

# ESRI Singapore's Training Course – Registration Form – Reference No:

ESRI Singapore's Training Solutions – supporting your location intelligence needs through flexible and valuable training options.

To secure your seat at an ESRI Singapore training course, please complete this form and return it to ESRI Singapore.

## INVOICING INFORMATION *(required)*

Organization	Contact Person	Telephone
Address	Email	Fax

**Course Name :**

**Course Date :**

NO.	NAME OF PARTICIPANTS	DEPARTMENT	DESIGNATION	EMAIL
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

<b>Fee Per Person Before GST:</b>	<b>S\$</b>
<b>Number of participant(s):</b>	
<b>Total amount payable before GST:</b>	<b>S\$</b>
<b>Total amount payable after 7% GST:</b>	<b>S\$</b>

Please indicate how you would like us to invoice your organization

- By e-invoice \*
  By hard copy invoice

(\* **Imp: e-invoice for Finance purpose- Please add your Department Name and SUB-BU details**)

- Payment by (please tick one):**
  
 Cheque 
  
 Cash 
  
 TT

**Postal Address:**  
 ESRI Singapore Pte Ltd  
 67 Ubi Avenue 1  
 StarHub Green #02-06  
 Singapore 408942  
 Fax: (65) 6742 1922  
 Email: [training@esrisingapore.com.sg](mailto:training@esrisingapore.com.sg)



Terms and Conditions of Training Course Participation

1. Training fee:

- a) Fee is inclusive of training materials and certificate of completion (issued upon 100% attendance) per participant.
- b) Price is valid for direct purchase and NOT for tender purposes. Subject to prevailing rate of GST.

2. Order Placement

Official Purchase Order (PO) to be issued to 'ESRI Singapore Pte Ltd'. (Company Registration No. 199606177D )

3. Course registration and confirmation:

- a) Official Purchase Order or duly completed registration form MUST be received at least Ten (10) working days before the training starts.
- b) Invoice will be provided for payment purpose.
- c) Course confirmation including the course schedule will then be sent once the details are finalized.

4. Training venue: Training will be conducted at the ESRI Singapore's facilities using ESRI software on PC Platform unless otherwise advised.

5. Class size: ESRI Singapore requires a minimum of Six (6) participants to start a class. No more than Ten (10) participants per class.

6. Cancellation and postponement policy:

- a) Cancellation and postponement must be given in writing by the customer, which must be acknowledged by ESRI Singapore to be valid.
- b) For postponement or change in course date, the following penalty will be levied depending on notice period given (before course commencement date):
  - i) 5 days or less: 100% of course fees
  - ii) 6 to 10 days: 50% of course fees
  - iii) 11 to 15 days: 25% of course fees
  - iv) 16 days or more: 0%
- c) Courses can be postponed a maximum of 2 times by the customer. A penalty of 25% of course fees will be levied each time a course is postponed subsequently.
- d) Courses once confirmed cannot be cancelled. For cancellation of courses, a penalty of 100% of course fees will be levied irrespective of the notice period given.
- e) This penalty is not deductible from the course fees payable upon completion of the course.

7. ESRI Singapore reserves the right to cancel the course due to unforeseen circumstances. ESRI Singapore is not responsible for non-refundable travel arrangement and losses resulting from course scheduling change or cancellations at any time.

8. Others:

- a) Light refreshments will be provided during two (2) designated tea breaks.
- b) Strictly no observer(s) is (are) allowed.
- c) For non-scheduled training, one calendar month's notice is required prior to the commencement of the training.

ESRI Singapore reserves the right to modify terms and conditions.

**I understand and agree to the terms and conditions of this application as stated above. (Required)**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Company Stamp

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Designation