

TEAM EXCELLENCE ASSESSMENT

**REGISTRATION FORM**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A. COMPANY DETAILS** | | | | | | | | | | |
| Name of Company    Department | | | | | | Billing Address  Method of Payment (Select Accordingly):  E-Invoice (SUB BIZ UNIT: Click or tap here to enter text.)  Hard Copy Invoice | | | | |
| Employment Size | Business Activity | | % Workforce Participating in Team Activities in Last 3 Years | | | Number of Teams in Current Year | | | S$ Value Creation from Teaming in Current Year | |
| Management Representative / Designation | | | | | | | | | | |
| Telephone / Mobile | | | Fax | | | | | Email | | |
| Alternative Contact Person / Designation | | | | | | | | | | |
| Telephone / Mobile | | | | Fax | | | | Email | | |
| I hereby declare that the information provided here and in the attached sheets is complete and true.  I understand that SGPA reserves the right to verify the information submitted with relevant agencies. | | | | | | | | | | |
|  | |  | | |  | |  | | |  |
|  | | *Date* | | |  | | *MR’s Signature* | | |

*Please note that each project report is required to be submitted via email to* [*serene\_ho@sgpa.org.sg*](mailto:serene_ho@sgpa.org.sg)***.*** *The Team Project Report must cover* ***Selection*** *(Project Selection & Target Setting),* ***Analysis*** *(Project Analysis & Effective Use of Tools),* ***Solutions*** *(Solution Development, Solution Selection & Solution Implementation) and* ***Results*** *(Project Achievement, Sustainability & Overall Impact to the Organisation).*

**Registration**

Team Conference Package ($280 per team of 4 members, subject to 7% GST)

Team Participation

|  |  |
| --- | --- |
| **Team Name** | Click or tap here to enter text. |
| **Project Title** | Click or tap here to enter text. |
| **Team Members** | Click or tap here to enter text. |
| **Cost Savings** | Click or tap here to enter text. |
|  | |
| **Team Name** | Click or tap here to enter text. |
| **Project Title** | Click or tap here to enter text. |
| **Team Members** | Click or tap here to enter text. |
| **Cost Savings** | Click or tap here to enter text. |
|  | |
| **Team Name** | Click or tap here to enter text. |
| **Project Title** | Click or tap here to enter text. |
| **Team Members** | Click or tap here to enter text. |
| **Cost Savings** | Click or tap here to enter text. |
|  | |
| **Team Name** | Click or tap here to enter text. |
| **Project Title** | Click or tap here to enter text. |
| **Team Members** | Click or tap here to enter text. |
| **Cost Savings** | Click or tap here to enter text. |
|  | |
| **Team Name** | Click or tap here to enter text. |
| **Project Title** | Click or tap here to enter text. |
| **Team Members** | Click or tap here to enter text. |
| **Cost Savings** | Click or tap here to enter text. |

**Cancellation Policy**

**Any cancellation of registration must be notified by email to SGPA at** [**serene\_ho@sgpa.org.sg**](mailto:serene_ho@sgpa.org.sg)**.**

* **For cancellation received 30 working days or more before the day of the workshop: SGPA will refund the fees less an administration charge of 10% of the fee.**
* **For cancellation received less than 30 working days before the day of the workshop or “no show” on event day: There will be no refund. Replacement of participant is allowed.**

*Organised and Managed by:*

