

## Application Form

### INSTRUCTIONS FOR APPLICANTS:

- (i) Please complete this form, scan and send it to [programmes@hcli.org](mailto:programmes@hcli.org)
- (ii) Please attach your updated resume along with the completed application.
- (iii) Please note that fields marked \* are mandatory.
- (iv) All Applications will be reviewed by the HCLI-SMU Selection Committee and accepted applicants will be notified.

### Professional Details

\*Salutation :  Mr  Mrs  Ms \*Family Name : \_\_\_\_\_

\*Given Name : \_\_\_\_\_ \*Gender:  Male  Female

\*Nationality : \_\_\_\_\_ \*Date of Birth : \_\_\_\_\_

Dietary Restriction (if any) : \_\_\_\_\_

How you would like to be addressed : \_\_\_\_\_

\*Organisation Name : \_\_\_\_\_ \*Designation / Title : \_\_\_\_\_

**\*Industry**

- |   |   |
|---|---|
| <input type="checkbox"/> Banking                      | <input type="checkbox"/> Regulatory                       |
| <input type="checkbox"/> Insurance                    | <input type="checkbox"/> Investment Firm / Private Equity |
| <input type="checkbox"/> Asset Management             | <input type="checkbox"/> REIT Manager                     |
| <input type="checkbox"/> Other (please specify) _____ |   |

**\*Your Position**

- |  |   |
|--|---|
| 1. <input type="checkbox"/> CEO, Executive Director, President, Member of Exco | 2. <input type="checkbox"/> Country Head, Global/Regional Head of Business/Function |
| 3. <input type="checkbox"/> Reports directly to 2 (above)                      | 4. <input type="checkbox"/> Other (please specify) _____                            |

\*Business Correspondence Address : \_\_\_\_\_

\_\_\_\_\_

\*Business Email : \_\_\_\_\_ \*Country : \_\_\_\_\_

\*Mobile Number : \_\_\_\_\_ \*Postal Code : \_\_\_\_\_

\*Business Telephone Number : \_\_\_\_\_

**How did you find out about the programme?**

- |   |  |
|---|--|
| <input type="checkbox"/> Press Release                | <input type="checkbox"/> Media Articles    |
| <input type="checkbox"/> HCLI Website                 | <input type="checkbox"/> Friends           |
| <input type="checkbox"/> SMU Website                  | <input type="checkbox"/> Your organisation |
| <input type="checkbox"/> Other (please specify) _____ |  |

**What do you hope to achieve through your participation in AFLP?**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Have you attended any other leadership development or executive education programmes?**

- Yes  No

If yes, please list name of course(s), the institution(s) and the date(s) attended.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Payment Details

The fee payable is S\$46,000 (before GST) per participant. Travel and boarding expenses will be additional, and borne by the participant.

Payment of the full fee will be requested once the applicant is selected.

### Note :

A 75% subsidy from the Financial Sector Development Fund (FSDf) is available to Financial Institutions (FIs) sending C-1 and/or C-2 executives who are Singapore citizens. FIs will need to submit their applications to The Institute of Banking and Finance for funding at the point when their sponsored participants have successfully completed all modules of the AFLP. For details, please write into [afis@ibf.org.sg](mailto:afis@ibf.org.sg).

\*Kindly indicate your payment mode :  By Cheque  By Telegraphic Transfer

Cheques should be crossed and made payable to "Human Capital Leadership Institute Pte Ltd", accompanied by a copy of the completed application 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  
Bank / Branch / Account Number : 7171-003-925396-6  
SWIFT Code : DBSSGSGG

\*Please select the appropriate :  I am self-funded  My company is sponsoring me

Invoice to be sent to:

\*Name : \_\_\_\_\_ \*Organisation : \_\_\_\_\_

\*Title / Designation : \_\_\_\_\_ \*Email : \_\_\_\_\_

\*Correspondence Address : \_\_\_\_\_

\*Office Telephone Number : \_\_\_\_\_

## Terms & Conditions

### ADMISSION AND PAYMENT POLICY

- (i) Admission is at the sole discretion of the HCLI-SMU Selection Committee.
- (ii) Admission is non-transferable.
- (iii) Accepted applicants are required to attend all modules and no refund will be provided for any modules not attended.
- (iv) Human Capital Leadership Institute Pte Ltd (HCLI) and Singapore Management University (SMU) reserve the right to decline admission if payment terms are not met.

### CANCELLATION POLICY

- (i) HCLI and SMU must be informed in writing of cancellations and the charges will apply
- (ii) All details of the programme are correct at the time of printing. HCLI and SMU reserve the right to cancel or postpone the programme, change the venue or any of the other details published.

### 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 and SMU, you agree that any personally identifiable data that you have provided to us may be:

- (i) used by us for the organisation and administration of our programmes (including profile preparation in connection with the programme, where applicable);
- (ii) disclosed by us (only relevant personal data as necessary) to service providers or partners that we may engage in connection with the programme.

Please tick the relevant box below to indicate your preference to receiving educational, promotional, marketing materials or other programmes or outreach activities organised by HCLI and SMU:

I do wish to receive marketing communications via email from HCLI & SMU

I do not wish to receive marketing communications from HCLI & SMU

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

### 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.

I agree that the data provided above may be used and retained by programme organisers for communicating with, and informing me about activities and programmes (by post, email, or telephone).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date