

Organisation Registration and Training Application Form

Please read the following before filling up the form:

Employers who have yet to register for the Open Door Programme (ODP) with SG Enable will have to fill in both sections, “Registration of Organisation” (Section C on Bank Account Information can be left blank) and “Registration of Training Participants”. For employers who have registered for ODP, you only need to fill in pages 6-9.

1. Administrator Information (Part E of “Registration of Organisation”)

In Part D under “Registration of Organisation”, the administrator(s) would refer to someone who is designated by the organisation to undertake account management in the eServices Portal and will be able to assign user roles to other members within the organisation.

2. Endorsement/Signature of Authorised Personnel

For the endorsement in the respective sections of the form, the endorsement on page 5 would require a Head of Organisation (Director or equivalent), while the endorsement on page 9 should be from an authorised personnel such as the HR Manager or the supervisor of the participant.

3. In order to qualify for the 90% course fee funding, **the following items are required:**

- a. The completion of the information in both sections, which is necessary in order for account creation in the eServices Portal to administer funding subsidies from Workforce Singapore (WSG)

AND

- b. Verifying of physical NRIC in class is required for Singapore Citizens and Singapore PRs (applies for both in-person and online workshops). You will be required to flash your NRIC individually to the trainer/workshop administrator. Please ensure you have your NRIC with you.

4. Payment

Nett course fee must be paid in full at least one week before training course commencement date. The course confirmation email will be sent to participants after receiving payment.

Please tick where applicable
*Please circle which applies

A. ORGANISATION'S PARTICULARS

Organisation UEN:	<input type="text"/>									
Organisation Name:	<input type="text"/>									
Parent Organisation UEN: (If applicable)	<input type="text"/>									
Parent Organisation Name: (If applicable)	<input type="text"/>									
Organisation Type:	<input type="radio"/> SSA	<input type="radio"/> MNC	<input type="radio"/> SME	<input type="radio"/> Public/Government	<input type="radio"/> Healthcare (Hospital, Polyclinic)					
Postal Code:	<input type="text" value="S"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Unit No.:	<input type="text" value="#"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="-"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
#0-0 if there is no unit no.										

B. SCHEME & ORGANISATION'S ROLES

<p><input type="radio"/> Car Park Label Scheme (CPLS)</p> <p><input type="checkbox"/> Car Park Owner</p> <p><input type="checkbox"/> Class II Label SSA</p> <p><input type="radio"/> EIPIC Service</p> <p><input type="checkbox"/> Touch Point</p> <p><input type="checkbox"/> Service Provider</p> <p><input type="radio"/> ICCP Service</p> <p><input type="checkbox"/> Touch Point</p> <p><input type="checkbox"/> Service Provider</p> <p><input type="radio"/> Adult Disability Service</p> <p><input type="checkbox"/> Touch Point</p> <p><input type="checkbox"/> Service Provider</p>	<p><input type="radio"/> Training Service</p> <p><input type="checkbox"/> Sector Profession Organizer</p> <p><input type="checkbox"/> Training Provider</p> <p><input type="radio"/> Employer Service (for Employer)</p> <p><input type="radio"/> Assistive Technology Fund (ATF) Scheme</p> <p><input type="checkbox"/> Touch Point</p> <p><input type="checkbox"/> Vendor</p> <p><input type="radio"/> VWO Transport Subsidy (VWOTS)</p> <p><input type="checkbox"/> Day Activity Centre</p> <p><input type="checkbox"/> Early Intervention Programme for Infants & Children (EIPIC) Service Provider</p> <p><input type="checkbox"/> Sheltered Workshop</p> <p><input type="checkbox"/> Special Education School</p>
--	--

Please tick where applicable
 *Please circle which applies

C. BANK ACCOUNT INFORMATION

For organisation registering for Assistive Technology Fund (both Touch Points and vendors) and VWO Transport Subsidy, the default payment mode will be GIRO. (Please tick only one)

Preferred Payment Mode: Cheque Giro

DETAILS FOR CHEQUE^

Attention To:

Payee Name:

Postal Code: S

Unit No.: # -

#0-0 if there is no unit no.

