|  |  |  |
| --- | --- | --- |
| Dear Sir/Mdm, Thank you for your registration. Please indicate your preferred workshop and date(s). We look forward to meeting you soon. Thank you. * Date of workshop(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Workshop Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Face-to-Face workshop / Virtual via ZOOM (Please circle)

|  |  |
| --- | --- |
| *Note :*1. *A group discount of 10% will apply with any sign up of two workshops*
2. *A group discount of 15% will apply with any sign up of three workshops*
3. *A group discount of 20% will apply with any sign up of four or more workshops*
4. *Where group discounts are offered, participants must sign up collectively.*
5. *Face-to-face Workshop fee is inclusive of materials, lunch and two tea breaks*
6. *For Virtual workshops, materials will be provided via ZOOM. Please sign up for your free ZOOM account and Download the ZOOM app prior to your workshop date.*<https://zoom.us/signup>
 |  |

 |
|

|  |
| --- |
| **VENUE DETAILS** |

**HR Law Academy Training Centre**Singapore Shopping Centre,190 Clemenceau Avenue,#02-19/20/31,Singapore 239924

|  |
| --- |
| **PARTICIPANT DETAILS** |

Please write name legibly for certificate of attendance.Participant 1:

|  |
| --- |
| Name:  |
| Nationality:  |
| Designation: |
| Email: |
| HP No.:  |

Participant 2:

|  |
| --- |
| Name:  |
| Nationality:  |
| Designation: |
| Email: |
| HP No.:  |

|  |
| --- |
| **CONTACT PERSON (FOR BILLING PURPOSES)**  |

|  |
| --- |
| Name: |
| Designation/Dept: |
| Company: |
| Telephone: |
| Email/Fax:  |
| Billing Address: |
| Company Stamp |

 |

|  |
| --- |
| **WAYS TO REGISTER** |

To register for the workshop, please email this form to:Email : registration@hrlawacademy.com.sgTel : (65) 6334 3177

|  |
| --- |
| **PAYMENT METHODS** |

(1) CHEQUEPlease mail a crossed cheque payable to:‘HR Law Academy Pte Ltd’ Address:Singapore Shopping Centre,190 Clemenceau Avenue,#02-19/20/31, Singapore 239924(2) BANK TRANSFERBank: OCBC, Bank Code: 7339, Branch No: 588Acct No: 094060001

|  |
| --- |
| **TERMS AND CONDITIONS** |

1. Registration will be confirmed upon receipt of your completed registration form.
2. Full payment must be made before the date of the workshop.
3. If you are unable to attend the workshop, a substitute is welcome at no extra charge.
4. For cancellations received in writing more than 2 weeks prior to the date of the workshop first registered for, a full refund less $50 admin charge will be made.
5. Regrettably, no refund can be made for cancellations less than 2 weeks prior to the date of the workshop first registered for and the fee will remain payable in full.
6. A complete set of workshop materials will be given.
7. All speakers and topics are correct at the time of printing. HR Law Academy reserves the right to substitute speakers and cancel or alter the content and timing of the workshop for reasons beyond its control.
8. HR Law abides by the Personal Data Protection Act (PDPA) and HR Law Academy’s PDPA policy (as stated in our website) applies.

**Secure Your Interest Now! Call 6334 3177 or email: enquiries@hrlawacademy.com.sg,** **website: www.hrlawacademy.com.sg** |