute, 11 Eunos Road 8, #08-01, Singapore 408601.

Upon confirmation, SPC shall send confirmation notice and invoice to participants. Payment to be received by SPC at least 3 working days prior to the workshop commencement date.

1. **Declaration and Acknowledgement**

I, ­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of organisation representative) hereby acknowledge and declare, on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (registered name of organisation), to have provided accurate information in this registration form.

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| Name: | Signature: |
| Designation:  | Date: |

*For Official Use:*

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| *Verified By:* *Name:* | *Signature:* |
| *Designation:* | *Date:* |

Organised and Managed by:

Singapore Productivity Centre

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

Tel: 6745-5833