DETAILS FOR GIRO^

Bank Name:

Bank Code No.:

Branch Name:

Branch Code No.:

Bank Account Name:

Bank Account No:

^ Please submit a hardcopy of the Bank Statement showing the bank details i.e. Bank Name, Account Name, Account Number, as well as a copy of the ACRA Bizfile for the organisation

Please tick where applicable
*Please circle which applies

D. ORGANISATION ADMINISTRATOR (UP TO 3 ADMINISTRATORS)

(For the purpose of managing the accounts in the electronic system)

ADMINISTRATOR 1

Name:
(Mr/Mrs/Mdm/Ms/Miss)*

Identification Type: NRIC – Singapore Citizen, Permanent Resident Foreign Identification Number Identification Number:

Designation:

Contact (mobile): Contact (Office):

Email:

ADMINISTRATOR 2

Name:
(Mr/Mrs/Mdm/Ms/Miss)*

Identification Type: NRIC – Singapore Citizen, Permanent Resident Foreign Identification Number Identification Number:

Designation:

Contact (mobile): Contact (Office):

Email:

ADMINISTRATOR 3

Name:
(Mr/Mrs/Mdm/Ms/Miss)*

Identification Type: NRIC – Singapore Citizen, Permanent Resident Foreign Identification Number Identification Number:

Designation:

Contact (mobile): Contact (Office):

Email:

Please tick where applicable

*Please circle which applies

E. CONTACT PERSON INFORMATION (UP TO 2 CONTACT PERSONS)

(Person in the organisation that SG Enable can contact for any clarification)

Name:
 (Mr/Mrs/Mdm/Ms/
 Miss)*

Designation:

Contact (mobile): Contact (Office):

Email:

Name:
 (Mr/Mrs/Mdm/Ms/
 Miss)*

Designation:

Contact (mobile): Contact (Office):

Email:

Please tick where applicable
*Please circle which applies

F. DECLARATION AND CONSENT

By using the services offered by SG Enable and by providing or making available our personal information and such other information about us to SG Enable and/or MSF and continuing to do all of the above, we represent and warrant that:

1. The information given in this application is true and correct to the best of our knowledge and contains all relevant information and matters that ought to be disclosed by us to SG Enable.
2. We have read and understood all of the provisions herein and we hereby represent that we have been duly authorised by and have the requisite authority to make the application, execute such documents and do all necessary acts including the disclosure of such personal information, on our organisation’s behalf for SG Enable and/or MSF to use our personal data including but not limited to names, NRICs, contact numbers, mailing and email addresses as well as other information for the purposes of the programme run by SG Enable as well as any applicable supplementary programmes at SG Enable’s discretion and the purposes that are set out in SG Enable’s Privacy Policy which can be found on its website at <https://www.sgenable.sg> as well as MSF’s Privacy Statement which can be found on its website at <http://www.msf.gov.sg>.
3. We are aware that SG Enable has the complete and sole discretion in considering our eligibility for the programme in question and SG Enable may without providing any reasons or explanations, revoke its approval of any application by us at any time without prior notice and such decisions and acts or omissions of SG Enable shall be conclusive, final and binding on us including such right on the part of SG Enable to recover in full any subsidy disbursed to us arising from this application if we have provided inaccurate information, or withheld any relevant information required for this application.
4. We understand that SG Enable and/or MSF will take all reasonable measures to protect our information from unauthorised access or against loss, misuse or alteration by third parties.
5. We agree that in no event will SG Enable and/or MSF be liable to us for any losses or damages, loss of income, profit or savings or indirect, incidental, special, consequential, or punitive damages arising from or in connection with our application.
6. We have been advised that we may withdraw our consent to SG Enable and/or MSF in respect of the use of our personal data by providing such reasonable notice to SG Enable and/or MSF as well as to direct any queries we may have, including any request to delete data which have been obtained from them or from third parties or to opt out of any messages, emails, newsletters or other marketing or promotional materials to us, to the designated person, email or contact persons as indicated in SG Enable’s Privacy Policy or MSF’s Privacy Statement.

Being the person disclosing the information and making the application for the purposes as set out above or being duly authorised by such persons disclosing the information and making the application for the purposes as set out above, hereby agree to the above.

Head of Organisation’s Name	Designation	Head of Organisation’s Signature
Organisation’s Name	Organisation’s Stamp	Date

I. TERMS & CONDITIONS

1. Course fee funding is only applicable for staff members who are Singaporeans and Permanent Residents. Verifying of physical NRIC for Singapore Citizen and Singapore PR via face to face if the workshop is conducted in a physical classroom or via Zoom break-out room if the workshop is conducted online. Please ensure you have your NRIC with you. Please note that temporary staff and interns are not eligible for funding.
2. Organisations will be required to pay the full course fee in the event that course participants fail to meet 75% of total attendance, or any of the assessment requirements, or any of the terms and conditions as stipulated in the funding criteria.
3. Nett course fee must be paid in full at least one week before training course commencement date.
4. Registration for training courses will not be confirmed until registration information and course fee payment (where applicable) is received in full and approved by SG Enable. Registration confirmation will be done via email to the address specified in the application.
5. If you need to cancel or reschedule a confirmed registration, please submit an email request to training@sgenable.sg. For more details, please refer to the section on "Course Withdrawal (by Participants)".
6. SG Enable reserves the right to, and shall in its sole discretion, (a) transfer, combine any training courses and change trainers, and/or (b) terminate your place in any of the training courses(s).
7. SG Enable reserves the right to cancel any training course. Notice will be provided with the option to reschedule for a subsequent session or to receive a full refund of course fees paid.
8. SG Enable is not responsible for any expenses incurred by the course participant if a training course is cancelled or postponed.

