



**REGISTRATION FORM (FOR SPONSORING COMPANY)**  
PLEASE COMPLETE THE FORM

**CONTACT DETAILS & COURSE INFORMATION**

Sponsoring Company Name:\* \_\_\_\_\_  
Sponsoring Company UEN No :\* \_\_\_\_\_  
Industrial Type:\* \_\_\_\_\_  
Sponsoring Company Address: \_\_\_\_\_  
  
Contact Person:\* \_\_\_\_\_  
Email:\* \_\_\_\_\_  
Contact Number:\* \_\_\_\_\_

Course Title:\* \_\_\_\_\_  
Batch ID (For Official Use): \_\_\_\_\_  
Medium of Course:\* \_\_\_\_\_  
Course Start Date:\* \_\_\_\_\_  
Sales Person In Charge: \_\_\_\_\_

**ALL FIELDS ARE MANDATORY**

**REGISTRATION DETAILS**

No	Name (As in NRIC)*	Nationality*	Race*	NRIC/ FIN No*	Residential Status*	S-Pass / Work Permit No. (For Foreigner Only)*	Gender (M / F)*	Date of Birth: (dd/mm/yyyy)*	Designation*	Year of Experience*	Highest Qualification*	Participants' Mobile Number*	Participants' Email Address*
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\*If the participant is more than 16 pax, please continue in the second page\*

**OTHER DETAILS (PLEASE TICK  ACCORDINGLY)**

- 1 Is your company applying for any funding?  Yes  No  NA
- 2 Confirmation letter will be sent to you via:  Email  Fax
- 3 Does your company wish to receive eSOA notification through HR email contact point?  Yes  No

**PAYMENT TERMS**

- 1 All prices for the courses are subjected to GST (Good & Services Tax).
- 2 Payment is required to be made before course commencement for securing the training.
- 3 For funded courses, Company Cheque, or GIRO payment only is acceptable.
- 4 Cheque payment shall be made payable to "Greensafe International Pte Ltd".
- 5 Please ensure payment for SDF invoices are made quickly as "fee collection status" must be updated promptly in SSG TPGateway portal.
- 6 In the case of any grant rejection reflected in the portal, the company shall be liable to pay the balance full course fees without grant
- 7 Cheque payment can be sent or mailed to:

**Greensafe International Pte Ltd**

175A Bencooleen Street, Burlington Square #08-11, Singapore 189650

Attn: FINANCE DEPARTMENT OR NAME OF SALE PERSON IN CHARGE

Please indicate the PAYMENT ADVICE OR INVOICE Reference Number below the address.**DECLARATION**

All the information given in this registration is true and accurate, and relevant facts are not deliberately omitted. Any false or misleading declaration shall be made liable for disqualification, if already admitted, for expulsion from the programme without any refund or fees paid. All the Terms and Conditions have been read and affirmed (Refer to overleaf).

I agree to comply and abide by the decision of Greensafe International Pte Ltd concerning this application.

**Signature of Client:**

Name: \_\_\_\_\_  
 Designation: \_\_\_\_\_  
 Date: \_\_\_\_\_

**FOR OFFICIAL USE ONLY**Payment in:  Cash / NETS / Cheque / Bank Transfer / PayNOWBank / Check Number: Course Fee Per Pax: Receipt Number: Date: Received By: **TERMS AND CONDITIONS**

1. The applicant is to select the correct, suitable language and mode of instruction (if any) for the course during enrolment. Greensafe International Pte Ltd will not be liable for any error pertaining to the enrolment of an incorrect language.
2. The course schedule selected is subject to confirmation from the applicant at the time of enrolment. However, Greensafe International Pte Ltd reserves the rights to withdraw or re-schedule class without prior notice; venue and room are subject to changes.
3. Training venue will be as per scheduled. In the event of a change in the scheduled venue, every attempt will be made to convey this change to the trainee.
4. All course fees are subject to GST (Goods and Services Tax) at the prevailing rate as at the date of invoice.
5. Payment via cheque shall be made payable to "Greensafe International Pte Ltd".
6. Trainees are to comply with all rules established for class. For Practical courses, trainees must put on safety shoes and proper working attire (no bermudas / singlet / shorts).
7. For all funded/non-funded courses, the individual or company is required to reimburse Greensafe International Pte Ltd the full course fee should the trainee fail to:
  - (a) Achieve 100% attendance (for worker courses) & all other 1 day courses / 75% attendance (for supervisory courses);
  - (b) Required 100% attendance for Scaffold courses (Worker Level & Supervisory Level) & Work at Height courses (Both Worker Level & Manager level)
  - (c) Required 100% attendance for all classroom assessments and practical assessments
  - (d) Sit for the exam or competency-based course within the stipulated timeframe and attain a passing result upon course completion
  - (e) Show up for class, thereby defaulting the training slots allotted to them
8. All transfer / withdrawal requests are to be made in writing at least 2 weeks before the scheduled commencement date of the course and shall be considered on a case-by-case basis. A minimum administrative charge of \$50.00 (inclusive of GST) or 30% of course fee, whichever is higher, will be imposed for all approved transfer / withdrawal on application. In special circumstances the management may decide on the refund policy based on considerations.

**Mailing Address:** 2 Serangoon Road #02-08 Tekka Place Singapore 218227**Telephone:** +65 6297 0118 / 63968010**Email Address:** [registration@greensafe.com.sg](mailto:registration@greensafe.com.sg)**Website:** [www.greensafe.com.sg](http://www.greensafe.com.sg)**FORM 4 Ver 8.0 06 NOV 2025**

9. Withdrawal Policy  
 Period Amount  
 If written notice of withdrawal is received 2 weeks or more before course starts 100% refund of fees (less admin charge)  
 If written notice of withdrawal is received 1 week or more before course starts 50% refund of fees (less admin charge)  
 If written notice of withdrawal is received less than 1 week before course starts No refund
10. Full payment of the course fees must be made before the date of examination / assessment.
11. Trainees are advised to be punctual on the day of examination / assessment. Latecomers may be barred from taking the examination / assessment. If found, disciplinary actions will be taken by Greensafe International Pte Ltd for cheating or other misconduct in class.
12. Trainees who pass the assessment are to collect their certificate and/or safety pass within 1 month after notification of collection. Trainees must present their IC and payment receipt for authentication before collection, and certificates and cards shall only be issued upon full payment of course fees.
13. In the event that the trainee is assessed "Not Yet Competent" for a WSQ course, he/she is required to submit the Appeal Form within 2 working days after completion of the assessment along with an admin fee of \$50.00 to the Registration Department
14. Greensafe International Pte Ltd is committed to uphold the confidentiality of all applicants' personal information and will not reveal this information to any 3rd party without prior written consent from the applicant. Greensafe may use your personal information to contact you with newsletters, marketing or promotional materials and other information that may be useful to you. If you decide at any time that you no longer wish to receive such communications from us, please unsubscribe by email to [training@greensafe.com.sg](mailto:training@greensafe.com.sg)
15. Company shall ensure there is employer-employee relationship and CPF contribution for employer sponsored trainees. Should SDF Grant disbursement be rejected due to wrong company / UEN provided to Greensafe International Pte Ltd, the company shall be liable to pay the full course fees without grant.