



## APPLICATION / AUTHORISATION FORM FOR CORPORATE ACCOUNT

All sections must be completed with **two** authorised signatories from the company. Incomplete forms will not be processed.

Please email the completed application form to [cpe@isca.org.sg](mailto:cpe@isca.org.sg).

<b>Registered Name of Company:</b>	
<b>ROB / ROC / UEN:</b>	
<b>Organisation Type:</b>	Multinational Corporation (MNC)      Large Local Enterprise (≥ 200 staff) Public Accounting Firm      Academia Not for Profit      Government Small and Medium Enterprise#
<b>Is your organisation an SME#?</b>	Yes      No # SSG has updated the definition of SMEs to align with that of Enterprise Singapore (formerly known as SPRING Singapore). SMEs are now defined as companies registered and operating in Singapore with: (1) at least 30% local shareholding; AND (2) group annual sales turnover of not more than \$100 million OR group employment size of not more than 200 employees. ____ This definition is accurate at the time of printing and may be subjected to change. Please check with the relevant government agency for any updates.
<b>Business Address:</b>	Street Name: Unit Number: Building Name: Postal Code:      Singapore
<b>Name of Contact Person:</b>	
<b>Designation:</b>	
<b>Contact Number:</b>	
<b>Fax Number (if applicable):</b>	
<b>Corporate Email Address:</b>	
<b>Do you wish to receive updates pertaining to ISCA's seminars / events / courses via email?</b>	YES      NO

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We hereby wish to apply for a corporate account with the Member Services Centre for the online registration / enrolment of CPE programme.

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**

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**Authorised Name and Signature (1)**

Designation:

Company Stamp:

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**Authorised Name and Signature (2)**

Designation:

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Date

For Official Use:

ID:	Created by / Date:
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## 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 S\$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 S\$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 – S\$200
- Other CPE programmes - S\$40

All charges are subject to prevailing GST.

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

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 via an email at least 2 (two) working 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 courses, however, in the event of unforeseen circumstances, the Institute reserves the right to cancel or defer the courses, and/or change venue, speaker, course dates and fees. The Institute will take all reasonable efforts to notify participants of changes, should they happen.

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. For the purpose of event coverage, photography (and videography) will be in progress during the event. Please inform the photographers (or organizer) if you do not wish for your photographs to be taken.

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 ISCA's Privacy and 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 via the link(s) provided below:

Withdrawal of consent for marketing via:

- (i) Electronic Direct Mailer (EDM): email to [cpe@isca.org.sg](mailto:cpe@isca.org.sg) or
- (ii) Voice calls, text or fax: <http://www.isca.org.sg/consent>

The online version of the CPE Terms and Conditions may be found at: <https://eservices.isca.org.sg/ConfigurationTerms>