J. COURSE CANCELLATION AND RESCHEDULE (by SG Enable)

9. SG Enable will notify course participant(s) immediately if the following occurs:
 - i) If SG Enable terminates the course for any reason(s), prior to the course commencement date;
 - ii) If SG Enable terminates the course for any reason(s), prior to the course completion date or
 - iii) If the trainee does not meet the eligibility criteria of the course fee funding

The course participants will be informed in writing, via email or electronic messaging mediums, of alternative course arrangements (if any). Course participant(s) shall be entitled to a refund of the course fee(s) paid should he/she decide to withdraw from the course within seven [7] working days upon receiving the notice from SG Enable.

K. COURSE WITHDRAWAL (by Participants)

10. If the course participant withdraws from the Course for reasons other than those stated in para 9, SG Enable will refund the trainees the amount according to the following table:

% of the amount of course fees refundable	Participant's notice of withdrawal is received by SG Enable
100%	More than [7] working days before the Course Commencement Date
50%	Not more than [7] working days before the Course Commencement Date. Alternatively, the course participant may request for another participant to serve as a replacement for his/her registration, by providing full details of the replacement participant in writing to SG Enable at least [7] working days before course commencement.
0%	After Course Commencement Date

L. PAYMENT TERMS (Not applicable for courses up to 100% funding)

11. Method of Payment

Invoice (7 days credit term)

An invoice will be sent to you via email upon registration prior to course commencement. You can make payment via GIRO/Bank transfer or by Cheque. A course confirmation email will be sent to the participants after receiving payment.

a. For GIRO/Bank transfer payment, SG Enable Ltd bank details is reflected on the invoice.

b. For Cheque payment,

Cheque payment shall be made payable to "SG Enable Ltd". Please indicate the invoice number at the back of the cheque. Cheque payment can be mailed to:

Attn: Enabling Academy

SG Enable Ltd

20 Lengkok Bahru, #02-06 Singapore 159053

Strictly no cash or credit card payment. We seek your kind understanding.

M. DECLARATION

12. We hereby confirm and certify that the documents and information submitted in this application form are true, accurate and correct and contains all relevant information and matters that we ought to have disclosed to SG Enable. We agree to comply and abide by the decision of SG Enable concerning this application.
13. We hereby give our consent for SG Enable to share any information provided by us with relevant agencies for the purposes of this application and/or the administration and provision of services and schemes to us, and/or data analysis, evaluation and policy formulation, in which shall not be identified as specific individual.
14. We give our consent for any photo/s to be taken during the training course(s). The photos will not be circulated to a 3rd party and will only be used within printed, text, and other visual content in a non-commercial production, such as course brochure, corporate website, social media site, banner and poster. We also grant permission that these photo/s be used as a reference through testimonials or otherwise.
- We do not wish for my photo/s to be taken.
15. SG Enable reserves the right to, and shall in its sole discretion, (a) transfer, combine or dissolve any training course(s) and change trainers, and/or (b) terminate your place in any of the training course(s).
16. While SG Enable shall take such reasonable precautions as may be required under any written law to ensure the safety of you, your employees and such other participants, SG Enable assumes no other liability for personal injury, loss or damage to property or any loss or damage of any kind whatsoever which might be sustained by you or your employees or such other participants in undertaking any activity or anything during the registered course(s), whether under the direction of SG Enable or otherwise, and generally for any such injury, loss or damage howsoever caused except by the wilful default of SG Enable.
17. It is hereby agreed that SG Enable shall not be liable under any circumstances for such injury, loss or damage of any other kind whatsoever which might be sustained by you, your employees or such other participants in undertaking any activity or anything during the training course(s) or/and in the training venue, whether under the direction of SG Enable or otherwise, and generally for any such injury, loss or damage howsoever caused except by the willful default of SG Enable.
18. SG Enable shall not be liable for any default due to any act of GOD, war, strike, lockout, industrial action, fire, flood, drought, tempest or other event beyond SG Enable's reasonable control.

Signature of Authorised Personnel*

Name / Designation: _____ Signature: _____

Organisation stamp: _____ Date: _____

** The authorised Personnel should either be the supervisor of the participant, or the HR Manager/Director of the company. Registration will only be accepted upon endorsement by the authorised personnel.*