

CORPORATE COURSE APPLICATION FORM  
课程申请表格

COURSE TITLE:  
(课程名称):

START & END OF COURSE DATE:  
(课程日期):

COMPANY DETAILS 公司资料

Company Name:  
公司名称:

Company Address:  
公司地址:

Company Contact Person:  
公司联络人:

Contact Person's  
Designation:  
公司联络人职位:

Contact Person's Mobile No.:  
联络人号码:

Contact Person's  
Email Address:  
联络人电邮地址:

UEN NO:  
公司注册编号:

Contact Person's Office No.:  
办公室电话号码:

Training Grant Ref No. /  
Paynow Ref No. (C-12 Digit No.):

Note:  
\*  
^

Field required for funded or CPE registered course & E2I Funding  
Field required for SSG Training Quality and Outcomes Measurement Survey

APPLICANT'S DETAILS 申请人资料											
NO.	NAME (AS IN NRIC)	* DESIGNATION	* NRIC / FIN / PASSES	* DATE OF BIRTH (DD/MM/YYYY)	GENDER M / F	CPF CONTRIBUTIONS Y / N	EMPLOYMENT TYPE	* NATIONALITY	* HIGHEST QUALIFICATION	^ EMAIL ADDRESS	^ MOBILE NO.
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											

BILLING DETAILS (IF DIFFERENT FROM ABOVE)

Bill to (Company Name):

Attention:

Job Designation:

Billing Address:

Contact Number:

Email Address:

IMPORTANT INSTRUCTIONS 重要指示

1 Please complete the application form and submit to our centre at least two weeks before the course commencement date.  
Address: 47 Hill Street, #08-01/02  
Singapore 179365

2 Application form with incomplete information will not be considered.  
本学院将不会接受不完整的课程申请表格。

Tel: 63341080  
Fax: 63371165  
课程课程申请表格填好，并在开课日期的两个星期前把表格交到  
禧街47号，#08-01/02，邮编S(179365)  
电话号码: 63341080  
传真号码: 63371165

Payment Method

1 TT to our bank account:  
  
Account Name: Singapore Chinese Chamber Institute of Business  
Bank Name: DBS  
Bank Branch: Raffles City Branch Bank  
Address: 252 North Bridge Road #02-26A/B Raffles City Shopping Centre Singapore 179103  
Bank Code: 7171  
Branch Code: 033  
Account No: 033-000045-6  
SWIFT Code: DBSSSGSGSSS

TERMS & CONDITIONS 附带条件与条例

**Enrolment 报名**  
Singapore Chinese Chamber Institute of Business (SCCIOB)  
reserves the right to verify the information provided in this  
application form.  
新加坡中华总商会管理学院将有权对申请人所提供的资料进行核实。

**Our Classes 课程**  
SCCIOB reserves the right to vary, change and amend the  
course commencement date, content, entry requirements,  
curriculum, examination rules, lecturers, lesson dates,  
venue and other aspect of the course at any time prior to  
or during the delivery of the course.  
管理学院保留在课程开始之前或开课期间更改开课日期，课程内容，入  
学标准，教材，考试规定，任教老师，上课日期，地点和课程  
相关信息的权利。

**SSG Application精深技能发展局学费资助**  
Sponsored companies must brief and ensure their employees (applicants) comply to  
SSG terms and conditions in order to qualify for SSG funding.  
For full list of SSG terms and conditions, please refer to the website below:  
(https://www.skillsconnect.gov.sg/portal/under/Terms%20And%20Conditions/Termsandconditionsforfunding.jsp)  
受资助的公司必须向其员工讲解并确保他们遵守新加坡精深技能发展局 (SSG) 的条款与条件，  
以符合SSG的资助资格。申请人需要符合以下条件：  
(https://www.skillsconnect.gov.sg/portal/under/Terms%20And%20Conditions/Termsandconditionsforfunding.jsp)  
1 Applicant must be either Singapore Citizen or Singapore Permanent Resident,  
Self-Sponsored trainee or Company-Sponsored trainee aged 21 years or  
above.  
申请者必须是新加坡公民或者永久居民，自费学员或公司资助学  
员，年龄为21岁及以上。  
2 All applicants have to meet the minimum entry requirements (MER)  
for each course.  
所有学员必须符合该课程的最低要求。  
3 An applicant needs to achieve at least 75 % attendance in the course enrolled,  
passed all the coursework and assessments where applicable.  
学员需要达到至少75%的出勤率，通过全部课程作业或测验。

