

Programme Registration



Creating a Purpose-Driven Organisation

Tuesday, 10 Oct 2017 | 8.30 am to 3.00 pm | Singapore

Thank you for your interest in our programme. Kindly fill in all the fields below and return your completed forms to us along with a short bio and photo by **12 September 2017**. For enquiries, please email programmes@hcli.org.

Professional / Business Information

Salutation	Family Name	Given Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Gender	Nationality	How you would like to be addressed
<input type="text"/>	<input type="text"/>	<input type="text"/>
Sponsoring Organisation	Board Title / Designation & Organisation	
<input type="text"/>	<input type="text"/>	
Business Correspondence Address	Office Telephone Number	
<input type="text"/>	<input type="text"/>	
Business Email	Business Mobile Number	
<input type="text"/>	<input type="text"/>	

Current Board Appointments (please attach a separate sheet if necessary)

Name of Organisation	Board Position (Chair / Member)
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Dietary restrictions (if any) for catering purposes during the programme

Payment Details

The fee payable for this programme is S\$3,103.00 inclusive of GST, programme materials and refreshments.

Kindly indicate your payment mode:

By Cheque

By Telegraphic Transfer

By Vendors@Gov

Cheques should be crossed and made payable to “**Human Capital Leadership Institute 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: Human Capital Leadership Institute Pte Ltd

Bank: DBS Bank Ltd

Branch /Account Number: 717/003/003-925396-6

SWIFT Code: DBSSSGSG

Invoice to be sent to:

Name	Organisation	Title / Designation
<input type="text"/>	<input type="text"/>	<input type="text"/>
Business Email	Office Telephone Number	
<input type="text"/>	<input type="text"/>	
Business Correspondence Address		
<input type="text"/>		

Terms & Conditions

ADMISSION AND PAYMENT POLICY

- (i) Human Capital Leadership Institute Pte Ltd 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) Human Capital Leadership Institute Pte Ltd must be informed in writing of cancellations (if any). The following charges apply for all cancellations:
 - a. Up to 6 weeks before programme - No charge; full refund of the programme fee
 - b. 6 weeks to 2 weeks before programme - 50% of programme fee will be charged
 - c. Less than 2 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.
- (iii) All details of the programme are correct at the time of printing. Human Capital Leadership Institute Pte Ltd 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 Human Capital Leadership Institute Pte Ltd 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

By submitting this application form to Human Capital Leadership Institute Pte Ltd, 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 Human Capital Leadership Institute Pte Ltd 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 Human Capital Leadership Institute Pte Ltd deals with personal data, please send an email to the programme organiser at programmes@hcli.org.

Date: