



WITHDRAWAL FORM

1. Candidate Particulars

Name (as of NRIC/FIN) Mr/Mrs/Mdm/Ms: _____

NRIC/FIN: _____ Passport No.: _____

Contact No.: _____ (O) _____ (H) _____ (HP)

Email: _____ Fax: _____

Company Name: _____

Course Title: _____ Course Date: _____

2. Amount of Course Fee Paid for the Module

Receipt / Invoice No.

3. Reason(s) for Withdrawal:

Signature / Company Stamp

Date

Terms and Conditions for Withdrawal:

Refund of Fee/ Cancellation Fee

1. Email / fax the withdrawal form within 10 working days before course commencement for full refund.
No refund will be made for withdrawal form given less than 10 working days before course commencement.
2. All necessary documents (if any) must be attached together with this form.
3. All completed withdrawal form can be submitted via the following mode:
 - Email to joanne.ong@daikin.com.sg / beeling.ong@daikin.com.sg
 - Fax to : 6349 7319
 - Mail to: 10 Ang Mo Kio Industrial Park 2 S(569501). Attention to "Training Department".