



REGISTRATION FORM

Course Information

Course Title: (tick accordingly)	<input type="checkbox"/>	Handle Security Incidents & Services (HSIS) DATE:	<input type="checkbox"/>	Provide Guard & Patrol Services (PGPS) DATE:
	<input type="checkbox"/>	Manage Disorderly Conduct Threatening (MDCTB) DATE:	<input type="checkbox"/>	Operate Basic Security Equipment (OBSE) DATE:
	<input type="checkbox"/>	Supervise Security Officer (SSO) DATE:	<input type="checkbox"/>	Threat Observation (To or RTT) DATE:
	<input type="checkbox"/>	Protected Areas & Protected Places (PAPP) DATE:	<input type="checkbox"/>	Conducting Security Screening of Person & Bag (CSSPB) DATE:

Training are conducted in English

Personal Particulars

Note: All sections must be filled up for funding submission

*Name:			Gender:	<input type="checkbox"/> M	<input type="checkbox"/> F
*ID Type:	<input type="checkbox"/> NRIC PINK <input type="checkbox"/> NRIC BLUE <input type="checkbox"/> WORK PERMIT <input type="checkbox"/> OTHERS		*Nationality:		
*ID No:			*Race:		
*Email Id			*Date of Birth:		
*Contact Details:	(O)	(H)	*(HP)		
*Residential Address					
*Highest Qualification:					
*Employment Status:	<input type="checkbox"/> Employed (if employed, please state)		Company:		
	<input type="checkbox"/> Unemployed		Designation:		
	Supervisor Name :		Email Add	H/P:	
*If employed, Please state monthly salary:	<input type="checkbox"/> Below \$1000 <input type="checkbox"/> \$1000-\$1499 <input type="checkbox"/> \$1500-\$2000 <input type="checkbox"/> \$2000 and above				
Emergency Contact Details	Name:	Relationship:	H/P :		

Sponsorship Type

Individual Company Sponsored Company UEN Number:

Payment Mode (Please indicate your preferred mode of payment)

SkillsFuture Credit Cash Paynow Bank Transfer Cheque ETANN Security Consultant Pte Ltd

Personal Data Protection

The personal data collected on this form is for the use of course registration, account servicing for course-related activities, course survey and / or for the application of the course-related funding (only if applicable) to respective funding related agencies/bodies/organisations. By filling up this application form, I consent to the collection of my personal data as requested in this form. As ETANN Security Management Consultant relies on my personal data to provide services to me, I shall ensure that at all times the information provided by me is accurate. ETANN SECURITY MANAGEMENT CONSULTANT PTE LTD, its employees & their appointed 3rd party service providers / agents is committed on maintaining the confidentiality of the personal data collected and undertakes not to reveal any information unless it is required to carry out the business and or the purpose herein.

TERMS & CONDITIONS

1) The course scheduled selected is subjected to confirmation. ETANN reserves the rights to withdraw or re-schedule the class without prior notices.

2) Trainee shall be bound by the terms and Conditions of any applicable funding scheme as approved by SSG. For funding Courses (E.g. SSG) a trainee may be permitted to pay upfront only a portion of the course fee (less the potential amount) at the point of application. In the event that the trainee fails to meet any of the requirements set under the funding scheme (as stated below or otherwise) or has been granted funding for the same course before, as thereby resulting that his/her application for funding claim is rejected by the respective funding agency due to any reasons, the trainee is liable to pay the balance of the course fee (i.e the potential funding amount) to ETANN Security Management Consultant Pte Ltd or to the relevant funding agency.

