Course Registration Form

Tel : (65) 62442240
Fax : (65) 62442241
Email : info@motionst.com
Web : www.motionst.com
Address : 3016 Bedok North Ave 4 EASTech #08-01Singapore 489947.

Course Details

Course Applied for

Motion Control Technology (1-Day Course)

Course Date:

Delegate

Name (As in NRIC/Passport) Mr/Mdm/Mrs/Ms/Dr

NRIC/Passport No	Nationality	DOB (dd/mm/yy)
Home Address		Postal Code
Home Tel No	HP No (If Any)	Email Address
Office Tel No/Ext No	Office Fax No	
Name of Company	Designation/Department	
Company Address		Postal Code

Authorisation (For Company-Sponsored Applicant Only)

Name of Company Representative	Designation	Tel No	Fax No
Email Address		Department	

This is to certify that the information provided in this form is true and correct to the best of our knowledge. The company is sponsoring the applicant for the course applied.

Signature of Company Representative	Company Stamp	Date

Lunch and refreshment will be provided (if stated). Please state your special meal request (if you are a Vegetarian or Muslim).

□ No Special Request □ HALAL □ Vegetarian

Payment Method

All payments to be made payable to **Motion System Technology Pte Ltd** in Singapore Dollars & are nett of bank charges. Bank charges are to be borne by registrants.

□ Bank Draft/ Cheque No.

Bank:

Please mail payment with registration form to **Blk 3016 Bedok North Ave 4 EASTech #08-01 Singapore 489947.**

Payment

» Confirmed applicants who fail to attend without cancelling their registration 14 working days prior to course commencement are liable for the entire fee.

» For foreign delegates sponsored by their companies, Goods & Services Tax (GST) of 5% is not applicable. If payment is made through a local company, GST will apply.

Cancellation & Replacement

» A replacement is welcome if a participant is unable to attend a course. MST must be informed at least 7 working days prior to the start of the course.

» A full refund will be made for cancellation received in writing 14 days prior to the course commencement.

» Regrettably, no refund will be accepted for cancellations if the delegate fail to meet th above conditions.

Confirmation

» Payment is required with registration and must be received prior to the course to confirm a place.

» Confirmation letter and official invoice will be sent once application has been approved.

» Acceptance into the course is on a first come first serve basis.

» MST reserves the right to reschedule or cancel a course due to unforeseen circumstances. Every efforts, however, will be made to inform participants of the change. Fees will be refunded in full should a course be cancelled by MST