

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

*** Please note that incomplete form will not be processed.

Registered Name of Company:		
ROB / ROC / UEN:		
Is your company a CPA Firm?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Address:		
Name of Contact Person:		
Designation:		
Contact Number:		
Fax Number:		
Please send ID and Password to the following <u>email address</u>:		

We hereby wish to apply for a corporate account with the Continuing Professional Education (CPE) department for the online registration / enrolment of CPE seminars.

We further declare for all information and particulars provided in this Application / Authorization Form are true, complete and accurate. Any amendments made must be endorsed by the authorized signatory. We agree to abide with all the terms and conditions as set out by the registration procedures of ISCA. This authorization shall remain in force until revoked by us in writing to you.

	AND	
Full name and signature of Human Resource / Training Manager		Full name and signature of Company Director / Partner

Company Stamp	Date

For Official Use

ID:	Created by / Date:
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Terms and Conditions for Registration

INVOICING

For revision of invoice, there will be an administrative fee of \$20 (subject to prevailing GST).

NO-SHOW

There will be STRICTLY no refunds for no-show.

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 - \$200
- Other CPE programmes - \$40
- Pre-Admission course - \$100, 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 2 (two) days after the programme date with supporting documents or medical certificates.

DISCLAIMER

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 the venue, speakers, seminar dates and fees. The Institute will take all reasonable efforts to notify participants of the changes.