

# CI Arb Course Registration Form

Diploma in International Commercial Arbitration

25 May to 2 June 2019, Singapore



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

Mr Chalee Nai Kin, Business Development Manager, Asia Pacific  
The Chartered Institute of Arbitrators (CI Arb) Asia Pacific Office  
#01-07 Maxwell Chambers, 32 Maxwell Road 069115 Singapore  
Telephone: +65 988 188 98 or Email: [cnaikin@ciarb.org](mailto:cnaikin@ciarb.org)

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

## 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	
Employer Address	
Town / City	
Country / State	(Postcode)
Country of Employer	
Work Email	

*Contact Us:* The Chartered Institute of Arbitrators (CI Arb) Asia Pacific Office  
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## Part C: Course Details

Name on Certificate of attendance	
Any Special Dietary (Vegetarian / Halal / Others)	
Examination Location (AUD / SG / HK / MYR)	
Attendance to Welcome Drinks on 25 May 2019	Yes / No
Attendance to Midweek Cocktail on 29 May 2019	Yes / No
Attendance to Course Dinner on 31 May 2019	Yes / No

## Part D: Course Fees

The Diploma in International Commercial Arbitration course fee is **SGD 7,800 inclusive of GST** which includes

- Registration on the Diploma in International Commercial Arbitration (Part 1)
- Access to Tuition and course materials (Part 1)
- First attempt at the Practice and Procedures examination
- Lunch and refreshments throughout the Nine (9) tutorial days of Diploma Course (Part 1)
- Entry to all social events including the Welcome Reception, Midweek Cocktail and Course Dinner.

Please note that course fees of SGD 7,800 do not include the cost for Part II – Award Writing examination which is subject to an additional fee. Candidates will only be eligible to register for Part II – Award Writing once they have successfully passed the Practice & Procedure Examination. Part II – Award Writing fees is A\$2,500 inclusive of GST. Candidates can register for Part II – Award Writing separately with any of CI Arb Branches (Australia, East Asia, Singapore or Malaysia).

## Part E: Payment Details

- I) Payment via Cash (or) Cheque  
Please address payment to: ***The Chartered Institute of Arbitrators (Singapore) Limited***
- II) 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	DBSSSGSG

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## 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 CIArb processing your sensitive personal data for the purposes as set out in the CIArb Subject Information Statement.

By

Please note CIArb 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 CIArb sending you information about relevant CIArb activities by email?

Yes (  ) No (  )

Do you consent to CIArb 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. Cancellation charges apply where there is a penalty of SGD 2,000 if cancellation is being made Two (2) weeks prior to 25 May 2019.
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 CIArb 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 CIArb 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:

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