



SII-AICLA Claims Technician Course Registration Form

1. Particulars of Applicant:

Name of Applicant:		Gender: Male / Female
Address:		NRIC No.:
Official E-mail Address:	Personal E-mail Address:	
Applicant's Academic Qualification:		
Applicant's Employment Designation:		
Contact Number:	(O)	(M)
Applicant's Signature:		Date of Course application:

2. Particulars of Sponsoring Organization:

Name of Sponsoring Organization:		
Name of Authorized Person:		Authorized Person's Signature:
Address:		
Contact Number:		
E-mail:		

3. Course Fees payment:

CTC Course Fee (before subsidy)	SGD 1,800
Singapore Citizens aged 40 years old and above	
Course Fee Support (90% subsidy)	SGD 1,800 * 90% = SGD 1,620
Net course fee (to be paid by company)	SGD 180
Singapore Citizens or Singapore Permanent Residents	
Course Fee Support (80% subsidy)	SGD 1,800 * 80% = SGD 1,440
Net course fee (to be paid by company)	SGD 360

A copy of NRIC and confirmation of payment should be submitted along with this form.

Note: The individual will not be eligible for the course fee subsidy if he/she drops out halfway through the course or did not pass the assessment. The training provider will be expected to take reasonable steps to claw back the disbursed course fee subsidy and IBF Credit from the sponsoring company

4. Lesson schedule:

Modules	Schedule
Module 1: The Working Environment	7 March 2022, Monday
	21 March 2022, Monday
Module 2: Workplace Communication & Interaction	4 April 2022, Monday
	18 April 2022, Monday
Module3: Claims Processes & Procedures	2 May 2022, Monday
	16 May 2022, Monday
Examination - All 3 modules	6 June 2022, Monday

I/We confirmed that the information given above is correct.

I/We understand and consent that the acceptance of this application by me/my organization is subject to the Terms and Conditions set by The Singapore Insurance Institute.

(Applicant's Signature)



Personal Data Protection Policy

The SII is committed to safeguarding your privacy and ensuring your personal data is protected in accordance with our obligations under the Personal Data Protection Act 2012. This Policy sets out how the SII collects, uses, and discloses your personal data so that we can arrange and manage the services we provide to you. By applying to be an SII Member or by registering to attend any SII events, you are agreeing to the terms of this Policy. Please note that this Policy may be amended from time to time and you can review the Policy on our website at www.sii.org.sg

Collection of Your Personal Data

We may collect personal data directly from you through the SII membership application form; registration or attendance lists for SII events; when you provide us with your personal data in correspondence and other communications with us; or via associated insurance organisations.

Use of Your Personal Data

We collect, use and disclose your personal data so that we can provide you with services, including to consider and process your membership application; to cancel or renew your membership; to organise and conduct seminars and events; to develop, establish and administer arrangements with other associated insurance organisations; for research and statistical purposes; and or any purpose directly related to the above or otherwise required or allowed by law.

Disclosure of Your Personal Data

We may disclose your personal data to third parties where necessary for the purposes listed above, including our staff, contractors, agents, processors, and/or advisors. The parties that we are disclosing your personal data to may be located within or outside Singapore. Where we transfer your personal data outside of Singapore, we will take reasonable steps to ensure the privacy of your information.

Your Rights

You have the right to request access to and correction of personal data that is in our possession. Any request for access or correction will be considered within a reasonable period of time from receipt of your written request.

Contact Details

The contact details of our Personal Data Protection Office are as follows:

6 Raffles Quay
Level 14-06,
Singapore 048580
Tel: (65) 6809 3876
Email: enquiry@sii.org.sg