

TRAINING REGISTRATION FORM

Please email completed form to Registration@StoneForestIT.com or fax to **+65 6594 7888**.

Important Registration Notes

- Training Venue : 8 Wilkie Road, Level 7, Wilkie Edge, Singapore 228095 (access via Lift Lobby 2)
- Bookings are confirmed only upon the receipt of full course fees. Cheques should be crossed and made payable to "STONE FOREST IT PTE LTD" and mailed together with this form to the stated address above.
- BizApps Care members may utilise:
 - BizApps Care hours where deductible hours equal $\left[\frac{\text{Course fees}}{\text{Value of 1 BizApps Care hour}} \right]$, unless otherwise stated
 - Training seats under their BizApps Care Managed Plan package, where applicable
- Registration is subject to a phone, fax or email confirmation.
- Cancellation of registration must be made at least 3 working days before the training/workshop date. Failing which either technical support hours or the full training seat or 50% of the course fee will be deducted.
- There will be NO refund for non-attendance but a replacement attendee is welcome, if required.
- Registrations are on a first-come-first-served basis. The course will only commence when the minimum number of attendees is reached.
- Stone Forest IT reserves the right to amend the dates and content of training sessions.
- All course fees are subject to prevailing 7% GST.

REGISTRATION DETAILS

Organisation name: _____

Liaison person: (Dr/ Mr/ Ms) _____ **Email:** _____

****Sage Client ID:** _____ **Tel:** _____ **Fax:** _____

Company address: (for non-BizApps Care members) _____

PARTICIPANT INFORMATION

Participant's name: (Dr/ Mr/ Ms) _____

Designation: _____ **Nationality:** Singaporean / Singapore PR / Foreigner

Mobile: _____ **DID:** _____ **Email:** _____

Courses	Public	Valid Sage Cover**	Training Date
Sage 300 General Ledger	\$200	\$150	
Sage 300 Accounts Receivable	\$200	\$150	
Sage 300 Accounts Payable	\$200	\$150	
Sage 300 Operational Modules Overview	\$200	\$150	
Sage 300 Basic Financial Reporting	\$200	\$150	
Sage 300 Intelligence Reporting	\$200	\$150	
Norming Asset Management	\$200	\$150	
Microsoft Excel 2016 for Executives	\$400	\$400	
Data Analytics Workshop	\$200	\$150	
Exporting/Importing and Security & Control Workshop	\$200	\$150	
GL Budgeting and Singapore GST Workshop	\$200	\$150	
Revaluation and Reconciliation Workshop	\$200	\$150	

PAYMENT OPTION

- Deduct BizApps Care hours or Project hours
- Utilisation of training seats in BizApps Care Contract
- Invoice the organisation name stated above Bank/ Cheque no.: _____ Amount: _____

Note: Please make photocopies of this form for more participants.

 Authorised Signature & Co. Stamp
 Name :
 Designation :
 Date :

FOR OFFICIAL USE	Official receipt YES / NO
TSC hours deducted: _____	Deducted on: _____
Amount: S\$ _____	Cash/ Cheque no: _____
Invoice no: _____	Invoice dd: _____