

# IBF Standards Certificate in Operational Risk Management Level 1 - Jan 2021

## REGISTRATION FORM

Please complete the form in CAPITAL LETTERS

Title \_\_\_\_\_ Name (as in NRIC) \_\_\_\_\_

Age \_\_\_\_\_ Employment Status \_\_\_\_\_

Designation \_\_\_\_\_ Company \_\_\_\_\_

Mailing Address \_\_\_\_\_

Country \_\_\_\_\_ Postal Code \_\_\_\_\_ Nationality \_\_\_\_\_

Contact Number (Office) \_\_\_\_\_ Contact Number (Mobile Phone) \_\_\_\_\_

Highest Qualification \_\_\_\_\_ Gender \_\_\_\_\_ Race \_\_\_\_\_

Email Address \_\_\_\_\_ Alternate Email Address \_\_\_\_\_

*(Please provide a complete email address for important updates and news about the program)*

## **OTHER DETAILS**

Are you applying for IBF funding?      Yes      No

If yes, please fill in your NRIC No \_\_\_\_\_ and attached a copy of your NRIC with this form.\*

\*As training grant claims are now disbursed to trainees(self-sponsored) via PayNow (NRIC), training providers are required to ensure the accuracy of the NRIC numbers submitted to IBF. Also, during IBF's post-disbursement audit, IBF's appointed external auditor may also approach the training providers to request scanned copies of NRICs of selected trainee(s) NRICs from the FTPs to verify the authenticity/existence of the trainee(s).

## **COURSE FEE**

Sign up and enroll on or before 7 January 2021 (20% off)	\$ 6800.00 + GST
Group of 3 or more (20% off)	\$ 6800.00 per pax + GST
Original Price	\$ 8500.00 + GST



**PAYMENT INFORMATION (FOR COMPANY SPONSORED APPLICANT)**

Contact Person & Company for Billing \_\_\_\_\_

Contact Number \_\_\_\_\_ Email Address \_\_\_\_\_

Billing Address \_\_\_\_\_

Signature and Company Stamp \_\_\_\_\_ UEN \_\_\_\_\_

*Tick where applicable*

**Cheque / Bank Draft** (Please indicate participant’s name and “ORM” on the back of the cheque)

All cheques should be crossed and made payable to “National University of Singapore” and mailed to: Risk Management Institute, 21 Heng Mui Keng Terrace, I<sup>3</sup> Building Level 4, Singapore 119613 Attn: Jaslin Chong

**Interbank GIRO (for payment in Singapore Dollars & for Singapore Customers only)**

Credit your payment to:

National University of Singapore

DBS Account No (Current): 0320003133 (Buona Vista Branch)

Email transaction details to [rmicsh@nus.edu.sg](mailto:rmicsh@nus.edu.sg)

**PDPA Consent**

By filling up this form, I hereby agree and consent that my personal data provided in this form may be collected, used, processed and disclosed by NUS for the purposes of processing my registration and other administrative tasks related to this training program, in accordance with the Personal Data Protection Act 2012 and all subsidiary legislation related thereto. In respect of disclosure, I understand that NUS may disclose my personal data to third parties (which may be in or outside of Singapore) where necessary for the purposes.

I would like to receive information and/or invitations for our publications, future events, online surveys, marketing and promotional activities, which we believe will be of interest to you.

I would like to receive other relevant information on RMI’s publications, future events and others by email.

Participants should be aware that NUS, others on behalf of NUS and third parties may be taking photographs and videos during the research seminar. NUS may use such photos in marketing materials, NUS publications or NUS’s media including social media, and we may identify participants by name.

Please visit our website at <http://nus.edu.sg/legal-information-notices#pdpa> for further details on our data protection policy, including how you may access and correct your personal data or withdraw consent to the collection, use or disclosure of your personal data.

I have read, understood and accepted the terms and conditions of this registration as well as the cancellation and refund policy.

Signature/ Date: \_\_\_\_\_



## **CONFIRMATION**

Successful completion of the registration process will be acknowledged by an email. The confirmation email will be issued after receipt of payment. If you do not receive this email, please contact us at [rmicsh@nus.edu.sg](mailto:rmicsh@nus.edu.sg) to verify your registration.

## **MINIMUM CLASS SIZE POLICY**

The Program has a minimum class size policy which requires a minimum number of confirmed participants in order to start the program. Full refunds will be granted to registrants in the event that the program does not run.

## **CANCELLATION AND REFUND POLICY**

- **WITHDRAWAL AND REFUND POLICY AND NOTICE**

Any notice of withdrawal must be given in writing via official mail / email to RMI. If the written notice of withdrawal is received:

- a. At least ten (10) business days before the program commencement date, an administrative charge of \$ 53.50 (with GST) will be imposed.
- b. Less than ten (10) business days before the program commencement date, strictly no refund for the program or part thereof.

*Business days exclude weekends and public holidays*

- **CHANGES AND CANCELLATION POLICY**

The RMI reserves the right to cancel or make any changes to its program(s) owing to unforeseen circumstances or when it is considered desirable and appropriate:

- a. Changes in program date(s), time, duration, venue, program outline, course Trainer(s) and fees that can occur owing to unforeseen circumstances beyond control of RMI.
- b. Any other unforeseeable man-made or natural circumstances that are beyond the control of RMI.

In such cases, any fees paid may be refunded in full and at the sole discretion of RMI. The decision of RMI on the matter shall be final.