- 4 No replacement lesson / assessment will be provided by SCCIOB  
should participant fail to attend any lesson / assessment in the  
course enrolled.  
如果学员缺课，或者未能参加课程考试，新加坡中华总商会管理学院不  
会提供补课或补考。
- 5 SSG will only fund each SSG Funded Programme enrolled once.  
Applicants will have to pay full course fee if he/she had previously  
received funding for the same programme.  
精深技能发展局只会资助学员同一课程一次。如果学员曾经接受过精深  
技能发展局的资助，那再次报名这个课程时，需要支付全部课程费用。
- 6 Applicants who enrolled in course delivered via synchronous e-learning  
must comply to the following:  
• Ensure that the wifi connection is stable, webcam and sound system  
are turned on at all times.  
• 100% commitment throughout the course  
■ Applicants are not allowed to work/run errands and attend the lesson  
at the same time.  
报名本课程参加网络同步实时学习的学员必须遵守以下规定：  
• 确保无线网络连接稳定，摄像头和音频系统始终保持在开启状态  
• 在课程期间，保证100%投入与参与
- 7 Applicant has to be puntual for each session in the lesson schedule.  
Applicant will be marked absent for that session if he/she is late for  
more than 15 minutes or leave before the session ends  
学员每节课都必须准时出席。学员如果迟到超过15分钟或早退则该堂课  
会被记为缺席。
- 8 Photography & Videography 拍照照片和录制视频  
Do note that photographs and videos may be taken during the  
course for training, assessment, reporting and publicity purposes.  
请注意，出于教学、评估及宣传目的，上课期间可能会拍照照片和录制视频。

- 3 All information provided by companies will be treated in the strictest confidence. By signing the application form, you expressly consent to SCCIOB collecting,  
using and disclosing the personal data provided in the form for the purposes of course administration, annual reporting to the regulatory bodies and other course  
information.  
学院保证将谨慎处理学员个人资料并妥善保管。通过填写此报名表格，您明确同意让新加坡中华  
总商会管理学院收集、使用和提供您的个人资料作为课程行政管理，向监管机构进行的年度报告  
及未来课程通知用途。
- 2 All cheques should be crossed and make payable to  
Singapore Chinese Chamber Institute of Business or "SCCIOB".  
Please indicate your name and the course title behind the  
cheque. Please do not send any cash by mail.
- 3 Paynow Procedure  
Step 1: Open and Log in to your bank's mobile banking app  
Step 2: Scan the QR code using the app's "Scan & Pay" function  
Step 3: Enter the payable amount & Key in your reference Number  
Step 4: Click Submit



**Refund退款**  
No refund is allowed unless the Institute cancels or postpones the course.  
除非本学院取消或延期课程，不然本学院将不会退还课程学费。

**Withdrawals Policy 退课政策**  
Our Institute's policy with regards to refunds for withdrawal is as follows:  
提交书面退课申请和学费退款须知如下：  

% of Course Fees to be Refunded.	If Student's withdrawal form is received
100%	At least 7 days before the course commencement date 距离开课日期七天或以上
75%	3 – 6 days before the course commencement date 距离开课日期三至六天
0%	Less than 3 days before the course commencement date 距离开课日期少过三天

  
All withdrawal shall be in accordance with the aforementioned clause on refund. Applicant must complete and submit the withdrawal  
form. Applicant will be informed of the outcome within two (2) to four (4) weeks and it takes approximately another four (4) to six (6) weeks  
to process the refund. Please note that Application &/or Membership fee is not refundable. Administrative fee might be impose where  
applicable.  
所有的退课申请均应符合上述退款规则。学员必须填写并提交退课申请表。学员将在大约两到四周内收到退课申请结果，并且在退课申请  
通过后大约四到六周的时间内收到退款。请注意，课程申请费和会员费不可退款。学院可能会收取行政费用。

Student with medical condition must support their claims with official documentary evidence from either Polyclinic or Hospital to the  
Institute for consideration. Any decision made by the Management shall be final. Upon which, the student concerned shall be informed  
in writing of the Institute's decision. All other documentary evidence are subject to approval on a case by case basis.  
有健康状况的学生需要向管理学院提供来自综合诊所和医院的官方医疗文件作为证明，管理学院拥有最终决定权，来决定是否接受该学  
生的申请。

Applicant is required to participate in SSG Training and Outcomes Measurement (TRAQOM) questionnaire at the end of the course.  
在课程最后，学员需要参加SSG培训和结果测试问卷。

APPLICANT'S DECLARATION 申请人的声明

Sponsoring company declare that all information given in this application is true and complete to the best of our knowledge. Sponsoring company will be fully liable if information is incomplete or any misrepresentations given in the form. Sponsoring company understand and accept the terms and conditions set by Singapore Chinese Chamber Institute of Business.  
Sponsoring company acknowledge that we have read, understood and agreed to the SCCIOB Personal Data Protection Policy – Student, and hereby consent to the collection, usage and disclosure of our personal data by SCCIOB for the purposes stated in the SCCIOB Personal Data Protection Policy – Student.

