

Registration Form

Please complete the Form and send it to attc@pohwahgroup.com.sg

BCA APPROVED TRAINING AND TESTING CENTRE (ATTC)

Skills Evaluation Certificate (K)

PART A: CONTACT DETAILS

Company UEN No.: _____ (For company sponsored application only)

Company Name: _____

Contact Person: _____ **Contact Number:** _____

Email (must be active): _____ **Fax:** _____

Mailing / Billing Address: _____

PART B: APPLICANT PARTICULARS & COURSE INFORMATION

No.	Full Name (As Reflected in NRIC/WP)	NRIC / FIN	WP No.	Passport No.	Nationality	Working Experience	Training Date	Test Date
X	ABCDEFGH	G6123458X	0 61234567	AF0123456	Bangladeshi	8		
1.								
2.								
3.								
4.								
5.								
6.								

PART C: DECLARATION (please tick ✓ where applicable)

Sponsored by Company: **Paid by Individual Applicant:**

- I/We hereby confirm that all information given in this application is true and accurate; and that the above applicant meets the entry requirements as stated in this brochure.
- I/We agree to allow BCA to disclose to other government agencies and / or the Government any information relating to me/us in connection with, arising from or relating to this application, including but not limited my/our personal particulars and my/our test results.
- I/We have understood all the terms and conditions as stated in ***Terms & Conditions**.
- I/We agree to comply and abide by the decision of Poh Wah Scaffolding & Engineering Pte Ltd concerning this application.

CHECKLIST FOR SCRC APPLICANT
(Please submit the following documents for successful registration)

Valid Work Permit/ S Pass / Employment Pass / NRIC Copy

Valid Passport copy

LTA's Letter of Clearance

(Original letter is required on the actual day of Test)

COMPANY STAMP (For company application only)

Signature of Company Approving Officer / Individual applicant

Date of Registration: _____

PART D: FOR OFFICIAL USE ONLY

Total Fee (Inclusive of 7% GST) : _____
 Officer In-Charge : _____
 Date of Registration : _____

Invoice No. & Date : _____
 Officer In-Charge : _____
 Remarks : _____

Terms & Conditions

1. The company and individual applicant has read and understood the terms & conditions as stated and the application form.
2. The company and individual applicant warrant that the particulars given in the application form are accurate.
3. The registration form must be submitted ***at least fourteen (14) working days before*** course commencement.
4. Replacement of candidate must be submitted ***at least five (5) working days before*** course commencement.
5. Payment must be made ***before*** the course commencement date.
 - 5.1. For cash payment, please proceed to the General Office. Upon payment, please request for an official receipt.
 - 5.2. For cheque payment, it shall be made payable to “Poh Wah Scaffolding & Engineering Pte Ltd”
 - 5.3. For Bank Transfer payment, please transfer to Bank Code: 7375 Branch No.: 004 UOB Account no. **310-301-753-8**
 - 5.4. It can be handed to the accounts department or mailed to:

254 Woodlands Industrial Park E5, Woodlands Bizhub, Singapore 757309
Attn: Accounts Department
6. **BCA Approved Training and Testing Centre (ATTC)** reserves the right to accept or reject the application for whatever reason.
7. ATTC shall at its discretion allocate a space to the registered applicant, based on availability.
8. The course schedule is subjected to change. ATTC reserves the rights to withdraw or re-schedule the class without prior notice.
9. The company or trainee must indicate the correct course name in the registration form. ATTC will not be liable for any failures due to incomplete registration form.

Guidelines for SA and SEC(K) W.E.F 15 Jan 2012	
Deferment / Postponement	<ul style="list-style-type: none"> ➤ Before confirmation letter/email sent – No Charge ➤ After confirmation letter/email sent <ul style="list-style-type: none"> ○ At least 2 weeks before test date – Charge 25% of test fee ○ At least 7 working days before the test date – Charge of 50% of test fee ○ 7 working days or less – No postponement allowed. ➤ Postponement due to medical leave, decease of immediate family members & in-camp training – No Charge ➤ postponed due to other compassionate ground – subject to BCA’s approval & decision on the amount to be charged.
Programme Switching	<ul style="list-style-type: none"> ➤ Not allowed
Withdrawal	<ul style="list-style-type: none"> ➤ Before confirmation letter/email sent – No Charge ➤ After confirmation letter/email sent: <ul style="list-style-type: none"> ○ At least 2 weeks before the test date – Charge 50% of test date ○ At least 7 workings days before the test date – Charge 75% of test fee ○ 7 working days or less – Not allowed (Charge full fee)

10. Trainee must be medically fit and not afraid of heights.
11. For the practical session of the course, trainees must provide their own Personal Protective Equipment which are in working condition. This includes Safety Boots/Shoes and Proper Attire (Long Pants).
12. Trainees are required to bring their original NRIC/Work Permit (WP) and Passport (For foreigner only) at all times when attending the course.
13. Ownership and copyright of all course materials and documents shall remain with ATTC trainees may refer to the material for their own use only. The course materials shall not be copied, given, sold or transferred in whole or in part to any third party without written consent from ATTC.
14. ATTC reserves the right to make any amendments to the Terms & Conditions, at any time, without prior notice
15. For further information and enquiries, you can contact us via the following channels:

Telephone: **+65 6684 8100** / Email: **atcc@pohwahgroup.com.sg**