



Training Application Form

G-MECH Services Pte Ltd
478, Segar Road, #06-394
Singapore 670478
Company Reg. No.: 201533557W

Course Title:		Scheduled Course Date or Customer Requested Date:	
Full Name of Student:		NRIC No.:	
Designation:		Date of Birth:	
Contact No:		Nationality:	
Email Address:		Educational Level:	
Company Name:		Company Address:	
Contact Name:		Industry / Sector (Please specify):	
Designation:		Signature, Date and Company Stamp:	
Contact No.:			
Fax No:			
Email Address:			

PAYMENT

- Training Application Forms, and PO or fee payment are to reach G-MECH Services Pte Ltd at least one week (7 days) before the start date of scheduled courses, and at least two weeks (14 days) before the start date of bespoke courses.
- Reservation of training place is based on first come first served basis. Registration will only be confirmed upon receipt of PO or full payment.
- All cheques should be made payable to "G-MECH Services Pte Ltd".
- If you would like to make payment via interbank transfer, please request for our bank details.
- Overseas participants are to pay in Singapore Dollar (SGD\$) bank draft ONLY. For payment made by TELEGRAPHIC TRANSFER, please add SGD\$100.00 towards administrative and bank charges.

CANCELLATION & REFUND

- Cancellation of training must be in writing and is subject to the following charges:
- If cancelled between 4 and 2 weeks prior to the start date, 25% of the fees.
- Between 2 and 1 week prior to the start date, 50% of the fees.
- Within 1 week of the start date, 100% of the fees.
- Full refund will be made if the course is cancelled by G-MECH due to unforeseen circumstances.
- G-MECH reserves the right to cancel or reschedule the course and amend course contents when necessary.

Use of Personal Data

- ☐ I hereby agree that G-MECH will hold and use personal data supplied by me for purpose of informing and updating me on seminars, training and certification programs etc. in the future.
- ☐ I hereby do not agree that G-MECH will hold and use personal data supplied by me for purpose of informing and updating me on seminars, training and certification programs etc. in the future.

For further enquiries, please contact Mr. Charlie Toh, Mobile: +65 97516139 (email: charlie@g-mechservices.com)

Form Number: GMQ-03 Rev.03 (01/09/2020)



For Completion by G-MECH			
G-MECH review prior to approval:		YES	NO
1. Did the customer complete the training application form in full?			
2. Are textbooks, lecture notes, etc. available for the applicable course?			
3. Is suitable classroom, equipment and/or training specimens available for the applicable course?			
4. Is an Instructor available on the scheduled course date or the date requested by the customer?			
5. Is the training possible?			
G-MECH Review and Approval	Name:	Signature:	Date:
Course Date:		Total Fees:	Sign:
G-MECH must receive PO or payment for the course to proceed as booked.			

G-MECH Services Pte Ltd, 478 Segar Road #06-394, Singapore 670478
 Company Registration No.: 201533557W