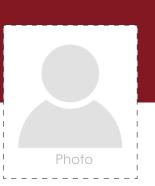


## HIGHER LEARNING INSTITUTION

- Registered with Department of Higher Education Research Science & Technology
- Member of PNG Procurement & Supply Chain Association Inc.
- Major sponsor of Expert Procurement PNG Foundation Inc.
- ISO 9001:2015 Certified Private Training College
- Partnering with MCIPS Qualified Procurement Professionals with Global Industry Experience

# **APPLICATION FORM**



This is a standard application form for all courses offered by the college. Please read carefully before completing it. CONDITIONS OF APPLICATION:

- 1. This form should be completed by all applicants whether new or former students.
- 2. All sections of the form are to be filled in full.

#### **SECTION 1: PERSONAL DETAILS – TO BE COMPLETED BY ALL APPLICANTS**

Title: (MrMrs/Ms/Miss/Dr)				
	Surname:		Given name:	
Male: Female:	Date of Birth:	Email:	Office Phone: Mobil	e:
Province of Origin:				
District:				
Local Level Government(LLG):				
Ward:				

SECTION 2: EDUCATIONAL HISTORY (Provide details of your educational qualifications)

Name of Secondary or High School last attended

#### Other Training Institutions attended( eg.UPNG,DWU,IBS, ETC)

Year	Location	Institute	Qualification

Yes

Are you a Former EPTC Student?

No

Year:

Name of Course	Location	Year

#### **SECTION 3: PROGRAM INFORMATION**

Name of Course				
Commencement Date				
Location				
How did you learn about c	our Courses or	Institution? (Please Tick)		
From a Friend		Department Circ	cular	
From News Paper Advertisemer		ent From Social Media Platform		
From TV/Radio Pror	notion	From the EPTC Tr	aining Centre	
SECTION 4: RECOMMENDATION BY THE AGENCY (Department Head or Divisional Head to sign)				
Will Department/Organisation release the applicant for study and continue to pay for his/her salary? ( <i>Please Tick</i> ) Yes No				
Please Print Name:		Date:	/ /	
Designation:		Authorised by:		
Phone Number	Mobile/Wl	natsApp Number Email		
SECTION 5: SPONSHORSHIP/SCHOLARSHIP				
YES  NO    (a) Are you applying for sponsorship/scholarship to undertake this program?				
(b) If yes, name the sponsorship/scholarship and the funding agency:				
(c) Name the Billing contact person:		ce Phone No:	Province:	
(d) Current Address:		ail Address:		
	Mo	bile No(s):		

#### **SECTION 6: DECLARATION AND SIGNATURE**

The information on this form and any supporting document is supplied by me on the understanding that it will be used only for the purpose relating to my selection and enrolment as a Diploma/Certificate/Short Course or any other program studied at the **Expert Procurement Training College(EPTC)**.

I,.....declare that all information provided are correct and complete to the best of my knowledge.

Applicant Signature		// Date
	OFFICE USE ONLY	
Application Accepted	Reason Stated	
Application NOT Accepted		
		ACCEPTED/REJECTED
// Date	// Date	//// Date

#### **SECTION 7: REGISTRATION AND PAYMENT TERMS & CONDITIONS**

#### **Payment Terms**

- On the return of the completed application form, full payment is required and is non-refundable. Payment must be received prior to the training date. Expert Procurement Training College reserves the right to refuse entry into the class should full payment has not been received.
- Substitutes are welcome at no additional charge. Substitute's name shall be given to the college prior to the training date.
- Non-attendance does not constitute cancellation. You can still attend the same program on another scheduled date.

#### **Cancellation & Postponement**

Expert Procurement Training College has strict no refund policy. Should the college permanently cancel a training or class for any reason whatsoever; the participant shall be provided a credit note of the equivalent amount paid towards the cancelled training. In the case of a postponed or cancelled training, the college will not be responsible for covering airfare, accommodation, or other travel cost incurred by the client. Hotel accommodation is NOT included in the Course Registration Fee. Participant is required to make his/her own travel and accommodation arrangements.

### **Bank Information & Method of Payment**

Direct	Deposit	Bank Cheque
<b>MBSP</b>	Account Number: Bank Name: Branch Name: Bank Address: Swift Code:	<b>Expert Procurement Training &amp; Business Consultants Limited</b> 7011817603 Bank South Pacific Habour City, Konedobu, Port Moresby P.O.Box 78 Port Moresby, NCD BOSPPGPM 088-340
kinabank	Account Number: Bank Name:	Kina Bank Limited Kina Bank Habour City KSL

#### **SECTION 8: MAILING ADDRESS**

#### THE COURSE ADVISOR

Gogosi Crescent Street | Section 321 | Allotment 26 | Gerehu Stage 6 | PO Box 1655, Port Moresby, NCD, PNG





Tel: +675 341 6523 Mobile: +675 7004 8797 | 7681 1524 Email: info@expertprocurement.com.pg Website: www.expertprocurement.com.pg



"Improving Efficiency & Transparency in Procurement"