

COMPANY SPONSORSHIP FORM

- 1 This form is to be verified and endorsed by the Sponsoring Company.
- 2 Please write legibly.
- 3 Please upload this form with your online application 'Supporting Documents – Company Sponsorship' or email it to Temasek SkillsFuture Academy (TSA), after endorsement by your company. (Email: tsa_shortcourse@tp.edu.sg / TSA Hotline: 6788-1212)
- 4 Please note the following withdrawal and refund policy. The Group Personal Accident (GPA) insurance fee is non-refundable.

REFUND GUIDELINES FOR COURSE WITHDRAWAL:

IF NOTICE OF WITHDRAWAL IS GIVEN IN WRITING	REFUND AMOUNT	MODE OF REFUND
14 calendar days before commencement of the course	A full refund of the course fee less administrative fee of S\$50 or 10% of the course fee, whichever is higher	Interbank GIRO Form Require's Bank Endorsement
Within 14 calendar days preceding the commencement of course	Refund 50% of the course fee paid	Company PayNow Account Tie to Company UEN no
Upon course commencement	No Refund	

Course Title : _____

Course Date / Duration : _____

Name of Applicant : _____

PART 1: BILLING ADDRESS (Completed By Employer)

Name of Company : _____
As Per Official Registered Company Name

Company SUB - BU : _____
Applicable To Ministries Only: E-Invoice (Payment Term: 30 days)

Unique Entity Number : _____
Company UEN No as per ACRA

Block Number : _____

Street : _____

Building Name (if any) : _____

Unit Number : _____ Postal Code : **S** _____

Payment Term : **14 Days (Default)** Other Payment Term : _____

Pls indicate if PT is not 14 days

COMPANY DECLARATION

Please indicate with a tick (√) if applicable

 YES, I declare that my company is a SME Company.

 NO, I declare that my company is NOT a SME Company.

Please note that SMEs are defined as companies with:

- i at least 30% local shareholding; AND*
- ii Group (1) annual sales turnover (2) of not more than \$100 million OR Group employment size (3) of not more than 200 employees.*
 - 1 Group tracing: All corporate shareholder(s) holding more than 50% of total shareholding of the company and any subsequent corporate parents. All subsidiaries of the company.*
 - 2 Annual sales turnover refers to the revenue or sales turnover stated on the company's income statement.*
 - 3 A company should include in its employment size any persons employed under a contract of service in accordance to the Employment Act. This is regardless of the nationality of the employee.*

PART II: CONTACT PERSON
The tax invoice on the course fee payable will be send to the contact person.

Company Contact Person : _____

Designation : _____

Department : _____

Office Number : _____

Email Address : _____

Date : _____

 COMPANY OFFICIAL STAMP &
 SIGNATURE (COMPULSORY)

 I understand TP's Refund Guideline should my staff withdraw from the course.

Remarks /Instruction for TP to take note for billing :

(e.g. We need the invoice to be separated for every participant)
