



**UMW EQUIPMENT & ENGINEERING PTE LTD**  
**WSQ - Operate Forklift Module**  
**APPLICATION FORM**

**I. COURSE APPLICATION**

Please tick course(s) required

Tick	Programs	Course Code	Course Fee (Prevailing GST applies)
	Operate Forklift - 4 days (Without ROV class 3) Excluding 1 hr Assessment	00003	<b>S\$580.00</b>
	Operate Forklift - 3 days (With ROV class 3) Excluding 1 hr Assessment	00004	<b>S\$380.00</b>

**II. APPLICANT'S PARTICULARS**

Name (as in NRIC or Passport)		Sex: Male / Female	
NRIC/Passport No.* (* delete where applicable)		Work Permit No. (if applicable)	
Date of Birth (dd/mm/yyyy)	Citizenship	Race	
Address (in Singapore)		Postal Code	
Home Tel No.	Pager	Handphone No.	
Educational Qualification (Please tick where applicable)	PSLE & Below <input type="checkbox"/>	Secondary / NTC-3 <input type="checkbox"/>	"O" Levels / NTC-2 <input type="checkbox"/>
	"A Levels / ITC <input type="checkbox"/>	Diploma <input type="checkbox"/>	Degree & above <input type="checkbox"/>
<b>In case of emergency</b>			
Contact Person		Contact No.	
Address (if different from applicant's address)			

### III. ENTRY REQUIREMENTS

- Applicant with ROV Class 3 or higher driving license can register for 3-Days (1 Day Theory & 2 Days Practical Training) and the 4th Day for Theory & Practical Competency Assessment of 1 hour.
- Applicant without ROV Class 3 license can only register for the 4-Days (1 Day Theory & 3 Days Practical Training) and 5th Day for Theory & Practical Competency Assessment of 1 hour.
- The minimum entry age is 18 years old and in general good health physically. Those above 55 years of age need medical certificate of fitness.
- Participant(s) is/are required to bring his/her NRIC or passport and valid Driving License for verification on the first day of training.

**I agreed to abide fully with the terms and conditions stated in the application form. I certify that all information provided in this application is true and correct.**

Signature of Applicant

Date

\_\_\_\_\_

\_\_\_\_\_

### IV. COMPANY SPONSORSHIP

***To be completed only if applicant is sponsored by the company.***

Name of Company:		
Address:		
Contact Person & Designation:		Designation of Applicant:
Telephone No.	Fax No.	E-Mail Address:
Name & Signature of Officer-in-Charge		Company's / Organization's stamp

**UMW Equipment & Engineering Pte Ltd reserves the right to disqualify the participant should the above information be found incorrect and/or untrue.**

**UMW Equipment & Engineering Pte Ltd also reserves the right to amend the above terms and conditions from time to time without prior notice.**

Please complete and return this application form together with a non-transferable Cheque or Bank Draft for the Course Fees made payable to "UMW EQUIPMENT & ENGINEERING PRIVATE LIMITED", to the following address:

**UMW Equipment & Engineering Pte Ltd**  
108 International Road  
Singapore 629173  
**Fax: 6266 1063**

## General Terms & Conditions

### A: General

1. All applicants have to submit on an official application form prescript by UMW Equipment & Engineering Pte Ltd. The completed form duly signed together with photocopy of applicant's NRIC or Work Permit with the appropriate fee has to reach the above mentioned company 3 days prior to the commencement of the course. All Cheque(s) in full amount of the course fee has to made payable to the "**UMW Equipment & Engineering Pte Ltd**". The application of the course has to reach the company at least 2 weeks in advance before the next commencing courses.
2. All applicants will be informed one week in-advance prior to the commencing of the appropriate course. Failure to attend the said course that he/she registered for will not allow to defer unless one week notice is serve to UMW Equipment & Engineering Pte Ltd in advance and are subjected to the acceptance and must be in writing addressed to The Officer-in-Charge of the above company. All request is subjected to a 20% administrative charges of the course fee.
3. A written notice of withdrawal of course(s) registered and the request for a refunds are to reach UMW Equipment & Engineering Pte Ltd, The Officer-In-Charge one (1) week in-advance, a 20% administrative charges will be imposed on the registered course(s).
4. All requests for re-scheduling courses and replacement of applicants are subjected to administrative charges of 20% of the course fee and the eligibility of the applicant. The request are to be in writing addressed to The Officer-In-Charge and must reached the Officer-In-Charge at least one (1) week before the course commencement date.
5. UMW Equipment & Engineering Pte Ltd is not obliged to conduct any of the training courses (Theory & Practical) scheduled unless a group of 10 to 15 trainees registered and have meet the minimum stipulated requirement.
6. All participants are required to attain a 75% attendance; before he/she is allowed to sit for the intended Theory/Practical Competency Assessment.
7. All trainees are required to endorse and sign on the attendance registrar at every training session without fail.
8. Participants who have achieved competency in the Theory and Practical Assessment will be issued a "Statement of Attainment" from the WDA.
9. For trainee who is Not Yet Competent (NYC) in the Theory and Practical Assessment will not be issued a "Statement of Attainment" for the prescribed course attended during the training.
10. The venue of the training course will be held at the following locations.

**UMW Equipment & Engineering Pte Ltd**  
**108 International Road**  
**Singapore 629173**  
**Tel: 6265 3155 Fax: 6266 1063**

11. Duration of the training course:

**Morning Session**

Training	0800 hrs to 1000 hrs
Tea Break	1000 hrs to 1015 hrs
Training	1015 hrs to 1215 hrs
Lunch	1215 hrs to 1315 hrs

**Afternoon Session**

Training	1315 hrs to 1515 hrs
Tea Break	1515 hrs to 1530 hrs
Training	1530 hrs to 1730 hrs

12. The mode of instruction during the training will be delivered in **English**, the trainer may translate the instructions in other languages or dialects to assist the trainee when required.

**B: Dress Code & Conduct**

13. Trainees are required to be in appropriate working attire. They must bring their personal safety shoes or boots for the practical training. Trainees will not be allowed to take the Competency Assessment during the Practical session without safety boots/shoes. Trainees are also required to comply with the company's rules and regulation whilst in the premises of UMW Equipment & Engineering Pte Ltd. They are required to co-operate with the trainers, staff and security personnel.

**D: Enquiries**

14. For more information, enquiries and enrolment, please contact our Company as follows:

**UMW Equipment & Engineering Pte Ltd**  
**108 International Road**  
**Singapore 629173**  
**Tel: 6265 3155 Fax: 6266 1063**