- ☐ Applicable funding will be accorded base on SME status. Sponsored companies must check and update their status in Enterprise Portal and Skills (EPJS) at <https://www.enterprisedata.gov.sg/> to ensure that the correct funding is allocated.
- ☐ 适用的小型企业受益将根据企业的资格而给予。受资助的公司应在企业工作与技能门户网站上查询申报企业资质 <https://www.enterprisedata.gov.sg/>.
- ☐ For employer sponsored trainees, trainees must be registered under the UEN of the sponsoring company that is contributing CPF for them.
- ☐ 公司资助的学员须登记于公司注册编号(UEN)下，且资助公司有为学员缴纳公积金。
- ☐ Sponsoring company acknowledges that payment for company sponsored applicants must be made via company cheque / bank transfer.
- ☐ 我司明白由公司资助的学员，学费必须由公司名下的银行支付。
- ☐ Please tick here if you wish to have your personal data collected used and disclosed for course information and marketing updates.  
若公司同意学院收集学员的个人资料，并用于发送学院活动及课程资讯，请在此打勾。

Signature of Applicant 申请人的签名

Date 日期

Company Stamp

Version 11 Jan 2023

## Training Agreement

### SkillsFuture Credit – Eligible Courses / SSG-Funded Courses

This AGREEMENT is made between Singapore Chinese Chamber Institute of Business (SCCIOB), and \_\_\_\_\_ (Name in NRIC) \_\_\_\_\_ (I/C No.).

SCCIOB shall admit the participant into SkillsFuture Credit – Eligible Courses / SSG-Funded Courses and the participant shall agree to the following terms and conditions:

- Participant must be either Singapore Citizen or Singapore Permanent Resident, Self-Sponsored trainee or Company-Sponsored trainee aged 21 years or above. For applicant exceeding the age limit as specific for the course applied, applicant has to be
  - Employed in the related industries together with a company recommendation letter.
  - Physically fit enough to manage the job requirements of the relevant industries.
- Participant has to attain at least **75% attendance for the course enrolled.**
- Participant is required to complete all the coursework, sit for all the assessments and **pass the coursework and assessments on their own** without any external help where applicable.
- SSG will only fund each SkillsFuture Credit – Eligible Course / SSG-Funded Course once. Participant will have to **pay full course fee** if he/she had previously received funding for the same course.
- Participant has to meet the minimum entry requirements (MER) for each course such as:
  - GCE 'N' / 'O' levels / NITEC / 3 years of relevance working experiences
  - English and / or Chinese (Hanyu Pinyin) language proficiency
  - Participant must be proficient in basic computer literacy in order to carry out task like Word processing and E-learning.
  - Successful in the Admission Interview
- Participant who enrolled in course delivered via synchronous e-learning must comply to the following:
  - Ensure that computer wifi connection is stable, webcam and sound system are turned on at all times
  - 100% commitment throughout the course
    - Participant are not allowed to work /run errands and attend the lesson at the same time.
    - Participant are reminded to take early dinner for courses scheduled in the evening.
- To qualify for the SSG funding, participant has to submit all supporting documents at least 7 working days before course commencement. Funding eligibility of the participant will be based on the supporting documents submitted before course commencement.
- Participant is agreeable that the collection and use of photocopy of the identity card is for the purpose of verifying the authenticity of trainee's identity, and proper governance of training grant disbursement (including SSG audit)
  - For facial recognition attendance taking & classroom access, all participants must submit a digital photo for courses conducted via classroom delivery.
- Participant has to be punctual for each session in the course schedule. **Participant will be marked absent for that session if he/she is late for more than 15 minutes or leaves before the session ends.**
- Participant who is making payment via his/her PSEA account need to submit the application at least 8 weeks before course commencement and shall be liable to repay any shortfall should his/her PSEA accounts have insufficient credit.
- For use of SkillsFuture Credit to pay or offset the course fees of approved courses, SCCIOB staff and its associate consultants could only provide guidance but unable to operate on your behalf.

