

**NGEE ANN POLYTECHNIC
COMPANY SPONSORSHIP FORM**

Part-Time Diploma / Post Diploma (AD/SD/DC)/ Skills-Based Modular Course

Note: To be completed by sponsoring company and returned to:
CET Academy, Ngee Ann Polytechnic Block 50 #01-01 Singapore 599489

Part I: Company Information

Company Name			
Unique Entity Number (UEN)			
Small and Medium-Sized Enterprise (SME) [#]	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<i>Sales Turnover < SGD100 Mil OR < 200 employees</i>
Staff Strength	<input type="checkbox"/> 1 -20	<input type="checkbox"/> 21 - 100	<input type="checkbox"/> 101 - 200 <input type="checkbox"/> > 200
Billing Contact Person <i>(Mr / Ms / Mrs / Mdm / Dr)</i>			
Designation:			
Company Billing Address	Block No.	Street Name	
	Unit No./ Building		Postal Code
Contact Number			
Email			

Part II: Information of Sponsored Employee(s)

S/N	Name of Employee	NRIC/FIN/ Passport No.	Course Name <i>e.g. Dip. (Conversion) in Facility Mgt., Dip. in Engineering (Aerospace)</i>

* Please attach the sponsored employee list if the above space is insufficient.

The company will

- a) sponsor the above application(s) for the entire duration of the course
- b) inform the Polytechnic in writing if there are changes in status of sponsorship or company details
- c) make payment upon receiving Fee Invoice from the Polytechnic

Name/ Designation

Signature/ Date

Company
Stamp:



Note:

[#]Small and Medium-sized Enterprise (SME) is defined as

i. at least 30% local shareholding; AND

ii. Group¹ annual sales turnover² of not more than \$100 million OR Group employment size³ of not more than 200 employees.

¹ Group tracing: All corporate shareholder(s) holding more than 50% of total shareholding of the company and any subsequent corporate parents. All subsidiaries of the company.

² Annual sales turnover refers to the revenue or sales turnover stated on the company's income statement.

³ A company should include in its employment size any persons employed under a contract of service in accordance to the Employment Act. This is regardless of the nationality of the employee.

Note: Enhanced SME training subsidy is only applicable to students with full-fee company sponsorship.