

## REGISTRATION DETAILS

# Workshop: Risk Management for Charities – Workshop for Management Staff

Day | Date: **Friday, 18 August 2017**  
Start Time: **1.30pm & End Time: 5.15pm**  
Venue: **Event Hall 2-1, Level 2, Lifelong Learning Institute  
11 Eunos Road 8, Singapore 408601**

## WORKSHOP FEE

<b>Fee (before VCF funding) : \$267.50 per participant (including 7% GST)</b>	
<b>VCF funding is available for representatives/ staff of NPOs, Institutions of a Public Character (IPCs) and member VWOs of NCSS.</b>	<b>Funding Quantum</b>
<b>Singaporeans/ PRs</b>	<b>80% of workshop fee</b>
<b>Employment Pass/ Work Permit Holders / S Pass Holders</b>	<b>60% of workshop fee</b>

## CERTIFICATE OF ATTENDANCE AND CPE POINTS

Participants will be presented with a Certificate of Attendance upon full attendance and personal completion of the workshop. This workshop awards 4 CPE hours.

## REGISTRATION

- Registration commencement time: 12.30pm (No lunch provided)
- Workshop commencement time (estimated): 1.30pm
- Workshop end time (estimated): 5.15pm
- One tea-break will be included.
- Parking coupons will not be provided.
- VCF Participant(s) closing date: Monday, 31 July 2017
- Non-VCF Participant(s) closing date: Friday, 4 August 2017

## Chartered Secretaries Institute of Singapore (CSIS)

- Enquiries: Nurul, Tan Rui Ting, Koh Han Ming, Azian at (+65) 6334 4302
- Email: [events@csis.org.sg](mailto:events@csis.org.sg) | [charities@csis.org.sg](mailto:charities@csis.org.sg)
- Address: CSIS, 149 Rochor Road, #04-05 Fu Lu Shou Complex, Singapore 188425

## TERMS & CONDITIONS

- **Upon receipt of a completed registration form, an automated email notification will be sent to the participant.**
- **Full payment will be charged:**
  - Upon CSIS issuing a confirmation via email.
  - Participant receives tax invoice via email and mail.
  - Participant fails to attend the workshop on **18 August 2017**.
- **Payment Mode:**
  - Please ensure that the cheque should be made payable to “**CSIS**” and send to CSIS, 149 Rochor Road, #04-05 Fu Lu Shou Complex, Singapore 188425.
  - Please email to the secretariat for CSIS bank details for payment via bank transfer.

## **WITHDRAWAL/REPLACEMENT PARTICIPANT/CHANGES TO THE INVOICE**

For withdrawal of participation, after the workshop confirmation email has been sent out to the participant(s):

- For withdrawal of participation after workshop confirmation has been sent out to participant(s).  
The endorsing organisation has to pay the full workshop fee to CSIS.
- An administration fee of \$53.50 will be imposed for any changes to the invoice or receipt.

## **CANCELLATION**

CSIS reserves the right to change the date, time, and venue or cancel the workshop owing to unforeseen circumstances.