12. To undertake that you did not receive any cash incentives, financial assistance, or kickbacks whether monetary or in kind that is directly or indirectly related to the enrolment with SCCIOB.
13. Participant is required to participate in SSG Training and Outcomes Measurement (TRAQOM) questionnaire and/or SCCIOB feedback survey at the end of the course.
14. Sponsoring company has to pay the course fee for the sponsored participants from the company bank account.
  - Applicable funding will be accorded based on SME status. Sponsored companies have checked and updated their status in Enterprise Portal and Skills (EPJS) at <https://www.enterprisejobskills.gov.sg/>
  - For employer sponsored participant, participant must be registered under the UEN of the sponsoring company that is contributing his/her CPF.
15. Participants have to take pre-enrolment placement test and end of course assessment (BCT) for Certificate in International Business Mandarin programmes.
16. No replacement lesson / assessment will be provided by SCCIOB should participant fail to attend any lesson / assessment in the course enrolled (Except for Diploma in Translation & Interpretation and Tourist Guide. Medical and Compassionate reasons will be evaluated on a case-by-case basis).
  - Should participant fail the assessment/Examination for STB Tourist Guide Licensing Examination
    - He/she has to pay supplementary examination fee to retake the examination within 3 months from announcement of the first examination result.
    - He/she has to pay the balance of SSG grant if did not pass the supplementary examinations within 3 months. SCCIOB will refund once he/she pass the supplementary examination and SCCIOB had received SSG grant disbursement.

**Failure to comply with the terms and conditions stated above, the participant will have to reimburse SCCIOB the corresponding funding grant by SkillsFuture Singapore (SSG) for the following course (subject to prevailing GST)**

Course Title: \_\_\_\_\_

The contents of this Training Agreement were explained to me in English / Mandarin by:

Associate / Programme Consultant

Annie

Collaboration Partner

NA.

Date

Signed by

Name in NRIC:

Date:

  
Justin Lee

Director (Sales & Marketing)

Singapore Chinese Chamber Institute of Business

# Singapore Chinese Chamber Institute of Business

## Personal Data Protection Policy - Student

### Contents

<b>SCCIOB Personal Data Protection Policy .....</b>	<b>1</b>
A. Our Obligations .....	3
B. Collection of Personal Data .....	3
C. Purpose of Collection .....	3
D. Consent and Right to Withdraw Consent.....	3
E. Rights of Access .....	3
F. Disclosure of Personal Data .....	3
H. Exceptions and Exclusion of Liability.....	3
I. Integrity of Personal Data .....	3
J. Transferring and Sharing of Personal Data .....	3
K. Protection of Personal Data in SCCIOB's Possession .....	3
L. Language .....	3
M. Changes to our Personal Data Protection Policy.....	3
N. Governing Law.....	3
O. SCCIOB Do-Not-Call Policy.....	3
<b>A. Our Obligations:.....</b>	<b>4</b>
Consent Obligation .....	4
Purpose Limitation Obligation .....	4
Notification Obligation.....	4
Access and Correction Obligation .....	4
Accuracy Obligation .....	4
Protection Obligation.....	5
Retention Limitation Obligation .....	5
Transfer Limitation Obligation .....	5
Openness Obligation.....	5
B. Collection of Personal Data.....	5
C. Purpose of Collection.....	6
D. Consent and Right to Withdraw Consent.....	7
E. Rights of Access.....	7

F. Disclosure of Personal Data .....	8
G. Security, Storage and Duration of Data Retention.....	8
H. Exceptions and Exclusion of Liability .....	9
I. Integrity of Personal Data .....	9
J. Transferring and Sharing of Personal Data .....	10
K. Protection of Personal Data in SCCIOB's Possession .....	10
L. Language .....	10
M. Changes to the Personal Data Protection Policy .....	10
N. Governing Law .....	11
O. SCCIOB Do-Not-Call Policy .....	11

At Singapore Chinese Chamber Institute of Business (SCCIOB), we are committed to protecting and safeguarding the personal data we have collected from you.

This Personal Data Protection Policy describes the types of personal data we collect from our operations. The Policy also sets forth how we collect, use, disclose or otherwise process this data, provides other details about our personal data practices, and explains how to contact us if you have any questions or concerns.

In this Policy, "personal data" means data, whether true or not, about an individual who can be identified: (a) from that data; or (b) from that data and other information to which we have or are likely to have access. Other terms used in this Notice shall have the meanings given to them in the Singapore Personal Data Protection Act (where the context so permits).

- A. Our Obligations
- B. Collection of Personal Data
- C. Purpose of Collection
- D. Consent and Right to Withdraw Consent
- E. Rights of Access
- F. Disclosure of Personal Data
- G. Security, Storage and Duration of Data Retention
- H. Exceptions and Exclusion of Liability
- I. Integrity of Personal Data
- J. Transferring and Sharing of Personal Data
- K. Protection of Personal Data in SCCIOB's Possession
- L. Language
- M. Changes to our Personal Data Protection Policy
- N. Governing Law
- O. SCCIOB Do-Not-Call Policy

## A. Our Obligations:

### 1. **Consent Obligation**

SCCIOB only collects, uses or discloses personal data of which you have given their consent.

