



## **FAQs**

### **for training courses**

#### **1. How to register the course?**

Please fill in the registration form (the form can be downloaded from the website, <http://ut.sg/UT-College.php>, under registration or request from [enquiry@ut.sg](mailto:enquiry@ut.sg)) and send the filled form to [enquiry@ut.sg](mailto:enquiry@ut.sg), and make payment as follows.

##### ***Cheque/Bankdraft payment***

Make payable to *Universal Technology Centre LLP*.

Mail to "Universal Technology Centre, 10 Anson Road, International Plaza #10-11, Singapore 079903.

##### ***Bank transfer***

Account No: 020-901961-6, Universal Technology Centre LLP

Bank name: DBS Bank Ltd

12 Marina Boulevard, DBS Asia Central

Marina Bay Financial Centre Tower 3

Singapore 018982

#### **2. If registered person(s) could not attend, can we replace with others?**

Companies may replace participants who have signed up for the course, given one week notice before course commencement.

#### **3. Can I get refund if the course is cancelled?**

UTC reserves the right to change or cancel any course, in light of unforeseen circumstances. Full refund is applicable in case of cancellation.

#### **4. Can I withdraw the registration?**

If you withdraw the registration two months before the course commencement, full refund is given.

If your withdraw is made in 1-2 months before the course commencement, 50% refund will be applied.

If the withdraw is made less than 1 month before the course commencement, no refund will be provided. Replacement is acceptable, given one week notice before course commencement.

### **5. What are the terms and conditions for e2i subsidy?**

Eligibility for e2i subsidy: Professionals, managers and executives of Singaporean or PR with at least 75% attendance. Participants who do not fulfill the above criteria are not eligible for e2i funding, and are required to pay the course fee in full.

### **6. What is PIC Grant?**

When the course fee paid by companies, they can enjoy 400% tax deductions/allowances and/or 40% cash payout for investment in innovation and productivity improvements under the Productivity and Innovation Credit (PIC) scheme.

Find more at <http://iras.gov.sg/irashome/Plcredit.aspx> or email to [picredit@iras.gov.sg](mailto:picredit@iras.gov.sg)

### **7. When the registration is closed?**

The registration will be closed 10 days before the course commencement.

### **8. Where can I contact the organiser with any questions?**

Please visit [www.ut.sg/UT-College.php](http://www.ut.sg/UT-College.php), email to [enquiry@ut.sg](mailto:enquiry@ut.sg) or call/SMS to (65)81380509.