

# SITRAIN COURSE REGISTRATION FORM

(PLEASE COMPLETE THIS FORM LEGIBLE OR IN CAPITALS, AND FAX TO A&D SITRAIN +65-6490-6989)

<i>CONTACT NAME</i>		<i>COMPANY</i>	
<i>EMAIL</i>	<i>TELEPHONE</i>	<i>FAX</i>	

<i>COURSE TITLE</i>	<i>COURSE CODE</i>	<i>STARTING DATE</i>
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1	<i>PARTICIPANT (NAME APPEARS ON CERTIFICATE)</i>	<i>JOB TITLE</i>
		<i>EMAIL</i>
2	<i>PARTICIPANT (NAME APPEARS ON CERTIFICATE)</i>	<i>JOB TITLE</i>
		<i>EMAIL</i>
3	<i>PARTICIPANT (NAME APPEARS ON CERTIFICATE)</i>	<i>JOB TITLE</i>
		<i>EMAIL</i>
4	<i>PARTICIPANT (NAME APPEARS ON CERTIFICATE)</i>	<i>JOB TITLE</i>
		<i>EMAIL</i>

<i>BILLING ADDRESS</i>
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<i>BILLING ADDRESS (CONT.)</i>	<i>TELEPHONE</i>	<i>FAX</i>
	<i>EMAIL</i>	

<i>DATE, COMPANY CHOP, SIGNATURE</i>
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**TERMS AND CONDITIONS**

- COURSE REGISTRATION IS ON FIRST-COME-FIRST-SERVED BASIS.
- FULL PAYMENT HAS TO BE MADE BEFORE COMMENCEMENT OF THE COURSE.
- THE PARTICIPANT IS BINDINGLY REGISTERED FOR THE COURSE AFTER RECEIVING THE OFFICIAL COURSE CONFIRMATION INCLUDING THE PAYMENT INFORMATION.
- IF THE PARTICIPANT CANCELS THE COURSE AFTER RECEIVING THE OFFICIAL COURSE CONFIRMATION, HE WILL BE CHARGED 30% OF THE COURSE FEE. THE PARTICIPANT ALSO HAS THE POSSIBILITY TO SEND A REPLACEMENT.
- THE CENTRE RESERVES THE RIGHT TO CHARGE 50% OF THE COURSE FEE IF A PARTICIPANT CANCELS IN LESS THAN TWO WEEKS BEFORE THE COURSE.
- THE CENTER RESERVES THE RIGHT TO RESCHEDULE A COURSE IN ANY EVENTS, AND IN SUCH CASES, COURSE PARTICIPANTS CAN CHOOSE TO WITHDRAW WITHOUT PENALTY.

**SIEMENS PTE. LTD.**  
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