

**REGISTRATION FORM**

| <b>Managing Project Preparation for Climate Change Adaptation &amp; Mitigation</b>                                                                                                                                                              |                                                                                              |  |                                                                                       |              |                                        |      |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|--|---------------------------------------------------------------------------------------|--------------|----------------------------------------|------|--|
| <b>Date:</b>                                                                                                                                                                                                                                    | 10 <sup>th</sup> – 12 <sup>th</sup> Oct 2018                                                 |  |                                                                                       |              |                                        |      |  |
| <b>Time:</b>                                                                                                                                                                                                                                    | 9:00am – 5:00pm                                                                              |  |                                                                                       |              |                                        |      |  |
| <b>Duration:</b>                                                                                                                                                                                                                                | 19 ½ hours                                                                                   |  |                                                                                       |              |                                        |      |  |
| <b>Venue:</b>                                                                                                                                                                                                                                   | IES Academy@Jurong East<br>80 Jurong East Street 21 #04-10<br>Devan Nair Institute S(609607) |  |                                                                                       |              |                                        |      |  |
| <b>Course Fee:</b>                                                                                                                                                                                                                              | SGD 2,247                                                                                    |  |                                                                                       |              |                                        |      |  |
| <b>CPD Programme:</b>                                                                                                                                                                                                                           | PDU / SDU / CPD / STU (To be advised /confirmed)                                             |  |                                                                                       |              |                                        |      |  |
| <b>Course Coordinator:</b>                                                                                                                                                                                                                      | Lee Woon (Ms) Contact: 6461 1250 / Email: hon.lw@iesnet.org.sg                               |  |                                                                                       |              |                                        |      |  |
| <b>Closing Date for Registration:</b>                                                                                                                                                                                                           | 2 <sup>nd</sup> October 2018                                                                 |  |                                                                                       |              |                                        |      |  |
| <b>Participant's Details:</b>                                                                                                                                                                                                                   |                                                                                              |  |                                                                                       |              |                                        |      |  |
| Name:                                                                                                                                                                                                                                           |                                                                                              |  |                                                                                       | NRIC/Fin:    |                                        |      |  |
| Company:                                                                                                                                                                                                                                        |                                                                                              |  |                                                                                       | Designation: |                                        |      |  |
| Address:                                                                                                                                                                                                                                        |                                                                                              |  |                                                                                       |              |                                        |      |  |
|                                                                                                                                                                                                                                                 |                                                                                              |  |                                                                                       | Postal Code: |                                        |      |  |
| Office No:                                                                                                                                                                                                                                      |                                                                                              |  | Mobile:                                                                               |              |                                        | Fax: |  |
| Email: <i>(for sending of confirmation)</i>                                                                                                                                                                                                     |                                                                                              |  |                                                                                       |              |                                        |      |  |
| Please indicate:                                                                                                                                                                                                                                | <input type="checkbox"/> IES Member No:                                                      |  | <input type="checkbox"/> Non Member                                                   |              | <input type="checkbox"/> RTO/RE/PE No: |      |  |
|                                                                                                                                                                                                                                                 | <input type="checkbox"/> Sponsored by Company                                                |  | <input type="checkbox"/> Special Meal Request ~ Vegetarian (no egg, garlic and onion) |              |                                        |      |  |
| <b>Contact Person</b> (eg: HR/Accounts Department, if sponsored)                                                                                                                                                                                |                                                                                              |  |                                                                                       |              |                                        |      |  |
| Name:                                                                                                                                                                                                                                           |                                                                                              |  |                                                                                       | Designation: |                                        |      |  |
| Office No:                                                                                                                                                                                                                                      |                                                                                              |  | Mobile:                                                                               |              |                                        | Fax: |  |
| Email:                                                                                                                                                                                                                                          |                                                                                              |  |                                                                                       |              |                                        |      |  |
| Address: <i>(for mailing of invoices &amp; receipts)</i>                                                                                                                                                                                        |                                                                                              |  |                                                                                       |              |                                        |      |  |
| <b>Payment:</b>                                                                                                                                                                                                                                 | Cash/Nets/Cheque No:                                                                         |  |                                                                                       | Amount:      |                                        |      |  |
| <ul style="list-style-type: none"> <li>➤ Cheque to be made payable to 'ENGINEERS SINGAPORE PTE LTD'</li> <li>➤ Course fee is inclusive of 7% GST , course materials, lunch and light refreshments during tea-breaks by Halal caterer</li> </ul> |                                                                                              |  |                                                                                       |              |                                        |      |  |
| <p><b>Acceptance of Terms &amp; Conditions for Registration of IES Academy Courses / Events</b></p> <p>I have read, deemed understood and accept the Terms &amp; Conditions of IES Academy courses and events.</p> <p>Name:</p>                 |                                                                                              |  |                                                                                       |              |                                        |      |  |
| Signature:                                                                                                                                                                                                                                      |                                                                                              |  | Date:                                                                                 |              |                                        |      |  |

## **TERMS & CONDITIONS - COURSE REGISTRATION**

### **Registration**

Any registration, whether online, fax or by email, will be based on a first-come-first-served basis and will only be confirmed upon receipt of full payment by Engineers Singapore Pte Ltd unless otherwise invoice to company.

All registrations must be submitted with duly completed registration form.

### **Closing Date & Payment**

The closing date of the event will be 1 week prior to event commencement date. Cheques should be crossed 'A/C payee only' and made payable to 'ENGINEERS SINGAPORE PTE LTD', with the *Date of event, Title of The Event and participants' name indicated clearly on the back of the cheque*, and post to:

Attn: Lee Woon  
IES Academy@Jurong East  
80 Jurong East Street 21 #04-10  
Devan Nair Institute for Employment & Employability  
Singapore 609607

### **Confirmation of Registration**

Confirmation of registration will be given at least one week before the commencement date of event via email. If you do not receive the said confirmation email, you are required to contact IES Academy at general admin immediately at 6463 9211 (office).

IESA reserves the right to allow only confirmed and paid registrants to attend the Event.

### **Withdrawals/Refunds of Fees**

Written notice at least 1 week in advance before the commencement of the event

Full course fee shall be refunded subjected to 4.5% transaction charge

➤ NO refund otherwise.

No-show of participant would not be accepted as a valid reason for withdrawal/refund.

One time replacement is allowed only if written notice is received by us at least 1 week before the commencement of the event. However, when an IES member is replaced by a non-member, the participant has to pay the difference in the relevant fees.

### **Cancellation/Postponement**

Changes in Venue, Dates, Time and Speakers for the Events can occur due to unforeseen circumstances. IESA reserves the full rights to cancel or postpone the Event under such circumstances without prior reasons. Every effort, however, will be made to inform the participants or contact person of any cancellation or postponement.

Fees will be refunded in FULL if any Event is cancelled by IESA.

### **Personal Data Protection Act**

By registration, you consent to the processing by Institution of Engineers, Singapore of personal data, including your sensitive personal data as defined in the Data Protection Act 2014 for the proper purposes of Institution of Engineers, Singapore (IES). You undertake to observe the provisions of the Data Protection Act 2014 in relation to any personal data you may hold and process as a Members of Institution of Engineers, Singapore, and you agree to indemnify Institution of Engineers, Singapore from liability for any claims or damages that may arise from the processing of this data. For more information kindly refer to: [www.ies.org.sg/PDPA](http://www.ies.org.sg/PDPA).

### **Enquiries**

For further enquiries, please contact IESA general office at Tel: 6463 9211.