IMPORTANT INSTRUCTIONS

1. Please read the instructions carefully. Failure to comply with any of them would adversely affect your application.

2. Please complete the application and tick ☑ boxes as appropriate.

3. All applicants (including Citizens and Permanent Residents of Singapore) are required to submit a copy of personal identification (i.e. Identity Card or Passport). Non-Singapore Citizens are required to submit a copy of valid work permit / employment pass / re-entry permit.

4. “Certified True Copies” of certificates and detailed result transcripts of academic application are to be attached to the application form.

5. Applicant may approach the company to certify the certificates and result transcripts. The person certifying the photocopies must put down his/her name, NRIC no. and position held in the company.

6. Alternatively, applicants may bring along original documents and photocopies to SCCIOB for verification.

7. A non-refundable application fee of $30.00 (inclusive of GST) will be charged
COURSE APPLICATION FORM

Course Title (please tick ‘✓’):

☐ Diploma in Strategic Entrepreneurship
☐ Diploma in Shipping Management & Law
☐ CILT-SCCIOB Diploma in International Logistics Management
☐ Certificate in Strategic Entrepreneurship- Full time / Part-time
☐ Certificate in Transportation & Logistics Management
☐ Certificate in Trade Finance Management

How did you find out about this course?

☐ Newspaper Advertisement  ☐ E-mail notification  ☐ Institute’s brochures
☐ Fax brochures  ☐ Friends/Colleagues
☐ SCCIOB course consultant (Name of consultant: _____________________________)

PERSONAL DETAILS

Please paste an original recent passport-size photograph

Full Name (as in NRIC/Passport): _______________________________________

NRIC/Passport No.: _____________________

Nationality:  ☐ Singaporean / Singapore PR  ☐ Others: ___________________

Employment Status:  ☐ Employed  ☐ Unemployed
                     ☐ Others: ___________________

Sex:  ☐ Male  ☐ Female

Marital Status:  ☐ Single  ☐ Married

Race:  ☐ Chinese  ☐ Malay  ☐ Indian  ☐ Others: ___________________

National Service Status:  ☐ Regular  ☐ Completed  ☐ Exempted  ☐ Not applicable

Date of Birth: __/__/______  Age: ______

Home Address: _______________________________________________________________________
               __ ___________________________________________ Singapore _______________

Home Tel. No.: __________________   Home Fax No.:  _________________

Pager No.:  ___________________  Handphone No.:__________________

E-mail Address: _______________________________

Preferred Mailing Address:  ☐ Home  ☐ Office
PRESENT EMPLOYMENT DETAILS

Company Name: ____________________________________________________________

Company Address: __________________________________________________________

_________________________________________ Singapore ________________

Current Designation: ____________________ No. of years/months at the present job: ______

Job Description: __________________________________________________________________

If you are company-sponsored, please provide the following:

Name of Contact Person: ________________  Designation: ____________________________

Office Tel. No.: __________________  Office Fax No.: __________________

E-mail Address: _______________________________

PAST EMPLOYMENT RECORD

In chronological order, starting with your most recent past employment:

<table>
<thead>
<tr>
<th>Name of Company</th>
<th>Designation</th>
<th>Period</th>
<th>No. of Years / Months</th>
<th>Job Description (Responsibilities &amp; experience)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>From (mth/yr)</td>
<td>To (mth/yr)</td>
<td></td>
</tr>
</tbody>
</table>

SUMMARY OF WORKING EXPERIENCE

<table>
<thead>
<tr>
<th>No. of yrs/mths</th>
<th>Total no. of years of working experience directly involved in the area related to the course of study</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>Total no. of years of working experience in other areas</td>
</tr>
</tbody>
</table>

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EDUCATIONAL QUALIFICATION

In chronological order, starting with your highest qualification:

<table>
<thead>
<tr>
<th>Name of Qualification</th>
<th>Name of Awarding Institution</th>
<th>Year Awarded</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

‘O’ Level Qualification

☐ Attained GCE ‘O’ Level (Singapore-Cambridge)
   No. of ‘O’ level passes ______

☐ Attained Other GCE ‘O’ Level equivalent (e.g. SPM)