SCCIOB allows you to withdraw consent, with reasonable notice, and shall inform you of the likely consequences of withdrawal. Upon withdrawal of consent to the collection, use or disclosure for any purpose, SCCIOB shall cease such collection, use or disclosure of your personal data except as required for administering the course by any persons, government agencies, statutory authorities and/or industry regulators, to whom we are compelled or required to do so pursuant to any law.

### 2. **Purpose Limitation Obligation**

SCCIOB may collect, use or disclose your personal data for the purposes that you would consider appropriate in the circumstances and for which you have given consent.

SCCIOB may not, as a condition of providing a service, require you to consent to the collection, use or disclosure of your personal data beyond what is reasonable to provide that service.

### 3. **Notification Obligation**

SCCIOB shall notify you of the purposes for which SCCIOB is intending to collect, use or disclose your personal data on or before such collection, use or disclosure of personal data.

### 4. **Access and Correction Obligation**

Upon request, your personal data and information about the ways in which your personal data has been or may have been used or disclosed within a year before the request should be provided. However, SCCIOB is prohibited from providing you access if the provision of the personal data or other information could reasonably be expected to:

- cause immediate or grave harm to your safety or physical or mental health;
- threaten the safety or physical or mental health of another individual;
- reveal personal data about another individual;
- reveal the identity of another individual who has provided the personal data, and the individual has not consented to the disclosure of your identity; or
- be contrary to national interest.

SCCIOB shall correct any error or omission in your personal data upon your request. Unless SCCIOB is satisfied on reasonable grounds that the correction should not be made, SCCIOB should correct the personal data as soon as practicable and send the corrected data to other organisations to which the personal data was disclosed within a year before the correction is made, or with your consent, only to selected organisations.

### 5. **Accuracy Obligation**

SCCIOB shall make reasonable effort to ensure that personal data collected by or on behalf of SCCIOB is accurate and complete if it is likely to be used to make a decision that affects you, or if it is likely to be disclosed to another organisation.



**6. Protection Obligation**

SCCIOB shall make reasonable security arrangements to protect the personal data that SCCIOB possesses or controls to prevent unauthorised access, collection, use, disclosure or similar risks.

**7. Retention Limitation Obligation**

SCCIOB shall cease retention of personal data or remove the means by which the personal data can be associated with particular individuals when it is no longer necessary for any business or legal purposes.

**8. Transfer Limitation Obligation**

SCCIOB shall transfer personal data to another country only according to the requirements prescribed under the regulations, to ensure that the standard of protection provided to the personal data so transferred will be comparable to the protection under the Personal Data Protection Act, unless exempted by the Personal Data Protection Commission.

**9. Openness Obligation**

SCCIOB shall make information about SCCIOB's data protection policies, practices and complaints process available on request.

## **B. Collection of Personal Data**

The types of Personal Data we collect essentially depend on the purpose of collection. Thus depending on the purpose of collection, the Personal Data collected may be in the form of:

- a. Name.
- b. Date of birth.
- c. Gender.
- d. NRIC / passport.
- e. Contact Information, address.
- f. Nationality.
- g. Education.
- h. Income.
- i. Employment records.
- j. Banking particulars, credit card details.
- k. Audio-visual information.

## C. Purpose of Collection

The Personal Data as provided/furnished by you to SCCIOB or collected by SCCIOB from you or through such other sources as may be necessary for the fulfilment of the purposes (“**collected**”) at the time it was sought or collected, will be used for such purpose and for the following reasons (collectively “**Purposes**”):

- a. Assessing application for membership.
- b. Assessing application for course, funding or grant.
- c. Communicating with you.
- d. Providing services, to process billing / payment transactions.
- e. Responding to an individual's request, enquiry, feedback or complaint.
- f. Administering enrollment to any course offered by SCCIOB.
- g. For marketing and promotional activities, market surveys, course evaluation, trend and statistical analysis.
- h. For finance activities.
- i. For credit assessments, financial and background investigation as and when deemed necessary.
- j. For the maintenance and upkeep of internal records, filing and operations.
- k. For meeting any legal or regulatory requirements relating to our provision of services and to make disclosure under the requirements of any applicable law, regulation, direction, court order, by-law, guideline, circular, code applicable to us or our affiliates.
- l. To enter into the necessary agreement and/or contract.
- m. For handling the report for lost item, customer complaints and taking appropriate action relating thereto.
- n. For security and crime prevention purposes, risk management, safeguarding SCCIOB in the event of any claim, litigation, suits, etc.
- o. For compliance with any law, legislation or regulation, or any request, enforcement or investigation from any governmental and/or regulatory authority.
- p. For transfer to third party to facilitate any of the aforesaid Purposes.

