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;  |  |  | | --- | --- | | 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** | | | |
| **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** | | | |
| **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**  |  |  | | --- | --- | | Full Fee | SGD 18,000 | | **SME (NETT Fee)**  **Up to 90% supported by Workforce Singapore** | **SGD 1,800**  **(before GST)** | |  |
| 1. **\**Optional:* For SMEs who would like to take up a 2nd Project Guidance:**  |  |  | | --- | --- | | 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**  |  |  | | --- | --- | | Full Fee | SGD 18,000 | | **Non- SME (NETT Fee)**  **Up to 70% supported by Workforce Singapore** | **SGD 5,400**  **(before GST)** | |  |
| 1. **\**Optional:* For Non-SMEs who would like to take up a 2nd Project Guidance:**  |  |  | | --- | --- | | 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)*** | |  |

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

Please scan the completed registration form and submit via email to [sim\_siling@sgpc.sg](mailto: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:*

|  |  |
| --- | --- |
| *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