

EVEREST INNOVATION PTE LTD

REGISTRATION FORM FOR COMPANY SPONSORED PARTICIPANTS - WSQ WORKSHOPS

(Please email the completed registration form to enquiry@everesti.com or panglee@everesti.com to register your place in the workshop.)

PART A: CONTACT DETAILS & COURSE INFORMATION

Company Name: _____
Company Address: _____

Contact Person _____
Designation : _____
Email: _____
Contact Number: _____

Workshop Title: _____
Course Start Date: _____
Course End Date: _____

Applying for WSQ funding (Yes / No)
SME (Yes / No)

PART B: REGISTRATION DETAILS

No	Name (As Reflected in NRIC)	Designation	NRIC/ FIN Number	ID Type (Sporean/PR/Others)	Nationality	Date of Birth: (dd/mm/yyyy)	Gender M / F	Race	Language *	Highest Qualification	Salary Range (indicate code below) **
1											
2											
3											
4											
5											
6											
7											
8											

* Workshop and Assessment are conducted in English. Participants' proficiency in written and spoken English is expected to be good.

** Salary Range : (1) Below \$1,000 (2) \$1,000 - \$1,499 (3) \$1,500- \$1,999 (4) \$2,000 - \$2,499 (5) \$2,500-\$2,999 (6) \$3,000 - \$3,499 (7) \$3,500 & above

PART C: BILLING DETAILS (IF DIFFERENT FROM PART A)

Name of Company to be billed: _____
Company Address: _____

Contact Person: _____
Email / Fax Number : _____
Contact Number: _____

PART D: SPONSORING COMPANY 'S DECLARATION

Authorised Signature and Company Stamp :

Name of Signatory / Designation :

Date :

I declare all the information given in this registration form are true and accurate to the best of my knowledge, and relevant facts are not deliberately omitted. Any false or misleading declaration will result in expulsion from the course without any refund for fees paid.

PART E: PAYMENT DETAILS

1. Everest Innovation Pte Ltd is a non GST registered company and a NET fee Approved Training Organisation.

Everest will bill the sponsoring company the Net Fee. Net Fee = Full Fee - any applicable training grants and subsidies from Skillsfuture Singapore.

2. Send your cheque payment at least one week before commencement of workshop to confirm your seat. All cheque payment must be made payable to **EVEREST INNOVATION PTE LTD**, crossed and marked " A/C payee only" . Please forward to :

Attn: Foo Pang Lee (Ms)
EVEREST INNOVATION PTE LTD
36 SIMON PLACE
SINGAPORE 545981
FAX : (65) 63828268

Your Sales Contact:

Name:

Email:

- 3) Confirmation of enrolment will only be made upon receipt of the payment of net fee and application form.

A notification email on the class confirmation (pending minimum number of participants) or cancellation will be sent to you at least 14 days before the commencement of the workshop.

PART F: TERMS AND CONDITIONS

1. The information collected in this registration form is for the purpose of course registration and application of course related funding to Skillsfuture Singapore (SSG).
Everest Innovation Pte Ltd (Everest) is committed to maintain the confidentiality of personal information collected and undertakes not to reveal applicants' information to any 3rd party (other than SSG) without prior consent of the applicant.
2. Everest reserves the right to postpone or cancel the workshop due to lack of participants or unforeseen circumstances.
3. Upon receipt of registration, any withdrawal by participant must be confirmed in writing to Everest **at least 14 days** before commencement of the workshop.
If notice of withdrawal is received less than 14 days before the commencement of the workshop or if the participant fails to attend the workshop or complete the assessments successfully, the sponsoring company will be invoiced for the full fees and there will be no refund.
4. The sponsoring company must submit a Training Grant application in Skillsconnect BEFORE the commencement of the workshop . This is to enable Everest to ascertain the nett fees to bill the sponsoring company. Nett Fees = Full Fees - applicable grants and subsidies from SSG.
The sponsoring company will reimburse Everest for the **FULL FEES** in the event that their participants are found to be ineligible for the grant / subsidies from SSG.
For all WSQ workshops, funding is only applicable to Singapore Citizens and Singapore PRs only. Participants must fulfill at least 75% attendance and pass the required assessments.
5. Full refund of course fees paid to Everest will be made if the course is cancelled due to insufficient participants or unforeseen circumstances.
6. Replacement of participant is allowed. Replacement of participant must be made with written notice.
7. Postponement to another class after registration is allowed only if minimum of 7 days notice is given to Everest in writing.
8. There will be an admin fee of \$100 per participant if postponement notice of less than 7 days is given or if the participant wishes to attend a replacement class.
9. Only registrations forms with company stamp and authorised signatory will be accepted.
10. WSQ Assessment
 - a. Candidates are advised to be punctual for the assessment.
 - b. Any candidate who is certified as "Not Yet Competent" may wish to appeal by writing to registrar@everesti.com with an appeal fee of \$100
 - c. Participant will be awarded a Statement of Attainment by SSG upon achieving 75% attendance and passing the assessments administered by Everest.
11. For application of WSQ funding, applicant's company must have SkillsConnect account. SSG guideline for training grant application is 30 days abefore the course start date and no later than 30 days after the course start date. For assistance on WSQ funding and claims, please contact SSG hotline agt 67855785

