

# Training Registration Form



## Provident And Tax - CPF Submission Training

Please complete form and fax to **68730837**. For training enquiries, please call **68877888 (press "3")**

Date : **16<sup>th</sup> October 2015 (Friday)**  
(Registration will be based on a first-come-first serve basis, subject to availability of seats.)

Time : **9: 00 am – 5: 00 pm** Duration : **1 Day**

Venue : **31 Science Park Road, The Crimson, Singapore 117611**  
**Training Room 1-08 (Level 1)**

Fee : **S\$192.60** per user (inclusive of 7% GST)

### Payment Mode:

New Subscriber: Cheque payment has to reach us 1 week before the commencement of the training.  
Please make cheque payable to CRIMSONLOGIC PTE LTD. Do indicate at the back the cheque details of the training.

Existing Subscriber: Payment will be deducted via GIRO based on your Acct / User id. No invoice will be issued, as it is made available via the billing system at <http://billing.crimonlogic.com>

### Training Highlights

1. Overview of the System.
2. Password Management
3. Initial Setting Up Of Company Profile
4. Prepare CPF Documents
  - a. Create & Submit Payment Advice (Upload, Update or New)
  - b. Browse / Print
5. Checking Submission Status
  - a. Payment Admin
- b. Acknowledgement
- c. Record of Payment
- d. GIRO Reminder
- e. Payment In Process
6. Managing Company and User Profile
7. Reports.
8. Web Billing

### Company Particulars

Name of Company : \_\_\_\_\_  
Address of Company : \_\_\_\_\_  
Contact Person : \_\_\_\_\_ Email: \_\_\_\_\_  
Tel No : \_\_\_\_\_ Fax No. \_\_\_\_\_

Existing PAT Account/User ID (eg. abc1/abc1001):

### Participants' Particulars

1) Name: \_\_\_\_\_ I/C No. \_\_\_\_\_  
Designation: \_\_\_\_\_ Email: \_\_\_\_\_  
2) Name: \_\_\_\_\_ I/C No. \_\_\_\_\_  
Designation: \_\_\_\_\_ Email: \_\_\_\_\_

Signature of Contact Person / Date: \_\_\_\_\_ Company's Stamp: \_\_\_\_\_  
"I consent to the collection, use and disclosure of personal data in accordance with CrimsonLogic's Privacy Policy which can be found at [www.crimsonlogic.com](http://www.crimsonlogic.com)."

### TERMS & CONDITIONS

1. Registration Form must reach CrimsonLogic at least three (3) working days before commencement of workshop. Reservation is on first-come-first-serve basis, subject to availability of seats.
2. Notification of changes must reach CrimsonLogic at least 2 working days before workshop commencement, otherwise, changes will not be entertained & payment will be forfeited. No refunds will be made for non-attendance.
3. CrimsonLogic reserves the right to postpone/cancel classes as & when necessary. Participants will be informed accordingly.
4. Confirmation / reminder will be sent out via email or fax within 3 – 5 working days prior to the training/workshop date.