

**IMPORTANT!
PLEASE READ.**



Combined Booking Confirmation and Joining Instruction

NAME; SLOT NUMBER:
COURSE: **Basic Scaffolding Course (Onboard)**
DATE:
TIME:
DURATION: **43.45 HOURS**

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

JOINING INSTRUCTIONS FOR YOUR CREW:

Onboard client's vessel

THINGS TO BRING:

1. **TWO (2) VALID GOVERNMENT-ISSUED IDs** (e.g. SSS, Driver's Lic., PRC ID, Passport, etc.)
2. T-shirt and long pants
 - **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. Use of electronic gadgets (i.e., cellphones, tablets, netbooks, laptops) are **NOT ALLOWED** during the conduct of the course.
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.