



Documents checklist

PLEASE NOTE THAT THE **DOCUMENTS SUBMITTED** MUST BE **IN ORDER** & THE **PHOTOGRAPHS MUST BE CLEAR WHERE APPLICABLE.**

REGISTRATION WILL BE DELAYED IF THE DOCUMENTS ARE NOT IN ORDER.

S/No	Checklist Items	√
1	Ley Choon's Application Form (Original signed copy)	
2	For local participants (S'porean/SPR)	
	i) Copy of NRIC	
	For Foreigners	
	i) Copy of Work Permit (must be valid for at least 3 months from the date of enrolment)	
	ii) Copy of Passport	
3	iii) PDF copy of workers' Work Permit and employment records (obtained from "work permit online" at MOM's website)	
	iv) Malaysia IC (for Malaysian Only)	
	For CoreTrade / Multi-Skill Application	
	i) Hard copy of CoreTrade Acknowledgement Notice, or	
	ii) Hard copy of Multi-Skill Acknowledgement Letter	
4	Payment (Company Cheque/ Giro)	
	Application of CPCF - WTU Training Assistance for: <ul style="list-style-type: none"> • Familiarisation Course + Skill Assessment, • Multi-Skill (Express Course + Test) 	
5	Registered with BCA - WTU for new account? WTU Online System - http://www.bca.gov.sg/wtus/ (Please note that new applicant company will need to apply for an account with BCA before logging on for any training assistance) i) PDF copy of ACRA Business Profile (With 6 months validity) PDF copy of BCA CoreTrade Acknowledgement Notice, or PDF copy of BCA Multi-Skill Acknowledgement Letter	

* For S/N 1 to 3 - Please submit **hardcopy** to Ley Choon Constructions and Engineering Pte Ltd

* For S/N 5 - Please apply directly through BCA - WTU Online System

APPLICATION FOR FAMILIARISATION COURSE + SKILL ASSESSMENT(FC+SA) \ SEC(K)

PART 1 - APPLICANT'S DATA								
Employer Name:								
Mailing Address:								
Company UEN Number:								
Contact Person:		Covering Person:						
Contact No. (1):		Contact No. (2):						
Email (1):		Email (2):						
PART 2 – COURSE DETAILS								
Trade: <i>(Please tick one)</i>								
Bulldozer Operation	<input type="checkbox"/>	Hydraulic Excavator Operation	<input type="checkbox"/>	Underground Pipe Jacking	<input type="checkbox"/>			
Test Level: <i>(Please tick one)</i>								
Core trade (FC+SA)	<input type="checkbox"/>	Multi-Skill	<input type="checkbox"/>	SEC(K)	<input type="checkbox"/>			
Course Type: <i>(Please tick one)</i>								
Express Course (Skilled)	<input type="checkbox"/>	Full Course (Unskilled)	<input type="checkbox"/>	Retest	<input type="checkbox"/>			
PART 3 - PARTICIPANTS' DETAILS								
	Full name of participant	NRIC/ Passport	Work Permit No	Fin No.	Nationality	Date of Birth		
1								
2								
3								
4								
PART 4 - PAYMENT (Cash Payment is not applicable for WTU funding)								
Total Test Fees: (Inclusive of GST)		Payment Mode:	Cheque	<input type="checkbox"/>	Giro	<input type="checkbox"/>	Cash	<input type="checkbox"/>

Cheque No: _____ Dated: _____ for S\$ _____

(Cheque should be crossed, marked "account payee only" and payable to "Ley Choon Constructions and Engineering Pte Ltd")

(Only applications with payment will be processed)

PART 5 - DECLARATION

- *I/We hereby confirm that all information given in this application is true and accurate; and that the above applicant meets the entry requirements as stated in this brochure.

- *I/We agree to allow BCA to disclose to other government agencies and / or the Government any information relating to me/us in connection with, arising from or relating to this application, including but not limited to *my/our personal particulars and *my/ our test results.

- *I/We agree to allow Ley Choon Constructions and Engineering Pte Ltd to disclose to other government agencies and / or the Government any information relating to me/us in connection with, arising from or relating to this application, including but not limited to *my/our personal particulars and *my/ our test results.

- *I/We hereby agree to indemnify and hold harmless Ley Choon Constructions and Engineering Pte Ltd against any and all liability, claims, suits, losses, costs and legal fees caused by, arising out of or resulting from any negligent act or omission of the candidate in the performance and/or failure to perform, including the negligent acts or omission of any candidate or any direct or indirect employees of the applicant company(s).

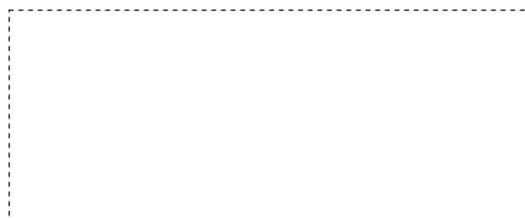
- *I/We agree to the condition that we as the applicant company will be held responsible and liable to pay for any damage to the construction plant caused by our worker(s) during the test.

- *I/We also agree to the condition that a candidate who operates the construction plant in a dangerous manner will not be allowed to continue with the test, and fees paid will not be refunded.

- *I/We certify that the foreign applicant(s) are holders of valid work permit(s) and is/are of direct payroll under our organisation.

- *I/We declare that the information given is true and correct. *I/We understand that the applicant(s) would be disqualified and the test fees paid forfeited and any tests taken treated as null and void, if any information given by me/us is found to be untrue.
 - There will be an administrative charge of \$130(Inclusive of GST), if there is any need to submit rectification to BCA system for amendments.
 - Result will be withheld till rectification charge is made in full.

- *I/We have read and understood the administrative details and guidelines as stated below:-
 - **25%** of the full course fee will be refunded for withdrawal if notice in writing received by Ley Choon Construction and Engineering Pte Ltd is before the application confirmation letter/email sent. There will be no refund given after the application confirmation email is sent.
 - An one-time replacement or deferment is allowed if notice in writing received by Ley Choon Construction and Engineering Pte Ltd is 5 working days after the course confirmation email/letter is sent.
 - There will be strictly no deferment, withdrawal or replacement for direct testing courses. There will also be strictly no course switching for all courses and direct testing.



Name/Signature

COMPANY STAMP (for Company application only)