



Your Premier Competence Training
Solutions Provider In Hazardous Area

Individual Booking Form

Name :

Address :

Postal Code ()

Telephone :

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Facsimile :

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Email Address :

Special Instructions :

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	Delegate(s) Full Name	Course Title	Course Fee	Date of Course
1.				
2.				
3.				
4.				
5.				
6.				

How to Register?

- Please complete this registration form and return to us via fax: (65) 6265-3138.
- You can download the form and email it back to us at enquiry@atts-asia.com.

Confirmation

- A confirmation letter will be sent out upon acceptance 2 weeks before course commencement.

Payment

- All cheques should be crossed and made payable to **Assets Training & Technical Services Pte Ltd.**
- Please mail cheque & the Registration Form to 28B Penjuru Close, #01-06, Singapore 609130 or
- Payment via telegraphic transfer : **UOB Ltd – Singapore, No. 1 Jurong West Central 2, #01-16C, Jurong Point Shopping Centre, Singapore 848886, A/C No : 113-310-620-6, Swift Code : UOVBSG, Bank Code : 7375, Branch Code : 013.**

Replacement & Cancellation

- Once a registration is confirmed, any request for withdrawal is not allowed. However, if you request for postponement or substitution, a written notice must be received by us at least **10 working days** before the commencement of the course.
- Cancellation prior to course:

*Over 10 working days : 0% of fee

*5-10 working days : 50% of fee

*0-5 working days : 100% of fee

Parking

- Please indicate to us if delegates require parking lots as there are only limited lots available.

Assets Training & Technical Services Pte Ltd reserves the right to change the dates, time, venue and trainers of the training scheduled due to circumstances beyond its control. In the event of changes, participants will be informed in advance.

Accepted and signed

on behalf of the above :

Company Stamp :

Date :

Affiliated to

