

# REGISTRATION FORM


## Administrative Professionals Week Workshop Sun Tzu's Art of War for Administrative Professionals

23 April 2019 Tuesday

9am – 5pm (Registration starts 8.30am)

NUSS Guild House

3 Temasek Boulevard #02-401 (Tower 5) Suntec City Mall Singapore 038983

For Enquiries :  9654-7641 Ms Sim SG, Programme Chairman



[programme@saap.org.sg](mailto:programme@saap.org.sg)

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **SAAP Member :** Yes | No

**Contact No.** \_\_\_\_\_ **Mobile:** \_\_\_\_\_ **Email address:** \_\_\_\_\_

	<b>EARLY Bird</b> Before 02 Apr 19	<b>Regular</b>	<b>Group of 3</b>
SAAP Member	\$300	\$350	
NTUC UA  NTUC   SCWO Member	\$360	\$410	\$360/pax
Non Member	\$390	\$440	\$390/pax

Workshop Delegates will be entitled to:

- Attend complimentary closing event on 27 April 2019 @Pastamania at SMU
- Receive a SAAP e-voucher of \$20 when you sign up for both workshop and APD dinner @Amara on 24 April 2019.

Name	Company	Please ✓			Amount (\$)
		SAAP Member	NTUC NTUC UA SCWO	Non Member	
1					
2					
3					
<b>Total</b>					

**Closing Date:** 17 April 2019 or when maximum capacity has been reached.

**Dress code :** Business casual

**Payment mode :** Please ✓ one option

- Cheque (Bank name\_\_\_\_\_/Cheque no:\_\_\_\_\_made payable to “SAAP “and sent to Hon Treasurer, SAAP, 20 Maxwell Road #08-06 Maxwell House, Singapore 069113
- Internet Banking/ATM to **DBS Current Account 048-014396-2** (Write your name and membership # before scanning copy of the slip to admin@saap.org.sg)
- Invoice to Company

### Cancellation and Transfer

Fees paid are not refundable under any circumstances. This will also apply to participants who are unable to attend on that day. However substitution can be made in writing at least 3 days before the event. In the case of a non member substituting a member, the non member will have to pay the fee difference. In the case of a member substituting a non-member, the fee difference is not refundable.