

## REGISTRATION FORM



**EXECUTIVE DEVELOPMENT PROGRAMMES**  
Register online at [www.mis.org.sg/seminars](http://www.mis.org.sg/seminars) or fax form to 6327 9741

**Register for 3 or more participants and enjoy 5% discount!**

|   |                    |   |                    |
|---|--------------------|---|--------------------|
| Course Title: _____   |                    | <b>*SDF funding (if applicable)</b>   |                    |
| Course Date: _____  |                    | Please indicate if you wish to apply <input type="checkbox"/> Yes <input type="checkbox"/> No   |                    |
| <b>Participant(s) Name</b>  | <b>Designation</b> | <b>E-mail</b>   | <b>Contact No.</b> |
| 1)  |                    |   |                    |
| 2)  |                    |   |                    |
| 3)  |                    |   |                    |
| Company:  |                    |   |                    |
| <input type="checkbox"/> Member (MIS Membership No): _____          |                    | <input type="checkbox"/> Non-Member   |                    |
| Billing Address:  |                    |   |                    |
|   |                    |   |                    |
| Contact Person:   |                    | Designation:  |                    |
| Tel:  |                    | E-mail:   |                    |
| How did you know about this course?<br>(You may tick more than one) |                    | <input type="checkbox"/> e-Newsletter (pls specify sender): _____ <input type="checkbox"/> Print ad (pls specify publication): _____<br><input type="checkbox"/> Received brochure through direct mail <input type="checkbox"/> Received brochure at event (pls specify): _____<br><input type="checkbox"/> Search engines (pls specify): _____ <input type="checkbox"/> MIS website <input type="checkbox"/> <i>The Singapore Marketer</i> magazine<br><input type="checkbox"/> Word-of-Mouth/Recommendation (pls specify): _____ <input type="checkbox"/> Others (pls specify): _____ |                    |

### Administrative Details

#### Registration

##### Register Online @ [www.mis.org.sg/seminars](http://www.mis.org.sg/seminars)

The fastest and most effective way to register for our courses is via our online registration form.

##### Register via Email or Fax

A place will be reserved for you upon receipt of your registration. Registrations should be sent at least three weeks before course commencement. A confirmation email will be sent to you 10 working days before the course starts.

#### Payment

Payments are to be made in Singapore Dollars (SGD) and subjected to prevailing GST. Please make your payment either by cheque or GIRO upon receiving our invoice. All cheques should be crossed and made payable to "The Marketing Institute of Singapore" with the invoice no. indicated on the back of the cheque. Any bank charges incurred as a result of bank/telegraphic transfers will have to be borne by the company. Fees are inclusive of course materials, certificate of participation, lunch & tea breaks.

#### MIS Member Discount

Corporate and Individual Members of MIS are entitled up to **20%** discount on MIS' Executive Development Programmes. For membership enquiries, email: [membership@mis.org.sg](mailto:membership@mis.org.sg).

#### Group Discount

Companies are entitled to **5%** discount for sending 3 or more participants to the same course on the same date.

#### Course Venue

All courses will be held at the Marketing Institute of Singapore, 51 Anson Road #03-53 Anson Centre Singapore 079904 unless otherwise stated.

#### SDF Training Grant (for SDF-Approved Courses)

- To apply for SDF funding, companies have to submit the training grant application for their employees on SkillsConnect within the stipulated timeline. SDF funding is subject to WDA's approval. For details, please visit [www.skillsconnect.gov.sg](http://www.skillsconnect.gov.sg).
- In the event that the SDF funding is rejected, the company will be liable to pay MIS the balance amount.
- Participants who wish to apply for SDF are required to indicate this on the course registration form.

#### Withdrawals / No-Show

For any withdrawals or cancellation, participants will be subjected to the following charges:

| Notice Period                       | Withdrawal / Cancellation Charge |
|-------------------------------------|----------------------------------|
| More than 10 working days           | No charge                        |
| 10 working days or less             | 25% of course fee                |
| Less than 3 working days or No-Show | 100% of course fee               |

Replacements from the same company are allowed.

#### Cancellation

Marketing Institute of Singapore reserves the right to change or cancel the course due to unforeseen circumstances.

#### Customised In-House Training

Courses can be custom-designed to suit your department/organisation's unique training requirements. Please contact us for enquiries. Email: [seminars@mis.org.sg](mailto:seminars@mis.org.sg) or call 6327 7586 / 587 / 588.

**FOR COURSE  
ENQUIRIES**

**Email:** [seminars@mis.org.sg](mailto:seminars@mis.org.sg)  
**Website:** [www.mis.org.sg/seminars](http://www.mis.org.sg/seminars)

**Tel:** 6327 7586 / 587 / 588  
**Fax:** 6327 9741

**Address:** 51 Anson Road #03-53  
Anson Centre Singapore 079904