



AVANTA ACADEMY PTE LTD  
 CPE Reg. No.: 201229599Z Period of Registration: 21 Dec 2020 to 20 Dec 2024  
 WSQ APPROVED TRAINING ORGANISATION - PRIVATE EDUCATION INSTITUTE  
 116 Lavender Street #03-04 Pek Chin Building Singapore 338730  
 Tel: 6291 0008 Email: enquiry@avanta-acad.edu.sg

**CORPORATE REGISTRATION FORM**

**By submitting this form, we declare there is employer-employee relationship and CPF contribution for employer-sponsored trainees. Should grant disbursement be rejected due to wrong company/UEN provided to Avanta, we shall be liable to pay the full course fees without grant.**

Company Name*	
Company Registration No.*	
Company Address*	
Contact Person*	
Designation*	
Office Contact Number*	
Office Mobile*	
Email*	

**NOTE:**

- Please fill up **\*ALL** fields. Incomplete forms will not be processed.
- **PAYMENT TERMS: Please ensure payment for SDF invoices are made quickly as "fee collection status" must be updated promptly in SSG TPGateway portal. In case of any grant rejection reflected in the portal, the company shall be liable to pay the balance full course fees without grant.**
- Please ensure all details are accurate and as per trainee's NRIC/FIN/WP for successful mandatory TPGateway enrollments and funding application(s) for eligible employee(s). All funding applications are subjected to SSG's final approval.
- For courses with course run start date on or after 1 November 2020, your employee's enrolment, attendance and assessment records will be submitted by Avanta in TP Gateway for training grant application(s) (SDF Funding) and Absentee Payroll (AP) funding. Thereafter, you will receive an email notification to log into Enterprise Portal for Jobs & Skills (EPJS) to declare necessary information for AP funding for eligible employee(s).
- Please note Avanta Academy will be not be held responsible for any reminders, delayed/rejected AP funding due to late payment/declaration, PayNow not set up etc., as AP funding is now solely administered by SSG via the EPJS system which the training partners (Avanta) have no access to or knowledge of.

S/N	ID Type* (NRIC/FIN/WP)	Trainee's Name* (As per NRIC/FIN/WP)	NRIC/FIN/WP* Number	Nationality*	Gender* (Male/Female)	Date of Birth* (DD-MM-YYYY)	Mobile Number*	Email Address*	Course Name*	Language*	Date of Course* (DD-MM-YYYY)
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											

**\*\*\*COURSE REGISTRATION AND PROCEDURES**

**DECLARATION**

1. We give consent to the Avanta Academy (Avanta), and/or SkillsFuture Singapore (SSG) or its appointed agent to contact me for the purpose of sending course/upskilling information and obtaining feedback on the effectiveness of training and its application to the workplace, including details of my employment.

2. We declare that all the information and particulars provided in this form are true, complete and accurate and that we have not withheld or distorted any information or particulars required under this form, and acknowledged and accepted the terms and conditions stated here in this registration form. We understand that if any information or particulars provided by us is false, distorted or misleading in any way, Avanta reserves the right to remove the applicant from the course without refund of the course fees paid.

3. The company is aware that that the unsubsidized portion (nett fee) of the Funded Course Fees will be borne by the Company (Employer) to be eligible for the funding.

4. We agree to comply and abide by the decision of Avanta concerning this application.

5. We declare that we have read and understood the applicable Terms and Conditions for the "Course Registration and Procedures" stated below, and agree to be bound by them.

**Below refund policies are made available to trainees via Avanta's website, online registration forms and hard/ soft copy registration forms.**

\* Course registration shall be applied at least 3 days in advance. Registration is based on a first-come-first-served basis. To confirm the registration, payment of the course fees must be made before the commencement date. Avanta Academy Pte Ltd (Avanta) reserves the right to decline a trainee from attending the class at its sole discretion.

\* WSQ SOA certificates shall be issued within 1 month from the course completion date for WSQ courses. No certificate/card will be issued unless full payment is received by Avanta before the course ends. An email notification will be sent once the certificate/card is ready for collection. Uncollected certificate/card within 3 months from the date of email notification will be destroyed. An administrative charge apply to re-printing of replacement certificate at \$20\*. (Police report is required for lost certificate case.)

\* Trainee is reminded to attend class punctually. Full course fees will still be imposed if the trainee does not attend the class without prior notice.

\* Notice of replacement or withdrawal must be made in writing to Avanta subjected to the following:

1. No \*administrative charge if notice of replacement reaches Avanta at least 3 working days before the course commencement date. Replacement of trainee is allowed only once.
2. No refund of course fees if notice of withdrawal reaches Avanta 5 working days or less before the course commencement date.

All requests are subjected to the discretion and approval of Avanta.

\* Reschedule or change of course is allowed once only and is subjected to the availability of the course. An \*administrative charge is applicable if the request is made 2 working days or less before the course commencement date.

\* Avanta reserves the rights to cancel the course or change the course dates. Refund of full course fees is applicable if the class is cancelled by Avanta.

\*Administrative charge: S\$25.00 (inclusive of GST)

**By submitting this form, you hereby agree to Avanta's privacy policies.**

Name/Signature of Authorised  
Company Personnel

Date/Company Stamp