

15 Hoe Chiang Road #23-01, Tower Fifteen, Singapore 089316  
Tel: (65) 6423 0388 Fax: (65) 6423 0963 Website: [www.hcs.com.sg](http://www.hcs.com.sg)

## HCS CORPORATE MEMBERSHIP APPLICATION FORM

Please complete Section 1, 2 and 3 and submit your application form to the HCS representative servicing your account.

SECTION 1: COMPANY PROFILE					
Name of Company				ROC No.	
Address				Postal Code	
Telephone		Fax		Website	
No. of Employees	<input type="checkbox"/> Less than 300	<input type="checkbox"/> 300 to 2000	<input type="checkbox"/> More than 2000	Industry Type	
Billing Address <i>(If different from above)</i>				Postal Code	
SECTION 2: CONTACT PERSON					
Full Name	[ Mr / Ms / Mrs / Mdm ]				
Designation		Department / Division			
DID / Extension		Email			
Mobile		Fax			
SECTION 3: COMPANY NOMINEES					
Details of Nominees	Name	Designation / Department	Contact No.	Email Address	
Nominee 1					
Nominee 2					
Nominee 3					
SECTION 4: FOR OFFICIAL USE ONLY					
MEMBERSHIP CATEGORIES <i>(To be completed by HCS Sales Representative)</i>					
<i>Please tick (✓) the appropriate box</i>	<input type="checkbox"/> <b>Diamond Membership</b> <i>(signifies Cutting Edge)</i>	<input type="checkbox"/> <b>Jade Membership</b> <i>(signifies Resilience)</i>	<input type="checkbox"/> <b>Pearl Membership</b> <i>(signifies Gem)</i>	<b>Remarks</b>	
Company size	<300 employees	300 - 2000 employees	>2000 employees		
Membership Fee	S\$1000	S\$2000	S\$3000		
Training Vouchers	10pcs x \$100	20pcs x \$100	30pcs x \$100		
CoP Sessions	6 CoP sessions	9 CoP sessions	12 CoP sessions		
CEO Roundtable Series	1 place	2 places	3 places		
HCS Representative			Signature / Date		
FOR FINANCE USE					
Cheque received on			Cheque No. / Amount	S\$	
Processed by			Signature / Date		
FOR ADMIN USE					
Membership No.			Date of Issue		
Vouchers No.	From	To	1 Year Validity	From To	
Processed by			Signature / Date		

### DECLARATION

I/We declare that the particulars in this application are true to the best of my/our knowledge and belief, and I/we have not wilfully suppressed any material fact. I/We shall be bound by the terms and conditions of HCS Corporate Membership currently in force, and those that may be added and amended by HCS from time to time as it may consider appropriate. I/We understand that any wilful breach of the terms and conditions as stipulated in this application form or wrongful declaration on my part will render the application/membership null and void.

\_\_\_\_\_  
Name of Company Representative

\_\_\_\_\_  
Signature & Company Stamp

\_\_\_\_\_  
Date of Application

## **TERMS AND CONDITIONS**

All applications are governed by the following terms and conditions. By submitting your application form, you agree that you have read, understood, agreed and accepted all the terms and conditions stipulated herein.

### **1. Application**

1.1 Applications are open to all Singapore registered companies. Applications must be made on this official prescribed form and duly signed by the applicant.

1.2 In-principal approval shall be given for successful application, pending settlement of full membership fee.

### **2. Membership Fee**

The membership fee includes:

- Training vouchers<sup>#</sup>
- CoP sessions
- CEO Roundtable Series places
- Rebate of 10% for individual HR WSQ modules
- Rebate of 15% for HCS WSQ Diploma programmes
- Rebate of 10% for HR Advisory and Job Placement services
- Rebate of 10% for rental of HCS training facilities
- Priority booking for HCS events and seminars

<sup>#</sup>Training vouchers are valid for one year from date of issue and cannot be exchanged for cash. Each voucher may be used to offset \$100 of the course fee per individual per module only. Each individual is allowed a one-time use of training voucher only. For subsequent training with HCS, the published nett course fee applicable at the time of registration shall apply.

At any one time, any form of rebate (e.g. training voucher or courtesy rebate) for the module shall only apply to the published nett course fee. For example, if training voucher is used to offset against the nett course fee, courtesy rebate can no longer apply for the same course and vice versa.

For categories and details of membership, please refer to Section 4 on the application form.

Membership is renewable annually upon the expiry of the subscription period. Application for renewal is subject to management review and approval.

### **3. Payment**

Payment must be made in full by crossed cheque drawn on an SGD account, within one week of the invoice date. Cheque shall be made payable to 'Human Capital (Singapore) Pte Ltd. Failure to settle payment by the due date will render your membership application null and void.

### **4. Nominees**

The company may nominate a maximum of 3 nominees in accordance to the membership type. Membership type is determined by the number of company employees.

Members are allowed to substitute/replace nominees with valid reasons and such requests shall be made in writing and submitted to HCS at least one week before the nominee is due to attend any HCS classes, events or seminars. HCS shall confirm the change in writing within one week of the request.

All requests for change are subject to review, verification and acceptance by the management.

### **5. Refund Policy**

Membership fee paid is not refundable. Any unused vouchers, training places and rebates must be used by the end of the one year membership period and cannot be extended or exchangeable for cash.

### **6. Amendments, Cancellations and Modifications**

9.1 The management reserves the right to amend, cancel, modify or withdraw any terms and conditions under the HCS Corporate Membership.

Such option shall be exercised by the management giving notice to members by via letters, mail or electronic communications at the last known address kept with the Company or at such other address as members shall designate in writing.

### **7. Disclaimer, Indemnity and Liability**

Human Capital Singapore, its management, facilitator, advertising agency and/or employees cannot be held liable for any loss, damage, bodily injury and/or liability sustained by any participant nor expenses incurred by any of the participants and their organisations arising directly or indirectly from the modification, alteration, cancellation or termination of any of its courses/modules other than the refund of the fees applicable.

### **8. Confidentiality**

Your application will be kept with us in accordance with our privacy policy. Please visit our website at [www.hcs.com.sg](http://www.hcs.com.sg) for reference.