

**IMPORTANT NOTE**

- a) Fill in the ID number issued to you by NTPC, FNU in 2011 and thereafter  
 b) For applicants enrolling for the first time, please attach the following details:  
 -Copy of birth certificate  
 -Copy of photo ID (FNPF card or Drivers License or Passport)  
 -Sponsorship letter from sponsor (if sponsored)  
 c) Please complete form in block letters

| Section A - Personal Details                   |     |                    |                   |                      |   |  |
|--|-----|--------------------|-------------------|----------------------|---|--|
| ID Number                                      |     |                    |                   |                      |   |  |
| Family Name (Surname)                          |     |                    |                   | Title (Mr./Mrs./Ms)  |   |  |
| First Name                                     |     |                    | Other Given Names |                      |   |  |
| Date of Birth                                  | Day | Month              | Year              | Gender (please tick) | <input type="checkbox"/> Male <input type="checkbox"/> Female |  |
| Correspondence Address                         |     |                    |                   |                      |   |  |
| Home Phone No.                                 |     | Business Phone No. |                   | Mobile No.           |   |  |
| Email  |     |                    |                   | Fax No.              |   |  |
| Employers Name and Address (if applicable)     |     |                    |                   |                      |   |  |
| Work Experience (if required)                  |     |                    |                   |                      |   |  |
| Qualification (if required)                    |     |                    |                   |                      |   |  |
| Dietary Restriction<br>If any, please specify: |     |                    |                   |                      |   |  |

| Section B - Course/Program Details |       |  |     |  |
|------------------------------------|-------|--|-----|--|
| Name of the course/program         |       |  |     |  |
| Date of the course/program         | From: |  | To: |  |
| Venue                              |       |  |     |  |
| Training Department                |       |  |     |  |

| Section C - Employers Comments (if applicable) |  |                   |             |  |
|--|--|-------------------|-------------|--|
| Person Nominating                              |  |                   | Position    |  |
| Reason for Nominating                          |  |                   |             |  |
|  |  | Signature : _____ | Date: _____ |  |

**Section D - Payment Details (please tick the correct box)**

- Cash       Cheque       FNPF       Sponsored \_\_\_\_\_  
 (Attach sponsorship letter)  
 Credit card:  Master       Visa  
 Card No. \_\_\_\_\_

**Section E – Withdrawal from Course**

For withdrawal please refer to the NTPC Withdrawal from Course and Refund of Fee Policy below.

**Withdrawal from Course & Refund of Fee Policy**

The Training Departments of the National Training & Productivity Centre schedule courses as per the industry needs. The courses are therefore offered on the understanding that those that enroll will attend the courses as scheduled. However, exceptional circumstances may prevent those who have enrolled from attending courses on scheduled dates.

In such cases the following policy shall apply -

- A full refund shall be given for withdrawals made 7 or more days before the commencement of the course.
- A 20% administration cost shall be charged for withdrawals made less than 7 days before the commencement of the course.
- Only 50% of the course fee shall be refundable for withdrawals made after attendance of up to 25% of a course that runs for more than two days.
- There shall be no refund after attendance of more than 25% of a course that runs for more than two days.
- There shall be no refund for withdrawals after the commencement of a 1 or 2 day course.
- Only 50% of the course fee shall be refundable for non attendance after the commencement of the course.

The participants are required to fill - in the Course Withdrawal Form (NTPC/025) and submit it to the relevant Training Departments in event of withdrawal from any course.

**Section F – Declaration (for your application to be valid you must complete this)**

**Declaration by Applicant**

I certify that the information on this form is correct and complete and accept the conditions set herein. I acknowledge that the provision of the incorrect information relating to my application may result in the cancellation of my enrolment.

Applicant’s Signature: .....

Date: .....