

SHRM HR Business & Management Professional Certification Preparation Programs

IN PARTNERSHIP WITH
SHRM[®]
SOCIETY FOR HUMAN
RESOURCE MANAGEMENT

Registration Form

Program date: (SHRM-CP & SHRM-SCP) 01 - 03 November 2017

Program applied for

SHRM Certified Professionals (SHRM – CP) / SHRM Senior Certified Professionals (SHRM- SCP)

Program fee: SGD 3,500*

*Enjoy additional 10% off when you register with your colleagues (3 or more)



Registration Details

NAME OF APPLICANT (as per NRIC)

NRIC NO. /PASSPORT NO.

GENDER

NATIONALITY

DESIGNATION

COMPANY NAME

COMPANY REGISTRATION NO.

ADDRESS

TELEPHONE

MOBILE

EMAIL

Contact Details of Head of Department/ Immediate Supervisor

NAME

DESIGNATION

EMAIL

MOBILE (optional)

TELEPHONE

REFERRED BY

Contact Person For Finance Department

NAME

DESIGNATION/DEPARTMENT

EMAIL

TELEPHONE (direct line)

MODE OF PAYMENT

Declaration I hereby confirm all of the above information submitted to BTI Consultants to be true and correct.

SIGNATURE & DATE

COMPANY STAMP

(Please attach a photocopy of your identification card)

Kindly complete the form and submit to:

BTI Consultants Pte Ltd
6 Battery Road #38-01
Singapore 049909

T+65 6603 3368

E shrm@bticonsultants.com

F+65 6532 0107

Terms and Conditions

- Program fees are not inclusive of relevant government taxes and examination fees. Fees are inclusive of the 3-day program workshop, materials, luncheon and 2 tea breaks only. Certification exam fee is paid directly to SHRM upon registering.
- Payment Terms: Upon completion and return of the signed and stamped registration form, full payment is due immediately or upon receipt of invoice. A receipt will be issued on payment. Due to limited seats, we advise early registration. We reserve the right to refuse admission if payment is not received on time. Unless otherwise stated on the booking form, payment must be made in Singapore Dollars. The program fee is payable directly to BTI Consultants Pte Ltd.
- Cancellation/Substitution: Provided the total fee has been paid, substitutions at no extra charge up to 14 days before the program are allowed. Substitutions between 14 days and the date of the course will be allowed subject to administration fee of equal to 10% of the total fee that is to be transferred. The full course fee is payable and is non-refundable. The service charge is non-refundable and non-creditable. If, for any reason, BTI Consultants decides to cancel or postpone this course, BTI Consultants is not responsible for covering airfare, hotel, or other travel costs incurred by clients. The course fee will not be refunded but can be credited to a future course. Course program content is subject to change without notice.
- Copyright: All intellectual property right in all materials produced or distributed by SHRM and BTI Consultants in connection with the course is expressly reserved and any unauthorised duplication, publication or distribution is prohibited.
- Client information is kept on Kelly group of companies' database and used by Kelly group of companies to assist in providing selected products and services which may be of interest to the Client and which will be communicated via mail correspondence, phone, fax (include automatic dialling), email, and other electronic means of communications. Visit www.kellyservices.com.sg/SG/Privacy-Statement. For training and security purposes telephone calls may be recorded.
- Important note: While every reasonable effort will be made to adhere to the advertised package, BTI Consultants reserves the right to change course dates, location, omit program features, or merge the course with another program or event where necessary without penalty and in such situations no refunds, part refunds or alternative offers shall be offered or made.

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