



UMW

**UMW EQUIPMENT & ENGINEERING PTE LTD**  
**WSQ - Operate Forklift (MF-LOG-106E-1) Module**  
**APPLICATION FORM**

2 copies  
Photo  
Require

**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)	00003	S\$580.00
	Operate Forklift - 3 days (With ROV class 3)	00004	S\$380.00

**II. APPLICANT'S PARTICULARS**

Name (as in NRIC or Passport)		Sex : Male / Female	
NRIC/Passport No.* (* delete where applicable)		Fin /S Pass/Emp Pass No. (if applicable)	
Date of Birth (dd/mm/yyyy)	Citizenship	Race	
Address (in Singapore)			
Postal Code			
Home Tel No.	Email/Fax No.	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 / Poly/ITC <input type="checkbox"/>	Diploma <input type="checkbox"/>	Degree & Above <input type="checkbox"/>
<b><i>In case of emergency</i></b>			
Contact Person		Contact No.	
Address (if different from applicant's address)			

**I. ENTRY REQUIREMENTS**

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

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

Signature of Applicant

Date

\_\_\_\_\_

\_\_\_\_\_

**II. 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 abovementioned company 3 days prior to the commencement of the course. All Cheque/s in full amount for the course fees has to be made payable to "**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 course.
2. All applicants will be informed one week in advance prior to the commencement of the appropriate course. Failure to attend the said course that he/she registered for will not allow the applicant to defer unless prior one week notice is served to UMW Equipment & Engineering Pte Ltd in advance and are subjected to our acceptance and must be in writing addressed to The Officer-in-Charge of the above company. All requests are subjected to a 20% administrative charge of the course fee.
3. A written notice of withdrawal of course/s registered and the requests for refunds are to reach UMW Equipment & Engineering Pte Ltd, The Officer-In-Charge one (1) week in advance, or a 20% administrative charge will be imposed on the registered course/s.
4. All requests for re-scheduling of courses and replacement of applicants are subjected to an administrative charge of 20% of the course fee and the eligibility of the applicant unless prior one week notice is served to UMW Equipment & Engineering Pte Ltd in advance. The requests are to be in writing addressed to The Officer-In-Charge and must reach 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 are registered and have met the minimum stipulated requirements.
6. All participants are required to meet a minimum of 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 registers at every training session without fail.
8. Participants who have achieved competency in the Theory and Practical Competency Assessment will be issued a "Statement of Attainment" from WDA.
9. Trainees who are Not Yet Competent (NYC) in the Theory and Practical Competency 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 location :

**UMW Equipment & Engineering Pte. Ltd**  
**108 International Road**  
**Singapore 629173**  
**Tel: 62653155                      Fax: 62661063**

11. Duration of the training course :

<b>Morning Session</b>		
	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
<b>Afternoon Session</b>		
	Training	1315 hrs to 1515 hrs
	Tea Break	1515 hrs to 1530 hrs
	Training	1530 hrs to 1700 hrs

12. The mode of instruction during the training will be delivered in **English**. The trainer may translate any instruction in other languages or dialects to assist the trainee/s 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 sessions without safety boots/shoes. Trainees are also required to comply with the company's rules and regulations whilst in the premises of UMW Equipment & Engineering Pte Ltd. They are required to co-operate with the trainers, staffs and security personnels.

**C: Enquiries**

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

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