

# COURSE REGISTRATION FORM

Register online at [www.mis.org.sg/seminars](http://www.mis.org.sg/seminars) or fax form to 6270 5762

Submission of this form implies you have read and accepted the **Terms & Conditions** as stated below.

<b>Section 1   Course Details</b>
Course Title :
Course Date :

<b>Section 2   Registration Type</b>	<i>please select one only</i>
<input type="checkbox"/> Corporate / Company-Sponsored	<input type="checkbox"/> Individual / SkillsFuture Credits

<b>Section 3   Application of Funding (for SDF-approved courses only *)</b>	<i>please select one only</i>
<b>SDF Grant</b> (for corporate / company-sponsored only) <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>SkillsFuture Credits</b> (for individual / self-sponsored only) <input type="checkbox"/> Yes, to deduct S\$ _____ <input type="checkbox"/> No	

<b>Section 4   Participant(s) Details</b>			
Full Name	Designation	Email	Contact No.
1)			
2)			
3)			

<b>Section 5   Billing Details</b>	
Full Company Name :	
Billing Address :	
MIS Member? <input type="checkbox"/> Yes, membership no. _____	<input type="checkbox"/> No
Contact Person :	Designation :
Contact No :	Email :
Payment Mode: <input type="checkbox"/> Cheque <input type="checkbox"/> GIRO/Bank Transfer <input type="checkbox"/> Credit Card <input type="checkbox"/> Cash	
<input type="checkbox"/> E-invoice (for statutory boards/govt only)	
Department : _____	
BU Code : _____	
Attention to: _____	

## Terms & Conditions

### Registration Form

Incomplete registration forms will not be processed. All registrations should be submitted at least 3 weeks before course commencement.

Upon successful registration, a seat will be reserved for you. We will advise on the confirmation and administrative details approximately 10 working days before commencement.

Please be reminded to email us immediately should there be any changes after you have submitted your registration via [seminars@mis.org.sg](mailto:seminars@mis.org.sg).

Late withdrawal or cancellation charges apply.

### Payment

Payment can be made via cash, cheque, bank transfers, GIRO, credit card or cash. Please select your preferred mode of payment during registration.

For companies who are applying SDF Funding, only company-issued cheques or GIRO is applicable.

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

### MIS Member Discount

Corporate and Individual Members of MIS are entitled to enjoy up to 20% discount on the courses.

### Group Discount

5% Group Discount will be accorded for registrations with 5 or more participants, for the same course on the same day.

### Withdrawals / Cancellation / No-Show

Participants will be subjected to the following charges for any withdrawals, cancellation or no-show:

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

### Cancellation

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

### Deferment

You may defer **once** at a charge of 10% of the course fee should the participant not be able to show up.

### Privacy Policy

I hereby consent that The Marketing Institute of Singapore has the right to use the data provided for the purpose of processing my course registration, subject to the provisions of the Personal Data Protection Act 2012 (PDPA). I am aware that photographs / video may be taken at the course for marketing purposes.

### Venue

Courses will be conducted at 51 Anson Road #03-53 Anson Centre Singapore 079904, unless otherwise stated.