

Please kindly submit your registration through email: [info@advicosg.com](mailto:info@advicosg.com).

Thank you.

1. Course Information	
Course Title:	
Course Date:	
Course Time:	

2. Registration Type (please select only)	
<input type="checkbox"/> Corporate	<input type="checkbox"/> Individual

3. Participant (s) Details				
	Full Name	Designation	Email	Contact number
1)				
2)				
3)				
4)				
5)				

4. Billing Details	
Contact Name:	
Company Name:	
Address:	
Contact Person:	Designation:
Contact Number:	Email:
Payment Mode: <input type="checkbox"/> Bank Transfer <input type="checkbox"/> PayPal <input type="checkbox"/> PayNow	
Please indicate any other billing instructions to be included in invoice:	

Submission of this form implies you have read and accepted the Terms & Conditions as stated below:

#### Terms and Conditions

#### Registration Form

Incomplete registration forms will not be processed. All registrations should be submitted at least 7 working days before course commencement. Upon successful registration, a seat will be reserved for you. We will advise on the confirmation and administrative details approximately 3 - 5 working days before commencement. Please be reminded to email us immediately should there be any changes after you have submitted your registration via [info@advicosg.com](mailto:info@advicosg.com). Late withdrawal or cancellation charges apply.

## Payment

Payment can be made via bank transfers, PayPal or PayNow. Please select your preferred mode of payment during registration. Payments are to be made in Singapore Dollars (SGD) and subjected to prevailing GST. Any bank charges incurred as a result of bank/telegraphic transfers will have to be borne by your company. Fees are inclusive of course materials (softcopy) and Certificate of the training course.

## Terms of Payment

- **Bank Transfer:**

Bank Account Name: ADVICO PTE LTD  
Name of Bank: OVERSEA-CHINESE BANKING CORPORATION LIMITED  
Bank Account No.: 595341108001  
SWIFTCODE: OCBCSGSG  
Bank Code: 7339

**For Bank transfer, please kindly submit registration form together with the bank payment slip for registration.**

- **PayPal** payment to: **ADVICO Pte Ltd**

## Withdrawals / Cancellation / No-Show

Participants will be subjected to the following charges for any withdrawals, cancellation or no-show:

Notice Period	Withdrawal / Cancellation Charges
More than 10 working days	No charge
10 working days or less	30% Of course fee
Less than 3 working days or No-Show	100% of course fee

## Cancellation

Cancellations must be received in writing by email. ADVICO reserves the right to change or cancel the course due to unforeseen circumstances. Deferment You may defer once at a charge of 10% of the course fee should the participant not be able to show up.

## Privacy & Photography Policy

I hereby consent that ADVICO has the right to use the data provided for the purpose of processing my course registration, subject to the provisions of the Personal Data Protection Act 2012 (PDPA). I am aware that photographs / video may be taken at the course for marketing purposes.

- The collection of your details is primarily for the purpose of registering you on the selected training/event(s). The information provided will be held on the ADVICO database and may be used for future marketing of ADVICO events and may also be provided to the sponsor/s of the selected event/s. If you do not wish to have your details to be made available to these external parties, we ask that you notify us by a written request to the ADVICO.
- ADVICO may take photographs/videos of events held to be used in media or publications by ADVICO.