Please note that it is necessary for an individual to provide us with accurate personal data. Failure to do so may result in us being unable to process and/or use your personal data in relation to the Purposes.

If you choose not to provide us with your personal data for the purposes listed above, you may submit a request in writing or via email to our Data Protection Officer at the contact details provided below or indicate in the personal data collection form submitted to us (if any).

Depending on the complexity of the request and its impact to our relationship with you, we will not collect or, within 30 days of our receipt of your request, cease using and/or disclosing your personal data in accordance with your request.

The purposes listed in above may continue to apply even in situations where your relationship with us (for example, pursuant to a contract) has been terminated or altered in any way, for a reasonable period thereafter (including, where applicable, a period to enable us to enforce our rights under any contract with you).

## D. Consent and Right to Withdraw Consent

You shall be invited to give express consent to SCCIOB collecting, using and disclosing your personal data for the purposes of course soliciting, research activities and future event notification and publicity as well as SCCIOB's news dissemination.

By so indicating your acceptance of the terms of this Policy, you shall be deemed to have expressly consented to the processing of your Personal Data by SCCIOB or any of our authorised staff, partners and/or contractors for the Purposes outlined in C above.

Notwithstanding anything to the contrary, you may at any time withdraw their consent to SCCIOB processing any Personal Data of you or to any part or portion of the processing by sending to SCCIOB at the address set out below a written notice of withdrawal. SCCIOB shall take all necessary measures to give effect to your withdrawal of consent, to the extent that such withdrawal does not conflict with any of SCCIOB's other legal obligations. Please note that if you withdraw their consent for any reason, SCCIOB may be unable to provide certain services to you.

Depending on the complexity of the request and its impact to our relationship with you, we will cease (and instruct any of our data intermediaries and agents to cease) collecting, using or disclosing the personal data within 10 business days of our receipt of your request, unless required or authorised under applicable laws.

## E. Accuracy, Rights of Access and Correction of Personal Data

We will make every reasonable effort to ensure that personal data collected by us or on our behalf is accurate and complete.

You may at any time hereafter make written enquiries, complaints and request for access to, or correction of, your Personal Data or limit the processing of your Personal Data by submitting such written request to the Personal Data Protection Officer of SCCIOB via e-mail to [dpo@SCCIOB.org.sg](mailto:dpo@SCCIOB.org.sg) or post it to the address as set out below:

**Postal:**

Data Protection Officer  
Singapore Chinese Chamber Institute of Business  
9 Jurong Town Hall Road, #04-10  
Trade Association Hub,  
Jurong Town Hall,  
Singapore 609431

We will respond to your request as soon as reasonably possible. Should we not be able to respond to your request within thirty (30) days after receiving your request in writing (including both electronic and non-electronic methods), we will inform you in writing within thirty (30) days of the time by which we will be able to respond to your request. If we are unable to provide you with any personal data or to make a correction requested by you, we shall generally inform you of the reasons why we are unable to do so (except where we are not required to do so under the PDPA).

If your request relates to personal data which we are processing on behalf of another organisation, we will instead forward your request to the relevant organisation for their necessary action.

Please note that a reasonable fee may be charged for an access request. If so, we will inform you of the fee before processing your request.

Any Personal Data retained by us shall be destroyed and/or deleted from our records and system in accordance with our retention policy in the event such data is no longer required for the said Purposes in C or any other business or legal purposes.

## **F. Disclosure of Personal Data**

The Personal Data provided to us shall be managed and used in accordance with the terms of this Policy. However, we may disclose your Personal Data to the following parties:

- a. Singapore Chinese Chamber of Commerce & Industry (SCCCI), our parent company, our business partners, and our affiliates that provide related services in connection with our services;
- b. Our auditors, consultants, lawyers, accountants or other financial or professional advisers appointed in connection with our services;
- c. Our third party service providers, third party management companies, sub-contractors or other parties as may be deemed necessary by us to facilitate your dealings with us;
- d. Our appointed service providers in fulfilling our services; and
- e. Any persons, government agencies, statutory authorities and/or industry regulators, whom we are compelled or required to do so pursuant to any law

Third parties are legally tasked with processing your Personal Data in line with principles specified by SCCIOB and may not use it for any other purposes. Third parties are also held responsible for securing your Personal Data at an appropriate level of security in relation to applicable data protection laws and widely accepted industry standards.

