

REGISTRATION FORM



Institute of
Public Relations
of Singapore

Email: admin@iprs.org.sg | Website: www.iprs.org.sg | Tel: 6534 1841 | Fax: 6534 4691
Address: 43A South Bridge Road Singapore 058677

Course Title:		Course Date:	
PART A: PARTICIPANT PARTICULARS			*Please delete accordingly
Name (as in NRIC) Dr / Mr / Mrs / Mdm / Ms* :			
NRIC / Fin No / Passport No*:		Date of Birth: / /	Nationality:
Mobile:		Email:	
Tel:		Designation/Organisation:	
Grade (English O'Level):		Highest Qualification:	
<input type="checkbox"/> Member (IPRS Membership No.):		<input type="checkbox"/> Non-Member	
PART B: BILLING DETAILS			
<input type="checkbox"/> E-Invoice (e.g. GeBiz/vendors@gov)		Department:	Sub – BU Code:
Name of Organisation:			
Billing Address:			
Contact Person:		Designation:	
Tel:		Email:	
How did you know about this course? (You may circle more than one)	IPRS e-Newsletter	Received flyer through electronic direct mail	
	IPRS Website	Word-of-Mouth	
ADMINISTRATIVE DETAILS TO TAKE NOTE			
<p>Registration Please submit the completed Registration Form at least ten working days prior to commencement of training to IPRS (43A South Bridge Road Singapore 058677) via mail, email (admin@iprs.org.sg) or fax (6534 4691). A place will be reserved for you upon receipt of your Registration Form (subjected to availability).</p> <p>Payment & Confirmation of Enrolment Payment is to be made in Singapore Dollars (SGD) at least five working days before commencement of training. If we do not receive your payment by this deadline, it will be deemed that you have withdrawn from the training. Please note that confirmation of enrolment will only be sent one week before the training, upon receipt of the <u>full payment for the training and the signed Registration Form</u> (subjected to availability).</p> <p>We accept interbank transfer/cheque only. Cheque is to be crossed and made payable to "Institute of Public Relations of Singapore" with the invoice no., organisation name and participant's name indicated on the back of the cheque. The details for interbank transfer are: Account Name: Institute of Public Relations of Singapore UOB Bank A/C No: 101-316-9190 Bank Code/Swift Code: 7375 / UOVBSGSG Branch Code: 001.</p>		<p>Member Discount IPRS Corporate and Individual Members enjoy a special discount! For Membership enquiries, email admin@iprs.org.sg.</p> <p>Withdrawals / No-show We regret that no refund will be allowed for withdrawal or no-show. Full course fees will be charged for any withdrawal or no-show. We do, however, accept replacements from the same organisation.</p> <p>Cancellation IPRS reserves the right to change or cancel the course due to unforeseen circumstances. Full course fees will be refunded.</p>	
SIGNATURE OF PARTICIPANT		DATE	ORGANISATION STAMP
FOR OFFICIAL USE			
Registration received on: _____			
Verified by (Course administrator name, signature, date): _____			