- ❖ Trainee achieves less than the minimum attendance of 75% required by the course.
- ❖ Trainee fails to sit for the required examination / assessment (where application)
- ❖ Trainee fails the required examination / assessment (where application)
- ❖ Trainee found cheating by the Polwel Assessor
- ❖ Trainee absent without a valid Medical Certificate
- ❖ Trainee must complete the assessment within 14 calendar days from the course end date.
- ❖ Trainees who are using SkillsFuture Credit & are eligible for funding, if you fail to complete your course including assessment within 60 calendar days from the course end date or fail your assessment more than 3 times, you are required to pay the full course fee. (applicable to Singaporeans & SPRs)

3) Request of Deferment / Transfer / Replacement / Withdrawal of Courses:

- For withdrawal of courses, including fees paid is not allowed within 2 weeks prior to the course start date.
- All requests are subject to ETANN management approval.
- **An administrative charge of \$30 will be imposed for all approved refunds/withdrawals or transfers based on case-by-case basis.**

4) Examination and Assessments

- Trainees are advised to be punctual on the day of examination / assessments. Late comers may be barred from taking the examination / assessment.
- If trainee is found cheating, will be barred from the examination / assessment. ETANN will reserve the rights to take necessary actions.
- if trainee fails the examination / assessment and wishes to make an appeal, you may do so by contacting Polwel directly.
- **Important:**
If trainees are absent on the date of assessment scheduled with no medical certificate, the assessment fee will be forfeited.

- ❖ **Reporting time: (Morning Assessment - 830am / Afternoon Assessment - 12pm)**
- ❖ **Assessment Attire: White Coloured Collar Shirt (Short/Long Sleeve) or Black Coloured T-shirt with the word Security or Any Security Company white Shirt/T-shirt. Black coloured full pants & Black covered shoes**
(NO JEANS ALLOWED)

Signature & Date of Trainee

Signature & Date of Staff

5) Re-Assessment Fees

- ❖ **Basic Security Courses - \$100**
(\$75 is for the assessment & \$25 is for the pre-revision fee)
- ❖ **For Senior & Supervisor Courses - \$165**
(\$140 is for the assessment & \$25 is for the pre-revision fee)
- ❖ **For PAPP Course - \$100**
(\$75 is for the assessment & \$25 is for the pre-revision fee)
- ❖ **For CSSPB Course - \$165**
(\$140 is for the assessment & \$25 is for the pre-revision fee)

6) Refund Policy

- If trainee cancels registration 7 calendar days or more before course commencement date - 100% Refund
- If trainee cancels registration 6 calendar days or less before course commencement - NO REFUND
- If trainee does not turn up - NO REFUND
- If trainee defers training / assessment for more than 14 calendar days - NO REFUND

In any event, ETANN will not be liable for any claims, damages, liabilities, loses, expenses and costs of any situation that arises out of or resulting from the use of any equipment used in the training module including the Walk-Through Metal Detector, Handheld Metal Detectors and/or X-ray machine.

ETANN Security Management Consultant reserves the right to reject any candidate if:

- ❖ Terms & Conditions of this registration have not been met
- ❖ The candidate is unable to understand spoken & written English or meet with the entry requirements
- ❖ The candidate's conduct is disruptive to the training

Signature & Date of Trainee

Signature & Date of Staff



1) Do you have any criminal record in Singapore & Malaysia? YES / NO

Please state if your answer is YES

2) Do you suffer from any medical conditions? YES / NO

Please state if your answer is Yes

3) Are you aware of any physical – mental capacity that may affect your Training? YES / NO

Please state if your answer is YES

I affirm that all information given in this registration form is true and accurate, and I have not deliberately omitted.

I understand that any false or misleading information shall make me liable for disqualification, or if already admitted, for expulsion from the course without any refunds or fees paid.

I have read and affirmed the Terms and Conditions.

I have read and fully understand the contents of this document.

I agree to the terms and conditions stated in Page 2 & 3.

I agree to comply and abide by the decision of ETANN Security Management Consultant Ptd Ltd concerning this application.

Signature & Date of Trainee

Signature & Date of Staff

FOR OFFICIAL USE ONLY		
Payment Mode: Cash / PAYNOW / Cheque / Skills Future Credit	Course Fee:	
Verified ID: NRIC Pink / NRIC Blue / WP / Passport / IPA	Receipt Number:	
Received By:	Date:	