

Please complete this form, scan and send it to [programmes@hcli.org](mailto:programmes@hcli.org).

Please attach your biography (narrative format), and a recent photo along with the completed form.

All applications will be reviewed by admissions committee and accepted applicants will be notified.

For enquiries, you may email the address above, or contact your client engagement representative.

### A. Personal Information

Salutation <input type="text"/>	Family Name (As per passport/NRIC) <input type="text"/>	Given Name (As per passport/NRIC) <input type="text"/>
Gender <input type="text"/>	Date of Birth <input type="text"/>	Preferred Name To be displayed on name badge: <input type="text"/>
Nationality <input type="text"/>		Preferred Name To be printed on participant certificate: <input type="text"/>
Location Participant is Based (Country/City): <input type="text"/>		Dietary Restriction (if any) <input type="text"/>

### B. Professional/ Business Information

Organisation Name <input type="text"/>	Designation/Title <input type="text"/>
Business Correspondence Address <input type="text"/>	Business Mobile Number <input type="text"/>
	Office Telephone Number (please include country code) <input type="text"/>
Business Email <input type="text"/>	

### C. Person liaising on participant's behalf (where applicable)

Salutation <input type="text"/>	Family Name (As per passport/NRIC) <input type="text"/>	Given Name (As per passport/NRIC) <input type="text"/>
Designation/Title <input type="text"/>	Email <input type="text"/>	Office Telephone Number (please include country code) <input type="text"/>

## D. Information to shape the learning journey

1. What are HR's and/or the nominee's learning objectives i.e what do they hope to achieve upon the nominee's completion of the HR Leaders Programme?

2. Has the nominee previously attended any other leadership development programmes? If yes, please list the programme name(s) and date(s) of attendance.

## E. Programme Fee

Programme Fee: S\$12,500 per participant (subject to GST)

A 50% subsidy of programme fee (S\$6,250 after subsidy) for Singapore citizens is available on a limited basis.

Any and all taxes that may be imposed under the applicable laws, shall be borne by the Client.

Programme Fee includes:

1. Course materials
2. Daily coffee, tea, snacks, and lunch
3. Hosted networking events or dinners during the programme (if any)
4. Ground transport arrangement for company visits located out of programme venue (if any)

## F. Payment Details

Kindly indicate your payment mode:

By Cheque

By Telegraphic Transfer

Vendor@Gov

**Cheques** should be crossed and made payable to “**Human Capital Leadership Institute Pte Ltd**”, accompanied by a copy of the completed registration form.

**For Telegraphic Transfer** (All applicable bank charges to be borne by the remitting party):

Account Name: Human Capital Leadership Institute Pte. Ltd.

Bank: DBS Bank Ltd

Branch /Account Number: 7171-003-925396-6

Please advise to whom we should address our invoice:

Name

Organisation

Designation

Business Email

Office Telephone Number

Business Correspondence Address

**ADMISSION AND PAYMENT POLICY**

- (i) Human Capital Leadership Institute (HCLI) reserves the right to refuse admission if payment is not received in full before the programme commencement.
- (ii) Fees will be charged accordingly if a participant fails to attend the programme without notice after application.

**CANCELLATION POLICY**

- (i) HCLI must be informed in writing of cancellations (if any). The following charges apply for all cancellations:
  - a. Up to 8 weeks before programme - No charge; full refund of the programme fee
  - b. 8 weeks to 4 weeks before programme - 50% of programme fee will be charged
  - c. Less than 4 weeks before programme - 100% of programme fee will be charged
- (ii) A candidate who is unable to attend can be substituted on the same programme without incurring any fees. The substitute needs to submit registration form for the programme and be admitted.
- (iii) All details of the programme are correct at the time of printing. HCLI reserves the right to cancel or postpone the programme, change the venue or any of the other details published. A full refund will be given in the event HCLI cancels the programme.

**INTELLECTUAL PROPERTY**

Participants agree to respect all intellectual property rights in the programme, including the programme structure, content, materials and proceedings.

**DATA PROTECTION AND USE OF PERSONAL DATA (PDPA)**

By submitting this application form to HCLI, you agree that any personally identifiable data that you have provided to us and photographs and videos that are captured in the course of the programme may be:

- (i) used by us for the organisation and administration of our programmes (including profile preparation in connection with the programme, for organisers, speakers and other participants, where applicable);
- (ii) used and retained by us for communicating with, and informing you about our activities and programmes (by post, email, or telephone);
- (iii) disclosed by us (only relevant personal data as necessary) to service providers or partners that we may engage in connection with the programme;
- (iv) used by us in the development of marketing collaterals for the programme and HCLI in the future.

If you are providing someone else’s personal data or submitting this Form on behalf of someone else, you hereby declare that you have obtained consent from the named individual(s) in this Form, for the collection, use and disclosure of his/her personal data by you to HCLI, HCLI business partners and other third party service providers.

If you would like to request access to, or to correct, or to withdraw consent to our use of your personal data, photographs and/or videos after submitting this form, or if you have questions on how HCLI deals with personal data, please send an email to the programme organiser at [programmes@hcli.org](mailto:programmes@hcli.org)

**PERMISSION FOR INTERVIEWS**

HCLI may conduct interviews with programme participants and content from these interviews may be used for articles on HCLI’s online portal, HQ Asia ([www.hqasia.org](http://www.hqasia.org)). In such cases, HCLI will seek prior consent from the interviewee and clear the final draft with the interviewee and their HR department before the final outcome is communicated externally beyond HCLI.

**DECLARATION BY APPLICANT**

I declare that the information given above is factually correct, and that I meet all the admission requirements for this programme. I agree to respect all intellectual property rights in the programme, including programme structure, content, and materials. By submitting the form, I, the applicant, accept the terms and conditions of HCLI.

**Full Name:**

**Date:**

\_\_\_\_\_  
(signature above this line)
