

Programme Registration

**Global LEADERS!**  
**25 - 29 September 2017**

Thank you for your interest in our programme. Kindly fill in all the fields below and return your completed forms to us by **30 June 2017**. For enquiries, please email [programmes@tmsacademy.com.sg](mailto:programmes@tmsacademy.com.sg).

**Professional / Business Information**

Salutation

Full Name (to appear on certificate)

Gender

Dietary Restriction (if any)

How you would like to be addressed

Organisation Name

Designation/Title

Business Correspondence Address

Country

Postal Code

Business Email

Office Telephone Number

Business Mobile Number

What are HR's and/or the nominee's learning objectives i.e what do they hope to achieve upon the nominee's completion of the Global LEADERS! Programme?

Has the nominee previously attended any other leadership development programmes? If yes, please list the programme name(s) and date(s) of attendance.

## Payment Details

Kindly indicate your payment mode:

By Cheque

By Telegraphic Transfer

**Cheques** should be crossed and made payable to “**Business Leadership Centre Pte Ltd**”, accompanied by a copy of the completed registration form.

**For Telegraphic Transfer** (All applicable bank charges to be borne by the remitting party):

Account Name: Business Leadership Centre Pte. Ltd.

Bank: DBS Bank Ltd

Branch /Account Number: 7171-003-925396-6

SWIFT Code: DBSSSGSG

Please advise whom we should address our invoice to:

Name

Organisation

Designation

Business Email

Office Telephone Number

Business Correspondence Address

## Terms & Conditions

### ADMISSION AND PAYMENT POLICY

- (i) Business Leadership Centre Pte Ltd (BLC) reserves the right to refuse admission if payment is not received in full before the programme commencement.
- (ii) Fees will be charged accordingly if a participant fails to attend the programme without notice after application.

### CANCELLATION POLICY

- (i) BLC must be informed in writing of cancellations (if any). The following charges apply for all cancellations:
  - a. Up to 8 weeks before programme - No charge; full refund of the programme fee
  - b. 8 weeks to 4 weeks before programme - 50% of programme fee will be charged
  - c. Less than 4 weeks before programme - 100% of programme fee will be charged
- (ii) A candidate who is unable to attend can be substituted on the same programme without incurring any fees. The substitute needs to apply and be admitted, subject to BLC's approval.
- (iii) All details of the programme are correct at the time of printing. BLC reserves the right to cancel or postpone the programme, change the venue or any of the other details published. A full refund will be given in the event BLC cancels the programme.

### INTELLECTUAL PROPERTY

Participants agree to respect all intellectual property rights in the programme, including the programme structure, content, materials and proceedings.

### DATA PROTECTION AND USE OF PERSONAL DATA (PDPA)

By submitting this application form to BLC, you agree that:

- (i) Any personally identifiable data that you have provided to us may be:
  - a. used by us for the organisation and administration of our programmes (including profile preparation in connection with the programme, where applicable);
  - b. used and retained by us for communicating with, and informing you about our activities and programmes (by post, email, or telephone); and/or
  - c. disclosed by us (only relevant personal data as necessary) to service providers or partners that we may engage in connection with the programme.
- (ii) Any photographs, testimonials and/or videos of you that are taken during the course of the programme can be reproduced and may be used by BLC through various media unless otherwise requested.

If you would like to request access to, or to correct, or to withdraw consent to our use of your personal data, or if you have questions on how BLC deals with personal data, please send an email to the programme organiser at [programmes@tmsacademy.com.sg](mailto:programmes@tmsacademy.com.sg).

### DECLARATION BY APPLICANT

I declare that the information given above is factually correct, and that I meet all the admission requirements for this programme. I agree to respect all intellectual property rights in the programme, including programme structure, content, and materials. By submitting the form, I, the applicant, accept the terms and conditions of BLC.