

Course Enrolment Form

S/N	Full Name (As in NRIC/Work Pass)	Date of Birth (dd-mm-yyyy)	NRIC/FIN	Nationality	Gender (M/F)	Race	Designation	Highest Education	*Course Code	Course Date	Email	Mobile No.
1												
2												
3												
4												
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7												
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10												

Course Code*			
AWSHPP - Apply Workplace Safety And Health In Process Plant	PWCSO - Perform Work in Confined Space Operation	PWAH - Perform Work At Height	PRST - Perform Rigger and Signalman Tasks
SWSHPP - Supervise Workplace Safety And Health In Process Plant	SWCSO - Supervise Work in Confined Space Operation	MWAH - Manage Work At Height	SSLO - Supervise Safe Lifting Operation
PMSE - Perform Metal Scaffold Erection	SMSE - Supervise Metal Scaffold Erection Course	PBMRE - Perform Basic Maintenance of Rotating Equipment	WQT - Welder Qualification Training/Test

Employer's details (If applicable)

Company Name	Company Registration No.	Contact Person	Designation	Contact No.	Email Address	Postal Address

Course Enrolment Form

<p>General Information</p> <ol style="list-style-type: none"> 1. Applicant's information in this enrolment form will be kept strictly confidential. 2. PEC may collect and disclose the participant's personal data where such disclosure is required for performing obligations in the course of or in connection with our provision of the services requested. 3. Participants are encouraged to be punctual. Latecomers will not be entertained. 4. Participants are advised to stay at home if he feels unwell prior to the training / testing session. PEC will not be responsible of any accidents occur due to the negligence of the participants and the companies who send their candidates to our testing/training centre. 5. PEC reserves the rights to make changes, or cancel if warranted by circumstances beyond its control. 6. In the event if the participant is unable to attend the course due to other circumstances** which is practically reasonable, PEC will reschedule the participant on the next available course date. 7. Participant must collect their certificate/pass upon passing of the examination or within 1 month from examination date from PEC LTD. 20 Benoi Lane, Singapore. Thereafter, the uncollected certificates or passes will be discarded. 8. Participants and his/her supervisor or employer must participate in the post course survey conducted by PEC LTD. or SSG for the purpose of tracking the training effectiveness. 9. Applicant is responsible to ensure the suitable language is registered. PEC LTD. Will not be liable for any failures due to language problem. 10. Trainees are attending an SSG-approved/SSG-funded course, they are required to provide their personal email address and mobile number which would be submitted to SSG for survey purposes. 	<p>Payment & Refund Policy</p> <ol style="list-style-type: none"> 1. Registration will be processed on a first-come first-served basis and will only be confirmed upon receipt of full payment. 2. Payment is made either in cash or cheque. If is in cheque, it is paid to "PEC LTD." and on the reverse side of the cheque, write your name, course applied and course date. 3. Rates quoted are subjected to GST. 4. 20% surcharge is applicable for work requested on Saturday, Sunday or Public Holiday (subject to Facilitators' availability). 5. Request for participant replacement must be made in writing: <ul style="list-style-type: none"> • WSH courses: at least 3 working days prior to course commencement date. • Skill courses: at least 1 week before the course commencement date. 6. If Participant wishes to withdraw from the course for any reason, the participant/sponsor will provide a written notice of withdrawal. <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: center;">% of the aggregate amount of the fees paid</th> <th style="text-align: center;">A notice of withdrawal is required to submit</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">100% (Less 5% admin fee)</td> <td style="text-align: center;">More than 2 weeks before Course commencement date</td> </tr> <tr> <td style="text-align: center;">50%</td> <td style="text-align: center;">2 weeks or less but more than 1 week before Course commencement date.</td> </tr> <tr> <td style="text-align: center;">0%</td> <td style="text-align: center;">1 week or less before the Course commencement date.</td> </tr> </tbody> </table> 	% of the aggregate amount of the fees paid	A notice of withdrawal is required to submit	100% (Less 5% admin fee)	More than 2 weeks before Course commencement date	50%	2 weeks or less but more than 1 week before Course commencement date.	0%	1 week or less before the Course commencement date.
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<p>Attire requirements:</p> <ul style="list-style-type: none"> • Participants are advised to wear comfortable and proper attire (no shorts or slippers allowed). • For courses involving practical trainings, participants are required to wear long sleeves shirt and long pants (working uniform preferred) and also to bring own PPE*. PEC provides Hard Hats. 									

* PPE (Personal Protective Equipment): Safety spectacles, working gloves, safety boots and ear plug.
 ** Other Circumstances – Medical Leave, Compassionate Leave, etc.

Name and Signature of Applicant Date

For Official Use (LND Administrator)

<input type="checkbox"/> Cash <input type="checkbox"/> Bank Transfer <input type="checkbox"/> Cheque (Amount)	Reference No. / Cheque No.	Cheque Date	Bank Name	Payment Received by	Date of Payment Received	Date of Payment Received
S\$						