



# Training Enrolment Form

**Please provide your contact details:**

Contact Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Organization: \_\_\_\_\_ Designation: \_\_\_\_\_  
 Address: \_\_\_\_\_ Postcode: \_\_\_\_\_  
 Telephone \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Billing address (if different from above):**

Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Payment Details:**

Kindly complete the enrolment form and send it together with the appropriate fee to "BSI Group Singapore, 1 Robinson Road, #15-01 AIA Tower, Singapore 048542", Attention to BSI Training. All cheques should be crossed and made payable to "BSI Group Singapore Pte Ltd".

\_\_\_\_\_  
Signature & Company Stamp

<b>Course Title:</b> Certified Action Manager Specialist				<b>Course Fee:</b> S\$ 180 + 7% GST	<b>Duration:</b> 3-5 pm
Full Name / NRIC	Designation	Email	Contact No	Preferred Date	

To complete the registration, please sent this form to [Training.SG@bsigroup.com](mailto:Training.SG@bsigroup.com)

**Terms & Conditions:**

- Course fee must accompany this form (or its photocopy) otherwise enrolment may be rejected. Cheque must be cleared before the starting date of the course.
- The organizer reserves the rights to cancel the enrolment if payment is not received before the course starts.
- Enrolment fee is not refundable unless the organizer is notified in writing of your withdrawal / postponement at least 14 working days before the course commences. Full course fees would be incurred should you fail to inform our representative office on the cancellation / postponement intent.
- Upon submission of the cancellation notice, the participation will be charged 30% of the course fee if the cancellation was made 7 working days prior to the course commencement date. Full course fee would be incurred should cancellation be made 3 working days prior to the course commencement date.
- An applicant may, subject to the approval from the organizer, nominate a substitute to attend the course on his/her behalf.
- BSI reserves the right to cancel, amend, postpone or dissolve any course due to unforeseen circumstances. We will notify all participants by phone or email and will provide the next available course date; or a full cash or credit refund for the course which has been cancelled.
- Participants in courses with duration above 2 days will be given "Certificate of Completion" upon the passing of the examination and full attendance. Participants in courses with duration below 2 days will be given a "Certificate of Attendance".