

# Course Registration Form



**CI Arb**  
evolving to resolve

Singapore Branch

## Module 4 – International Arbitration Award Writing 10 December 2019 to 29 May 2020, Singapore

Thank you for applying to do a Chartered Institute of Arbitrators (CI Arb) course. Please complete all section in **BLOCK CAPITALS** and return your completed form to

Ms Sunita Tavabalan, Executive  
The Chartered Institute of Arbitrators (CI Arb) Singapore Branch  
Maxwell Chambers Suites, 28 Maxwell Road, #02-17, Singapore 069120  
Telephone: +65 6968 1598 Email: [STavabalan@ciarb.org](mailto:STavabalan@ciarb.org)

If you have any questions on how to complete this form, or any queries about our courses please contact the above.

Registration Deadline: **25 November 2019**

### Part A: Personal Details (Block Capitals)

Title (Mr/Mrs/Ms/Other)	
Surname	
First Name	
Gender	
Date of Birth (dd/mm/yyyy)	
Nationality	
Any dietary requirements	

### Part B: Contact Details

This will be your mailing & billing address. Please note all course materials and results will be sent to this address

Address	
Town/City	
Country/State	(Postcode)
Country of Residence	
Email Address	
Daytime Telephone	(Country Code) (Number)
Mobile Telephone	(Country Code) (Number)
Name of Employer	
Job Title	
Work Email	

## Part C: Course Fees

### Registration Fees

The registration fee per candidate is S\$2,300 nett and must be submitted with the registration form in order for the registration to be processed.

## Part D: Payment Method

- 1) Payment via Cash (or) Cheque  
Please address payment to: **The Chartered Institute of Arbitrators (Singapore) Limited**
- 2) Payment via Bank Transfer

### Bank Account Details

Beneficiary Name	The Chartered Institute of Arbitrators (Singapore) Limited
Beneficiary Address	1003 Bukit Merah Central, #02-10, Singapore 159836
Account No	001-905849-0
Beneficiary Bank	DBS Bank Ltd
Bank Address	6 Shenton Way DBS Building Singapore 068809
Bank Code	7171
Branch Code	001
Swift Code	DBSSGSG

\*Please provide payment slip / proof of payment with registration form

## Part D: SILE Accredited CPD Activity

9.5 Public CPD Points

Practice Area: Alternative Dispute Resolution

Training Level: Intermediate

Participants who wish to obtain CPD Points must comply strictly with the Attendance Policy set out in the CPD Guidelines. For this activity, participants are reminded to sign in on arrival and sign out at the conclusion of each day of the event in the manner required by the organiser. Participants must not be absent from each day of the event for more than 15 minutes. Participants who attend Tutorial 1 and comply strictly with the Attendance Policy on that day may obtain 5 Public CPD Points. Participants who attend Tutorial 2 and comply strictly with the Attendance Policy on that day may obtain 4.5 Public CPD Points. Participants who do not comply with the Attendance Policy on any particular day of the event will not be able to obtain CPD Points for that day. Please refer to <http://www.sileCPDcentre.sg> for more information.

## Part F: Data Protection

Data entered into the Institute's database is held subject to the provisions of the UK Data Protection Act 1998 and to the data protection principles set out in the Data Registrar's Guidelines. By filling in and submitting this application form you agree to CI Arb processing your sensitive personal data for the purposes as set out in the CI Arb Subject Information Statement.

By

Please note CI Arb supplies candidate details (name, address and email) on the list of candidates for each course. Please tick here if you do not wish your details to be published. (      )

Do you consent to CI Arb sending you information about relevant CI Arb activities by email?

Yes ( ) No ( )

Do you consent to CI Arb sharing your contact information with carefully selected, relevant third-parties?

Yes ( ) No ( )

## Part G: Terms & Conditions

By submitting this form, the applicant has certified that the above information is accurate to the best of his/her knowledge and has agreed to the following terms & conditions:

1. Any cancellation received in writing 2 weeks or more prior to the course start date will be subject to a cancellation charge of 50% of the course fee.

2. There is no refund for cancellations within 2 weeks before the course start date.
3. Registration will be confirmed only upon receipt of the appropriate registration fee.
4. Substitutions will be allowed at the sole discretion of the CI Arb Singapore branch.
5. Full payment of the registration fee will apply to any “no-show” by a registered candidate.
6. If the Institute has to cancel a course, candidates will be provided with a full refund or the opportunity to transfer their registration and fee to the next course.

**Disclaimer: The Chartered Institute of Arbitration (Singapore) Limited reserves the right to cancel or change the date, venue or content of programmes, speakers, lectures or tutors without prior notice.**

**Part H: Applicant’s Signature**

By signing this, I certify that I will abide by the CI Arb Candidate Regulations in particular the rules on disciplinary matters and plagiarism. Any written work produced is my own and I have adhered to the Regulations. I certify that the information provided is accurate to the best of my knowledge. I have read and accept the assessment fee sheet and confirm that I qualify for entry as required on the Course Information sheet.

Signature:

Date: