



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

S/no.	Programs	Course Code	Course Fee (Prevailing GST applies)
	Operate Forklift - 5 days (Without ROV/Traffic Police Class 3)	Module 1	S\$580.00
	Operate Forklift - 4days (With ROV/Traffic Police Class 3)	Module 2	S\$380.00

II. APPLICANT'S PARTICULARS

Name (as in NRIC or Passport)		Sex : Male / Female	
NRIC/Passport No.* (* delete where applicable)		Work Permit Fin No. (if applicable)	
Date of Birth (dd/mm/yyyy)	Citizenship	Race	
Address (in Singapore)			
Postal Code			
Home Tel No.	Email Address:(Mandatory)	Handphone No (S'pore & Mandatory)	
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"/>
<i>In case of emergency</i>			
Contact Person		Contact No.	
Address (if different from applicant's address)			

I. ENTRY REQUIREMENTS

- Applicant with ROV/Traffic Police Class 3 or higher driving license can register for 3-Days (1Day Theory & 2 Days Practical Training) and the 4th. Day for Theory & Practical Competency Assessment of 1hour.
- Applicant without ROV/Traffic Police 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 medial 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

II. COMPANY SPONSORSHIP

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

Name of Company: (UEN No – Compulsory)		
Address:		
Contact Person & Designation:		Designation of Applicant:
Telephone No.	Fax No.	Email 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 of the course fee 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 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's notice is served 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 charge of the course fee.
3. A written notice of withdrawal of course/s registered and the request for a refund is 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 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 addressing to The Officer-In-Charge and must reached the Officer-In-Charge at least one (1) week before the course commencement date.
5. The training schedule for enclosed for easy reference and are subject to change & re-schedule from time to time. UMW reserves to cancel or postpone any course/s the date and time due to unforeseen circumstances.
6. 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 met the minimum stipulated requirement.
7. 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.
8. Participant who does not meet the 75% attendance and wish to sit for the Theory and Practical Competency Assessment are required to re-register for the training again at cost.
9. All trainees are required to endorse and sign on the attendance registrar at every training session without fail.
10. Participants who have achieve competent (C) in the Theory and Practical Competency Assessment will be issued a "Statement of Attainment" from the WDA.
11. For trainee who are Not Yet Competent (NYC) in the Theory and Practical Competency Assessment will not be issue a "Statement of Attainment" for the prescribed course attended during the training.

12. 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

13. 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 1700 hrs

14. 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/s when require.

B: Dress Code & Conduct

15. 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.

C: Requirements On Registration

16. Applicants who possess at least a LTA Class 3 Driving License, he/she is allowed to register for the 3- Days Operate Forklift course.

17. Applicants who do not possess any Driving License, he/she is allowed to register for the 4-Days Operate Forklift Course.

18. All applicants must be in general good health physically and produce a medical certificate of fitness for those who is 55 years of age and above. The minimum entry age is 18 years old.

D: Enquiries

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

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108, International Road
Singapore 629173
Tel. 6265 3155 Fax. 6266 1063