

SkillsFuture Credit Administrative Details

Step 1 SkillsFuture Credit applies to Individuals who are Singaporeans, 25 years and above.
Login to SkillsFuture Credit Account and view your account summary.
<http://www.skillsfuture.sg/credit>

Step 2 Register course with CCMD and update CCMD on the amount of credit to be used for this course:-

FUNDAMENTALS OF CORPORATE SECRETARIAL PRACTICE CRS-N-0003349

Step 3 CCMD will issue a letter of acceptance to indicate the course fee details. Participants are required to attach supporting documents provided by the Training Provider before submitting their claim via SkillsFuture Credit Portal.

RE: LETTER OF ACCEPTANCE - Fundamentals of Corporate Secretarial Practice (CRS-N-0003349)

Thank you for your interest to join the abovementioned course. We are pleased to confirm your registration as follows:

Lesson(s)	Date	Time	Venue
Lesson 1 & 2	5 & 12 September 2017	9.30am – 5.00pm	CSIS Training Centre, 149 Rochor Road, #04-06, Fu Lu Shou Complex, (S) 188425
Lesson 3	9 September 2017	9.30am – 1.30pm	
Lesson 4 (PM Session)	26 September 2017	2.00pm – 5.00pm	ACRA, 10 Anson Road, #05-01/15 International Plaza, Singapore 079903

A REGISTRATION FEE/NOT CLAIMABLE:	
Registration fee per participant	\$10.00
7% GST	\$0.70
Payment Required:	\$10.70
B COURSE FEE DETAILS/SKILLSFUTURE CREDIT CLAIMABLE:	
Course Fee per participant	\$700.00
7% GST	\$49.00
Fee Payable (inclusive. 7% GST):	\$749.00
SkillsFuture Credit Claim ID:	\$500.00
Remarks: Email dated	
Payment Required:	\$249.00

Step 4

The claim will disburse pay to Training Provider (CCMD): Direct offset of SkillsFuture Credit against qualifying fee up to the maximum credit balance.

1. **CCMD Participant**, please submit a claim for SkillsFuture Credit at least seven (7) days before the course start date.
2. Balance payment after SkillsFuture Credit claims required before attending CCMD course on the first lesson.
3. CCMD may decide not to enrol a participant who does not pay the course fee or takes on the responsibility to request the person to pay before attending the first lesson.
4. Participant already paid for a course in full; you may contact CCMD to make separate arrangement for refund of the fees once SkillsFuture credit payments to Training Provider (CCMD).*
5. Participant would be responsible for paying the full course fee if CCMD did not receive any email notification of approved claims from SkillsFuture before the first lesson.*
6. *CCMD will advise participant subject to SkillsFuture notification.

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.