

APPLICATION / AUTHORISATION FORM FOR CORPORATE ACCOUNT

All sections must be completed by the applicant company. You may fax the form to (+65) 6749 8061, e-mail to cpe@isca.org.sg or mail the original form to:

Institute of Singapore Chartered Accountants (ISCA)
60 Cecil Street, ISCA House, Singapore 049709
Attn: CPE Department

**** Two Authorised Signatories are required. Please note that incomplete form will not be processed.*

Registered Name of Company:		
ROB / ROC / UEN:		
Organisation Type:	<input type="checkbox"/> Public Accounting Firm	<input type="checkbox"/> Multinational Corporations (MNCs)
	<input type="checkbox"/> Large Local Enterprise (200 staff or more)	<input type="checkbox"/> SMEs (Less than 200 staff)
	<input type="checkbox"/> Government	<input type="checkbox"/> Not for Profit
	<input type="checkbox"/> Academia	
Address:		
Name of Contact Person:		
Designation:		
Contact Number:		
Fax Number:		
Please send ID and Password to the following email address:		
Do you wish to receive updates pertaining to ISCA's seminars / events / courses via email?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

We hereby wish to apply for a corporate account with the Continuing Professional Education (CPE) department for the online registration / enrolment of CPE seminars and are agreeable to receive updates related to ISCA's professional training course.

We declare that the personal profile and information on this form is true and complete, and agree to the terms of ISCA's Privacy & Data Protection Policy available at <http://isca.org.sg/privacy-and-data-protection-policy/>. We have read, understood and agreed to be bound by the Terms and Conditions for registration.

AND

Authorised Name and Signature (1)
Designation:

Authorised Name and Signature (2)
Designation:

Company Stamp

Date

For Official Use

ID:	Created by / Date:
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TERMS AND CONDITIONS FOR REGISTRATION

COURSE REGISTRATION

Participant is successfully enrolled for the course once invoice is generated.

NO CANCELLATION

There will be strictly no cancellation once the participant is successfully enrolled for the course.

NO-SHOW

There will be STRICTLY no refunds for no-show.

INVOICING

For revision of invoice, there will be an administrative fee of \$40 (subject to prevailing GST).

REQUEST FOR REPLACEMENT*/DEFERMENT/SWITCH

Where a participant cannot attend a programme, he/she may request to send a replacement, defer or switch programme.

This will only be applicable to programmes with the value of fees higher than \$50 (before GST).

1. Replacement of Participant
A top-up fee will be levied in the case whereby a member participant is replaced by a non-member. No refunds will be made if a non-member participant is replaced by a member.
2. Deferment of Programme
In the event where a participant is unable to find a replacement, he/she may request to defer to the next session (subject to availability) or to another programme.
3. Switch to another programme
A top-up fee will be levied in the case where a participant switches to a programme of a higher fee. No refunds will be made if the participant switches to a programme of a lower fee.

Fees will be charged upon approval of deferment / switch of programme and the following will apply:

- Business Analytics and Reporting (BAR) Programme, Practical Audit Workshop (PAW), C-Suite Programmes – \$200
- Other CPE programmes - \$40
- Pre-Admission course - \$120, with deferment to the subsequent available session only.

All charges are subject to prevailing GST.

A written request for replacement of participant / deferment / switch should be made at least 3 (three) working days prior to the programme commencement.

**Replacement of participant is not allowed for Pre-Admission course.*

Approval will be granted on a case-by-case basis.

MEDICAL/COMPASSIONATE REASONS

In the event of non-attendance due to medical or compassionate grounds, participants are to inform the Institute in writing at least two days after the programme date with supporting documents or medical certificates.

TERMS OF SERVICE

The Institute reserves the right to change the above terms and conditions without notice. The Institute will exercise all possible care to run the confirmed seminars, however, in the event of unforeseen circumstances, the Institute reserves the right to cancel or defer the seminars, and/or change in venue, speaker, seminar dates and fees. The Institute will take all reasonable efforts to notify participants of the changes.

The Institute seeks to collect and may use and/or disclose your personal data for matters relating to your course enrolment and/or the conduct of the Institute's business in accordance with the Personal Data Protection Act 2012. The Institute may from time to time use your personal data to inform you of related news, CPE activities, members' benefits, goods, services, facilities and events. The Institute may also use your personal data for the conduct of statistical research and studies, and analyse the data collected to administer, develop and improve its services.

By enrolling in a course and/or participating in any events or activities organized by the Institute (including any purchases of goods and services from the Institute), you consent to the collection and use of your personal data in accordance with the ISCA's Privacy & Data Protection Policy (<http://isca.org.sg/privacy-and-data-protection-policy/>). If you wish to unsubscribe and withdraw your consent, you can also do so by clicking on the link(s) provided below:

Withdrawal of consent for marketing via:

- (i) Electronic Direct Mailer (EDM): http://cpe.edm.isca.org.sg/sub_unsubscription/epub_unsubscription.asp or
- (ii) Voice calls, text or fax: <http://www.isca.org.sg/consent>

Alternatively, you can inform us via email at cpe@isca.org.sg .