SCCIOB reserves its right to use or disclose any data as needed to satisfy any law, regulation or legal request, to protect the integrity of our Online Service, to fulfil your requests, or to cooperate in any law enforcement investigation or an investigation on a matter of public safety.

## **G. Security, Storage and Duration of Data Retention**

SCCIOB is committed to ensuring that your Personal Data is secure, and in connection therewith, suitable processes and procedures have been put in place to ensure that all Personal Data collected by us shall be stored and/or filed in such manner as to ensure that the Personal Data maintains its accuracy, integrity, remains confidential, is protected against loss, misuse, modification and unauthorised or accidental access, disclosure, alteration, destruction or manipulation.

To safeguard your personal data from unauthorised access, collection, use, disclosure, copying, modification, disposal or similar risks, we have introduced appropriate administrative, physical and technical measures such as up-to-date antivirus protection, encryption and the use of privacy filters to secure all storage and transmission of personal data by us, and disclosing personal data both internally and to authorised third parties and agents only on a need-to-know basis.

However, no method of transmission over the Internet or method of electronic storage is completely secure. While security cannot be guaranteed, we strive to protect the security of your personal data and are constantly reviewing and enhancing our information security measures.

SCCIOB shall store and/or retain all Personal Data only for as long as required for the fulfilment of the purposes stated in B above or pursuant to any legal obligation imposed upon SCCIOB in its operation of the Services or by virtue of any applicable law that may from time to time be in force.

## **H. Exceptions and Exclusion of Liability**

Notwithstanding the foregoing provisions, SCCIOB reserves the right to refuse to entertain any request for withdrawal of consent, access or correction in the following circumstances:

- Where there is insufficient information provided by any party making a request to enable SCCIOB to positively locate or identify the Personal Data in question;
- Where there is reasonable doubt surrounding the identity of the person making the request or where SCCIOB feels that the requesting party is not in fact the owner or the subject of the Personal Data in question and is not lawfully entitled to make any requests in relation to the Personal Data;
- Where permitting access or correction would be tantamount to a violation of an Order of Court;
- In requests for access or for correction (excluding instances of withdrawal of consent):
  - a) where the burden or expense of entertaining the request for access or correction is disproportionate to the risk to the privacy of the party making a request;
  - b) where compliance with the request would involve the unauthorised disclosure of Personal Data belonging to a third party;
  - c) where compliance would result in the disclosure of confidential commercial information;
  - or
  - d) where access is regulated by another law

In the area of Personal Data protection, SCCIOB shall not be liable for any purported violation, breach or non-compliance with any precepts of privacy or the protection of Personal Data in the following instances:

- Where an act of nature or event outside the control of SCCIOB results in the damage or malfunction or destruction in any equipment or machinery used to secure, store or process Personal Data;
- Where Personal Data is readily available or able to be found in the public domain; and
- Where, despite SCCIOB's best efforts, there is unauthorised access, modification, alteration, misuse, tampering or abuse of Personal Data caused by the malicious or fraudulent or criminal acts or conduct of a third party not being under the control or direction of SCCIOB.

## **I. Integrity of Personal Data**

We will make every reasonable effort to ensure that personal data collected by us or on our behalf is accurate and complete.

You are responsible for ensuring that your Personal Data you provide us is accurate, complete and not misleading and that such Personal Data is kept up to date. We may request your assistance to procure the consent of third parties whose Personal Data is provided by you to us and you agree to use your best endeavours to do so.

## **J. Transferring and Sharing of Personal Data**

It may be necessary, if so required for any of the Purposes, to transfer your Personal Data outside of Singapore or to disclose your Personal Data to our parent company, business partners, affiliates, associates, service providers and/or relevant authorities, who may be located within or outside Singapore. Save for the foregoing, your Personal Data will not be knowingly transferred to any place outside Singapore or be knowingly disclosed to any third party. However, if we do so, we will obtain your consent for the transfer to be made and we will take steps to ensure that your personal data continues to receive a standard of protection that is at least comparable to that provided under the applicable personal data protection laws and regulations.

SCCIOB also does not sell, transfer or disclose personal information to third parties outside the SCCIOB Family. The SCCIOB Family includes our parent company, partners, associates and service providers. However, with your permission, we will on occasion send marketing information on behalf of our business partners or associates about products or services they provide that may be of interest to you. You may be asked if you wish to receive marketing materials from SCCIOB's partners or associates. If you elect to receive such materials, SCCIOB will not share your personal information with such partners or associates but rather will send an e-mail on behalf of the partners or associates.

