

REGISTRATION DETAILS

Workshop: Risk Management for Charities – Workshop for Board Members

Day | Date: **Friday, 3 November 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

Fee (before VCF funding) : \$267.50 per participant (including 7% GST)	
VCF funding is available for Board Members, Heads (Executive), Management Staff and Manager of Charities	Funding Quantum
Singaporeans/ PRs	80% of workshop fee
Employment Pass/ Work Permit Holders / S Pass Holders	60% of workshop fee

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.

Chartered Secretaries Institute of Singapore (CSIS)

- Enquiries: Nurul, Tan Rui Ting, Koh Han Ming, Azian at (+65) 6334 4302
- Email: events@csis.org.sg | 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 **3 November 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.