

# Mediation Skills

## Assessment

### REGISTRATION FORM

#### Dates

(Please tick your preferred choice)

25 September 2018

#### Early Bird Registration

(inclusive of GST)

S\$735.00 (Register by 25 August 2018)

#### Regular Registration

(inclusive of GST)

S\$788.50

### PERSONAL PARTICULARS

#### Salutation

Dr

Mr

Ms

Others:

**Name** (as appears in NRIC / Passport;  
please underline family name)

#### NRIC / Passport No

#### Designation

#### Organisation

#### Address

#### Contact No

Mobile: \_\_\_\_\_ Office: \_\_\_\_\_

#### Email Address

#### Highest Qualification

#### Dietary Requirements

Halal

Vegetarian

None

Others:

#### Mediation/Negotiation Course Attended

Organiser : \_\_\_\_\_

Course Date : \_\_\_\_\_

Course Title : \_\_\_\_\_

## PAYMENT DETAILS

Please make cheque payable to **'Singapore Mediation Centre'**.

Individual (Cheque Number: \_\_\_\_\_ )

Organisation (Please fill in the details below)

<b>Bill Fees to</b>	Company Name	:	_____
	Contact Person	:	_____
	Billing Address	:	_____
	Telephone No	:	_____
	Email Address	:	_____
	SUB-BU Code	:	_____ (If applicable, for Government organisation only)

Please mail completed form and cheque to:

**Singapore Mediation Centre**

1 Supreme Court Lane, Level 4

Singapore 178879

You may also fax the form to **+65 6333 5085**, or email to **myron\_ng@sal.org.sg**

## TERMS & CONDITIONS

1. Placement in the workshops and Mediation Skills Assessments (MSA) will be on a first-come-first-served basis.
2. Workshop registration fee includes programme materials. It also includes 1 lunch and 2 tea breaks per workshop day.
3. If you require an invoice to make payment, please note that we need a minimum of 10 working days to process the invoice. Early bird discount is only applicable to payment that is received by SMC before the early bird registration fee closing date. All other payments are to reach SMC before the specified closing date for registration to secure a place in the workshop.
4. The following penalty charges will be imposed for cancellation of registration:
  - a. where cancellation notice is received by SMC between 10 working days or more before the date of the workshop or MSA: \$214 (inclusive of GST)
  - b. where cancellation notice is received by SMC less than 10 working days before the date of the workshop or MSA: Full amount. Workshop or MSA fees paid will be non-refundable.
5. An administrative fee of \$74.90 (inclusive of GST) will be imposed for each change of workshop or MSA date. No changes will be made until SMC receives the administrative fee. Postponement less than 10 working days before the date of the workshop or MSA will be treated as cancellation (see 4b).
6. An administrative fee of \$74.90 (inclusive of GST) will be imposed for each replacement of participant.
7. No show will be treated as cancellation (see 4b).
8. SMC reserves the right to cancel a workshop or MSA and to change published details without prior notice. SMC also reserves the right to change the terms and conditions at any time.

Note:

Participants who have passed the MSA will be allowed to refer to themselves as "SMC Accredited Mediator". Note however that this does NOT mean that they will be placed on SMC's Panel of Mediators.

Participants who perform exceptionally well during the course and assessment will be invited to appear before a panel for an interview. On clearing the interview, the participants will be invited to join SMC's Panel of Associate Mediators. Note that participants on SMC's Panel, are not guaranteed that they will be assigned mediation cases.

I have read and agree to the above.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## PERSONAL DATA PROTECTION ACT CONSENT CLAUSE

**YES**, I consent to the use and disclosure of the personal data provided in this form to SMC and its parent company, the Singapore Academy of Law (SAL), its respective agents and authorised service providers, for the purposes of receiving and providing relevant information about SMC and the SAL group including its programmes, products and services.

**NO**, I do not consent to the use and disclosure of the personal data provided in this form to SMC and its parent company, the Singapore Academy of Law (SAL), its respective agents and authorised service providers, for the purposes of receiving and providing relevant information about SMC and the SAL group including its programmes, products and services.

### Photos

Please note that photographs may be taken during the event may be used in SMC's collaterals, reports and other publicity material. If you do not wish to have your photograph taken, please do inform the photographer.

Name: \_\_\_\_\_

Date: \_\_\_\_\_