



EXPERT PROCUREMENT TRAINING COLLEGE

"Improving Efficiency & Transparency in Procurement"



HTEREG2022042

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



Photo

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: (Mr/Mrs/Ms/Miss/Dr)	Surname:	Given name:
Male: <input type="checkbox"/> Female: <input type="checkbox"/>	Date of Birth:	Office Phone: Mobile:
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	Year:
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Other Training Institutions attended(eg.UPNG,DWU,IBS, ETC)

Year	Location	Institute	Qualification

Are you a Former EPTC Student? Yes No

Continue to Next Page



Name of Course	Location	Year

SECTION 3: PROGRAM INFORMATION

Name of Course	
Commencement Date	
Location	

How did you learn about our Courses or Institution? *(Please Tick)*

- | | |
|--|--|
| <input type="checkbox"/> From a Friend | <input type="checkbox"/> Department Circular |
| <input type="checkbox"/> From News Paper Advertisement | <input type="checkbox"/> From Social Media Platform |
| <input type="checkbox"/> From TV/Radio Promotion | <input type="checkbox"/> From the EPTC Training 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? *(Please Tick)* Yes No

Please Print Name: _____ Date: / /

Designation: _____ Authorised by: _____

Phone Number	Mobile/WhatsApp Number	Email

SECTION 5: SPONSHORSHIP/SCHOLARSHIP

		YES	NO
(a) Are you applying for sponsorship/scholarship to undertake this program?		<input type="checkbox"/>	<input type="checkbox"/>
(b) If yes, name the sponsorship/scholarship and the funding agency:			
(c) Name the Billing contact person:	Office Phone No:	Province:	
(d) Current Address:	Email Address:		
	Mobile 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	<input type="checkbox"/>	<i>Reason Stated</i>
Application NOT Accepted	<input type="checkbox"/>	

RECEIVED

ACKNOWLEDGED

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



Internet Banking



Account Name: Expert Procurement Training & Business Consultants Limited
Account Number: 7011817603
Bank Name: Bank South Pacific
Branch Name: Harbour City, Konedobu, Port Moresby
Bank Address: P.O.Box 78 Port Moresby, NCD
Swift Code: BOSPPGPM
BSB: 088-340



Account Name: Expert Procurement Training & Business Consultants Limited
Account Number: 27504317
Bank Name: Kina Bank Limited
Branch Name: Kina Bank Harbour City
PNGX & ASX Code: KSL
Swift Code: KINIPGP

SECTION 8: MAILING ADDRESS

THE COURSE ADVISOR

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



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Mobile: +675 7004 8797 | 7681 1524 Email: info@expertprocurement.com.pg

Website: www.expertprocurement.com.pg



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