

Appendix A: Things to note when filling up the IES form

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PART 1

APPLICANT INFORMATION ●●●●●●●●●●●●●●●●●●●●

APPLICANT NAME:	
ADDRESS:	
	POSTAL CODE:
PHONE NO.:	TAX NO.:
EMAIL:	WEBSITE:
DATE OF COMMENCEMENT OF OPERATIONS IN SINGAPORE (DDMMYY):	
NAME OF PAYING ENTITY FOR REIMBURSEMENT (IF DIFFERENT FROM ABOVE):	

Please briefly describe the applicant's main business activities:

PART 2

EDUCATION PROGRAMME ●●●●●●●●●●●●●●●●●●●●

PROGRAMME TITLE:	
AREA OF EDUCATION	(Circle): Insurance & Financial Planning / Consumer Banking / Treasury & Structured Products / Equities / Others (specify):
TARGET AUDIENCE	(Circle): First time investors / Investors with some knowledge / Experienced investors
Number: _____	

1. Duration of Programme (Please specify separate dates if there is more than one run of the programme)

PERIOD (DDMMYY)		MODE OF DELIVERY ¹	VENUE/DELIVERY CHANNEL ²
FROM	TO		

¹ Select from: a. Seminar/Workshop; b. Exhibits/Roadshow; c. Print Media; d. Internet; e. Other (specify).
² Indicate programme venue, name of print media or internet website where applicable.

Details of the school. This includes name, address, date of commencement of operations (i.e. the date the school officially opens etc)

The title of the program as per what the vendor will indicate in the invoice

2. About the Programme (Please attach a copy of the programme outline to this application form)

a. Please describe the objective and purpose of the programme.

[Empty rectangular box for describing the objective and purpose of the programme.]

The objectives or learning outcome of the workshop.

b. Please describe how the programme will benefit participants and contribute to the development of the Singapore financial sector.

[Empty rectangular box for describing how the programme will benefit participants and contribute to the development of the Singapore financial sector.]

How the workshop would benefit to students.

3. Revenue & Costs of the Programme

a. Estimated Costs of the programme.

ITEM	COSTS \$\$ (Excluding GST)	REMARKS (if any)
Manpower		
Materials		
Rental of Venue & Equipment		
Publicity & Promotion		
Total		

b. Estimated Revenue from the programme (if any).

ITEM	REVENUE \$\$ (Excluding GST)	REMARKS (if any)
Sponsorships		
Total Fees from Participants		Fee Per Participant \$\$ _____
Others: _____		
Total		

Schools can put the total cost of the workshop here and indicate the amount charged per student in the remarks column

PART 3 DETAILS OF TRAINING PROVIDER ●●●●●●●●

NAME OF TRAINING PROVIDER:		
ADDRESS:		
		POSTAL CODE:
PHONE NO.:	FAX NO.:	
EMAIL:	WEBSITE:	

Please attach the company's profile to this application form.

Schools can indicate the total fees collected from all students and the fee charged by the school to each student

PART 4 DETAILS OF INSTRUCTOR/FACILITATOR ●●●●●●●●

Please attach detailed resumes of all instructors and/or facilitators to this application form.

The resume(s) should include:

- Name of the Instructor / Facilitator
- Age, Gender
- Educational Qualifications
- Professional Qualifications
- Relevant Industry Experience (Company, Designation, Job Description, Period)
- Relevant Teaching Experience (Company, Designation, Job Description, Period)
- Any other information that could support this application

Schools can attached resumes of trainers along with the IES form.

