

## **Combined Booking Confirmation and Joining Instruction**

NAME: \_\_\_\_\_ SLOT NUMBER: \_\_\_\_\_  
COURSE: **Safe Forklift Operation Refresher Training (SFOR)**  
DATE: \_\_\_\_\_  
TIME: **0800 to 1700**  
DURATION: **1 Day**

### **ENTRY REQUIREMENT/S:**

Please submit below mentioned entry requirement/s **upon enrollment or on the first day of the training** to avoid delay in releasing of certificate.

- Medical Certificate/Waiver

### **JOINING INSTRUCTIONS FOR YOUR CREW:**

Participant must be at the training site before **7:30 am** on the date stated.

### **THINGS TO BRING:**

1. **TWO (2) VALID GOVERNMENT-ISSUED IDs** (e.g. SSS, Driver's Lic., PRC ID, Passport, etc.)
2. Pen, notebook
3. Please wear appropriate PPE (safety shoes, vest and other company-required PPE).
  - **For LECTURE: Sleeveless shirts, shorts and slippers are not allowed**
  - **For PRACTICAL EXERCISES: Sleeveless shirts, short shorts (for female delegates) and boxer shorts (for male delegates) are not allowed**

**NOTE: PLEASE BRING ONLY THE THINGS SPECIFIED ABOVE.**

### **OTHER REMINDERS:**

1. Trainees are **NOT** allowed to leave the training site premises within the duration of the course without CTSI's approval.
2. Alcoholic drinks/prohibited drugs are **NOT** allowed inside the training site. ***Delegates/Trainees under the influence of alcohol/prohibited drugs will not be allowed to take the course. If already inside CTSI premises, the violating delegates/trainees will be asked to leave the class. MUCO policy shall be applied.***
3. Trainees are expected to conduct themselves accordingly.
4. Please note that certain aspects of the course are physical in nature and contain potentially stressful elements.

### **CANCELLATION NOTICE:**

- **NO CHARGE** for bookings cancelled two working days prior to the scheduled training.
- If cancellations are made in less than 48 hours, a fee of \$50, per booking, will be levied as cancellation charge and reflected on your next billing statement. This fee is also applicable to trainees with guaranteed reservation but unable to attend the course.

**NOTE: YOUR RESERVATION AND THIS CONFIRMATION BIND YOU TO THE TERMS AND CONDITIONS FOR THE PROVISION OF TRAINING TO YOUR CREW AND UNDERTAKE TO PAY IN FULL ALL TRAINING FEES AT THE CURRENT RATE STIPULATED BY CTSI.**