‘A’ Level Qualification (if applicable)

☐ Attained GCE ‘A’ Level (Singapore-Cambridge)
   No. of ‘A’ level passes ______  No. of ‘AO’ level passes ______

☐ Attained Other GCE ‘A’ Level equivalent (e.g. STPM)

APPLICANT’S CHECKLIST

1. ONE copy of certificates of education qualification attained □
2. Certificates & result transcripts (Certified True Copies) □
3. ONE copy of personal identification document (I/C, Passport) □
4. ONE copy of valid work permit / employment pass / re-entry permit (for non-Singaporean) □
5. ONE original recent passport-size photograph □
6. Application fee of $30.00 (non-refundable) made payable to: “SCC Institute of Business” □
COMPANY SPONSORSHIP

Is your company sponsoring your course fee?  □ Yes  □ No

If yes, please get your company to complete the following section:

We hereby confirm that all information given in this application is true and complete to the best of our knowledge. We understand that misrepresentation or omission is sufficient grounds for rejection of the application or withdrawal of any place that may be offered and that this withdrawal may take place at any stage during the course.

______________________________   _________________________
Name of Authorised Company Official   Designation

______________________________   _________________________
Signature and Date     Company Stamp

APPLICANT’S DECLARATION

I hereby confirm that all information given in this application is true and correct. I understand that misrepresentation or omission is sufficient grounds for rejection of the application or withdrawal of any place that may be offered and that this withdrawal may take place at any stage during the course I undertake. I understand and accept the terms and conditions set by Singapore Chinese Chamber Institute of Business.

______________________________    _______________________
Signature of Application      Date
TERMS AND CONDITIONS

Enrolment
1. Singapore Chinese Chamber Institute of Business reserves the right to call for your original documents and investigate any above information for verification purpose.
2. Singapore Chinese Chamber Institute of Business reserves the right to revise the course fee without prior notice, to cancel or postpone the course due to unforeseen circumstances.

Membership
3. All participants are required to become student members of SCCIOB when they enroll in our courses, unless they are already a SCCIOB Associate member.
4. Student membership is valid for the period the course is conducted.
5. All student members will be able to:
   • borrow a maximum of 2 books each time up to 2 weeks from SCCIOB’s Resource Centre.
6. Student members are required to present receipt at the Resource Centre for each visit.
7. Participants of CILT-SCCIOB Diploma in International Logistics Management are required to become members of CILTS & SCCIOB.

Payment
8. All cheque payment are to be crossed and made payable to “SCCIOB”. Please indicate your name and the course title behind the cheque.
9. For Nets/Credit Card payment, please come personally to our Reception Counter at 47, Hill Street, #08-01, SCCCI Building, during office hours. Alternatively, you may come to our branch office at 32 Maxwell Road, #01-04 WhiteHouse, for cash & cheque payment only.
10. Please do not send any cash by mail.
11. Applicants are required to pay up the required course fee before course commencement to be guaranteed a training place.

Refund and Withdrawal
12. No refund is allowed unless the Institute cancels the course.
13. If notice of withdrawal is given in writing to the Institute 14 days before commencement of the course, no cancellation fee will be levied.
14. If notice of withdrawal is given in writing to the Institute less than 14 days but more than 3 days before commencement, a 30% cancellation fee will be levied.
15. If notice of withdrawal is given in writing to the Institute less than 3 days before commencement, there will be no refund.
Singapore Chinese Chamber
Institute of Business

Mailing Address:
32 Maxwell Road, #01-04 WhiteHouse, Singapore 069115.

Tel: 63250071
Fax: 63231493
E-mail: tpc@scciob.edu.sg
Website: www.scciob.edu.sg

FOR OFFICIAL USE

Registration fee: $30.00  Cash / Nets / Cheque No. (  )  Receipt No. __________
Membership fee: _________  Cash / Nets / Cheque No. (  )  Receipt No. __________
Course fee: _____________  Cash / Nets / Cheque No. (  )  Receipt No. __________

Remark: