

FUNDAMENTALS OF CORPORATE SECRETARIAL PRACTICE (FCSP) Y2018

ADMINISTRATIVE DETAILS

COURSE DATES

S/N	MONTH	DAY	<u>PART 1</u> FACE TO FACE SESSIONS Venue: FU LU SHOU COMPLEX	<u>PART 2</u> HANDS-ON SESSION Venue: ACRA
			DAY 1 & 2: 9.30 am to 5.00pm DAY 3: 9.30 am to 1.30pm	DAY 4: 9.30 am to 12.30 pm (AM SESSION) OR 2.00 pm to 5.00 pm (PM SESSION)
1	January	Tuesday	9, 16 & 23 Jan	30 Jan 2018
2	March	Tuesday	6, 13 & 20 Mar	27 Mar 2018
3	April	Tuesday	3, 10 & 17 Apr	24 Apr 2018
4	May	Tues/Wed	8, 15 & 22 May	30 May 2018
5	June	Tuesday	5, 12 & 19 Jun	26 Jun 2018
6	July	Tuesday	3, 10 & 17 Jul	24 Jul 2018
7	August	Tuesday	7, 14 & 21 Aug	28 Aug 2018
8	September	Tuesday	4, 11 & 18 Sep	25 Sep 2018
9	October	Tuesday	2, 9 & 16 Oct	23 Oct 2018
10	November	Tues/Wed	7, 13 & 20 Nov	27 Nov 2018

COURSE FEE PER PARTICIPANT

Course Fees: \$749.00 + *Registration Fee: \$10.70

Total: \$759.70 (Fee is Inclusive of 7% GST)

Cheque made payable to "CCMD Pte Ltd"

* Registration Fee will be charged from 1st July 2017. Please be informed that registration fee is not eligible for Skills Development Fund and SkillsFuture Credit, hence, it is not within the purview of SkillsFuture Singapore.

Enquiries:-

Tel: 6337 8860 (Nurul/Azian)

Fax: 6334 4669

Email: events@ccmdpl.com.sg

Address: 149 Rochor Road, #04-06, Fu Lu Shou Complex, Singapore 188425

Terms & Conditions:-

1. Registration will be confirmed upon receipt of registration form.
2. The participant will need to make full payment of the course fee, and no refund will be made for cancellation less than 14 days before the course date.
3. All cancellation can be made 14 days before course date, carries an administrative fee of \$53.50.
4. An administrative fee of \$53.50 will be imposed for any changes of invoice, receipt, and certificate.
5. Replacement classes are considered on a case-by-case basis.
6. There should be NO CHANGE of participant for the whole course.
7. CCMD Pte. Ltd. reserves the right to change the date, time and venue owing to unforeseen circumstances.
8. CCMD Pte. Ltd. reserves the right to cancel or postpone the course due to unforeseen circumstances and also the right to reject any registration.



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FUNDINGS

Skills Development Fund (SDF) for Companies

- Funding are available for employers sponsoring employees who are either a Singapore Citizen or Permanent Resident.
- Approved for all companies

How to apply for Training Grant?

- Application for the SDF funding will be administered through [SkillsConnect](#).
- Companies can submit applications and claims through the online [SkillsConnect](#) platform and the funding will be awarded to those who meet the eligibility criteria.
- The training grant application can be submitted 30 days before the course start date and until up to 30 days after the course commencement.