## **K. Protection of Personal Data in SCCIOB's Possession**

SCCIOB shall limit the collection and use of personal information to what is necessary to administer its services and to deliver superior service to you. To serve you and you better, SCCIOB may combine the information which you have given to us through our website or other channels.

SCCIOB shall protect the confidentiality of all personal information which you have shared with us. In cases where we share personal information with our parent company, partners or affiliates, we will protect that personal information with a strict confidentiality as stated in our agreement. Companies hired by us to provide support services or to act as our agent must conform to our privacy standards.

SCCIOB's corporate policies stipulate that any staff with access to confidential customer information is not permitted to use or disclose such information except for business purposes. All staff are required to safeguard such information as specified in their confidentiality agreements with SCCIOB.

In all cases, your personal information is protected by a strict confidentiality agreement. We do not allow any non-affiliated company to retain your personal information any longer than it is necessary to provide you with the service or information unless you have granted us permission to do so.

Staff of SCCIOB shall sign the Confidentiality Clause to undertake not to misuse or disclose personal data in their possession during their course of work and to take every precaution to ensure all personal data under their possession is being kept confidential at all times.

## **L. Language**

This Policy is issued in English.

## **M. Changes to the Personal Data Protection Policy**

This Personal Data Protection Policy is effective as of 2<sup>nd</sup> July 2014. From time to time, it may be necessary for SCCIOB to change this policy. If we change our policy, we will post the revised version

on our corporate website, so we suggest that any interested person check for the most up-to-date version of our personal Data Protection Policy online.

SCCIOB may continue to use your Personal Data that was collected before 2 July 2014 for purposes which the Personal Data was collected unless consent is withdrawn by you. If you wish to withdraw their consent from SCCIOB's use of your Personal Data, or if you have any enquiry, request, feedback or complaint regarding our personal data protection policies and procedures, you may contact SCCIOB's Personal Data Protection Officer of SCCIOB via e-mail to [dpo@SCCIOB.org.sg](mailto:dpo@SCCIOB.org.sg) or post it to the address as set out below:

**Postal:**

Data Protection Officer  
Singapore Chinese Chamber Institute of Business  
9 Jurong Town Hall Road, #04-10  
Trade Association Hub,  
Jurong Town Hall,  
Singapore 609431

In such event, the prevailing terms of this Policy from time to time shall apply. By continuing your relationship with SCCIOB after any amendments have been introduced and published on the SCCIOB website, you shall be deemed to have accepted the Policy as amended.

## **N. Governing Law**

This Data Protection Policy shall be governed in all respects by the laws of Singapore.

## **O. SCCIOB Do-Not-Call Policy**

We respect the Do-Not-Call Registry, which allows individuals to opt-out of receiving marketing messages by registering their Singapore phone numbers.

You are advised to manage their preference on how SCCIOB and its partners, associates or vendors contact you on marketing activities by selecting your preferred contact mode. Marketing Activities include invitations to SCCIOB's events and activities, etc.

If you do not wish to receive any marketing messages from us, you can inform us via email:

- [dnc@sccio.edu.sg](mailto:dnc@sccio.edu.sg)

Please note:

- a) Any change request will take 30 days to come into effect.
- b) Your status will remain valid until you change it again.
- c) Your consent on SCCIOB DNC will override the National DNC, regardless of which is submitted first.

©SCCIOB 2021. All rights reserved.

**DECLARATION**

1. I declare and warrant that all information shared to you is precise and thorough to the best of my knowledge. I am also aware of the obligation and thus have obtained consent from all third parties (e.g. business associates, colleagues or family members) prior to the provision of their data to SCCIOB. In doing so, I hereby consent on behalf of such individual to the collection, use and disclosure of their personal data by SCCIOB for the purpose of processing this application.
2. I understand and agree that if it is subsequently discovered that I have wilfully given incorrect information or withheld any relevant information, my application will be disqualified, and SCCIOB reserves the right to cease providing its services to me without any notice or compensation.
3. I acknowledge that I have read, understood, and agreed to the above Policy, and hereby commit to provide precise explanation and clarity of the above policy to the student.

Please indicate beside each applicant their **consent** to below PDPA terms:

- ☐ I would like to receive from SCCIOB for information, course update and marketing materials relating to services offered or disseminated by SCCIOB and/ or its partners and associates via all forms of mobile messaging (including SMS or MMS), telephone calls email and/ or post.

Company Sponsored Applicant			
Company Name:			
Course Title:			
Course Duration:			
S/N.	Consent <input type="checkbox"/>	Not Consent <input type="checkbox"/>	Applicant Name as in NRIC
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			



13			
14			
15			
16			
17			
18			

Name as per NRIC		Designation	
Email		Contact Number	
Signature & Date		Company Stamp	