



Individual Booking Form

Please complete the form in BLOCK LETTERS and tick (✓) where applicable

Name: _____ Date of Birth: _____
(As in Passport/NRIC, please underline Surname)

Passport/NRIC: _____ Nationality: _____

Address: _____
_____ Postal Code: ()

Home Telephone: _____ Mobile No.: _____

Email Address: _____

Remarks: _____

Competency Level: Electrical Craftsperson Non-Electrical Craftsperson

Course Code/Title	Date of Course
1. _____	_____
2. _____	_____
3. _____	_____

* Formal Electrical Qualifications and working experience must be attached. All courses are conducted in English Language.

How to Register?

- Please complete this registration form and return to us via email: enquiry@atts-asia.com
- Place(s) will not be confirmed until we are in receipt of a completed booking form and once full payment has been received.
- Joining instructions will be sent as confirmation of attendance. It is the responsibility of the candidate to ensure that they are in receipt of the booking confirmation and joining instruction.

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 No. 3 Buroh Street Singapore 627566 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 : UOVBSSG, 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
 - *6-10 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.

I, hereby, declare that the above information is accurate. I understand that Assets Training & Technical Services Pte Ltd has the rights to reject my application if any information is missing or inaccurate. ATTS reserves the right to change the dates, time, venue and trainers of the training scheduled due to circumstances beyond its control.

Signature: _____ Date: _____