

## INDIVIDUAL COURSE ENROLMENT FORM

If you have any queries, please contact us at (65)6653 8682 or email: [training@ormgt.com.sg](mailto:training@ormgt.com.sg) for assistance.

Please tick where applicable. All **mandatory** fields are denoted with an asterisk (\*).

\*Are you applying for CITREP Funding?  Yes  No

\*You are applying under  Company Sponsored  Self-Sponsored

### 1. Applicant's Profile

*Name:		*Gender :		<input type="checkbox"/> Male <input type="checkbox"/> Female	
(Name as in NRIC / Passport. Please write in <b>BLOCKS</b> )				*Date of Birth :	
*NRIC / Passport No.: Last 4 Digits		*Nationality :			
*Residential Address:		*Singapore ( )			
*Organisation Name:					
Department :			Designation :		
*Company Address :				Singapore ( )	
*Contact Numbers :		Mobile :	Office :	Fax :	
*Email Address :					
*High Educational Qualification:					
*Years of Working Experience in IT:		*Years of Working Experience in BCM:		*Years of Working Experience in Data Centre:	

### 2. Enrolment for:

S/No.	*Course Title / Certification Title	*Start Date	*End Date
1	<b>Certification in IT Business Continuity Management (CITBCM) Associate Course</b>		
Session : <input checked="" type="checkbox"/> Full day (9.00am to 5.00pm) <input type="checkbox"/> Half-day A.M. (9.00am to 1.00pm) <input type="checkbox"/> Half-day P.M. (1.30 - 5.30pm)			

### 3. Particulars of Co-ordinator and Billing Contact / Authorised Signature for Company Sponsor Only

*Name of Co-ordinator:		*Billing Contact(if different)				
*Designation :		*Name :				
*Telephone :		*Designation:				
Fax :		*Telephone :		Authorised Signature	Date	Company Stamp
*Email :		*Email :				

### 4. Course Fee:

Course Fee	S\$2,600.00
7% GST	S\$ 182.00
<b>PLEASE PAY THIS AMOUNT TO ORM</b>	<b>S\$2,782.00</b>
Certification Assessment Fee	S\$ 550.00
7% GST	S\$ 38.50
<b>PLEASE PAY THIS AMOUNT TO SCS</b>	<b>S\$ 588.50</b>
<b>TOTAL COURSE AND CERTIFICATION ASSESSMENT FEES</b>	<b>S\$3,370.50</b>

#### For Official: Status of Registration

CANCELLATION/POSTPONEMENT CHARGES are as follows:

- i) 2 to 3 weeks' written notice from start date of training – 50% of course fee for cancellation.
- ii) Less than 2 weeks' written notice from start date of training – 100% of course fee for postponement or cancellation.

5. The certificate assessment fee of \$588.50 (Inclusive of GST) will be collected by Singapore Computer Society (SCS).

### 6. IMPORTANT - Please take note:

a. Trainees are required to apply for SCS Membership Subscription at <https://www.scs.org.sg/membership> prior to submitting their CITBCM Application documentation to the Certification Secretariat. Please contact Ms Evelyn Chan of Singapore Computer Society (SCS) at [evelyn.chan@scs.org.sg](mailto:evelyn.chan@scs.org.sg) for your Certification Assessment and CITREP+ Applications. For assistance on SCS Membership Application, please contact SCS secretariat at Tel: 6226 2567 or email [scs.secretariat@scs.org.sg](mailto:scs.secretariat@scs.org.sg)

b. Trainees applying for the Certification in IT Business Continuity Management (Associate) or CITBCM (Associate) title are requested to submit their CITBCM Form BCM1, copies of highest educational qualification certificates and their Curriculum Vitae to the Certification Secretariat for assessment by the CITBCM Board of Assessors.

7. The above information collected will be shared with Singapore Computer Society (SCS) for the purpose of certification and Infocomm Media Development Authority (IMDA) for the purpose of CITREP+ application and claim. If you do not consent to this, please highlight to us during registration.

8. We shall treat all the above information to be provided to Singapore Computer Society and IMDA as confidential in compliance with the PDPA.

### 9. CITREP+ funded courses

For more information on CITREP+ application and claim procedure, please refer to <https://eservice.imda.gov.sg/icms>

10. For cheque payment, please make the cheque payable to 'Organisation Resilience Management Pte Ltd' to No. 7000 Ang Mo Kio Ave 5 #04-01 West Entrance Singapore 569877 (Attention: Finance Department) or you may do a bank transfer to our corporate bank account: UOB Bank Account: 348-304-108-8, Bedok Branch, Bank Code: 7375, Branch Code: 027.

Thank you. We look forward to being of service to you again.