Funding for Employer-Based Training

http://www.ssg-wsg.gov.sg/employers.html?activeAcc=3&_ga=1.125276106.1788950347.1479289975

Course Fee Subsidies for Small and Medium Enterprises (SMEs) for External Courses (with effect from 1 October 2015)

<http://www.ssg.gov.sg/programmes-and-initiatives/training/enhanced-training-support-for-smes.html>

	Type of Course	Singapore Citizens and Permanent Residents ¹	Singapore Citizens	
			Aged ≥ 40 years ²	Aged ≥ 35 years and earning ≤ \$2,000/month ³
Certifiable Courses approved by WDA	Non-PME-level Courses	90% of course fees, capped at \$25/hour		95% of course fees
	PME-level Courses	90% of course fees, capped at \$50/hour for PME level courses		

1 Under the Enhanced Training Support for Small & Medium Enterprises (SMEs) Scheme.

2 Under the SkillsFuture Mid-career Enhanced Subsidy.

3 Under the Workfare Training Support (WTS) scheme. Raised from \$1900 to \$2000 wef 2017

Course Fee Subsidies for Non – SMEs for External Courses (with effect from 1 October 2015)

	Type of Course	Singapore Citizens and Permanent Residents	Singapore Citizens	
			Aged ≥ 40 years ¹	Aged ≥ 35 years and earning ≤ \$2000/month ²
Certifiable Courses approved by WDA	Non-PME-level Courses	80% of course fees, capped at \$17/hour	90% of course fees, capped at \$25/hour	95% of course fees
	PME-level Courses	50% of course fees, capped at \$15/hour	90% of course fees, capped at \$50/hour for PME level courses	

1 Under the SkillsFuture Mid-career Enhanced Subsidy.

2 Under the Workfare Training Support (WTS) scheme. Raised from \$1900 to \$2000 wef 2017.

<http://www.wsg.gov.sg/programmes-and-initiatives/workfare-training-support-employers.html>

Absentee Payroll Funding

http://www.ssg.gov.sg/programmes-and-initiatives/funding/funding-for-employer-based-training.html?_ga=1.113239236.1788950347.1479289975

WDA also funds your employee's salary while he/she is undergoing training. You may apply for absentee payroll funding at the following rates via SkillsConnect.

	Singapore Citizens and Permanent Residents		Singapore Citizens aged ≥ 35 years and earning ≤ \$2000/month ²
	SME ¹	Non-SME	SME and Non-SME
Courses offered by WDA-appointed CET Centres and Certifiable Courses approved by WDA	80%of hourly basic salary capped at \$7.50/hr	80%of hourly basic salary capped at \$4.50 /hr	95% of hourly basic salary
	For training outside working hours, subject to employer top-up of balance 20% of hourly basic salary, capped at \$1.90/hr	For training outside working hours, subject to employer top-up of balance 20% of hourly basic salary, capped at \$1.10/hr	For training outside working hours, subject to employer top-up of balance 5% of hourly basic salary

¹ Under the Enhanced Training Support for Small & Medium Enterprises (SMEs) Scheme.

² Under the Workfare Training Support (WTS) scheme. Raised from \$1900 to \$2000 wef 2017.

file: Registration Form for Company Sponsored Participants WSQ Workshops

date : 1 Jan 2018