



Documents checklist

PLEASE NOTE THAT THE **DOCUMENTS SUBMITTED** MUST BE **IN ORDER** & THE **PHOTOGRAPHS MUST BE CLEAR WHERE APPLICABLE**.

REGISTRATION WILL BE DELAYED IF THE DOCUMENTS ARE NOT IN ORDER.

S/No	Checklist Items	✓
1	Ley Choon's Application Form (Original signed copy)	
2	For local applicants (Singaporean/Permanent Resident) i) Copy of NRIC	
3	For CoreTrade /ALP Application i) Copy of Work Permit (must be valid for at least 3 months from the date of enrolment) ii) Copy of Passport (All foreigners) iii) Copy of BCA CoreTrade Acknowledgement Notice For SEC(K) Application i) Copy of Work Permit (must be valid for at least 3 months from the date of enrolment) ii) Copy of Passport (All foreigners) iii) Copy of Full page of latest work pass details from WorkPassSG APP iv) NRIC (Malaysian applicants Only)	



APPLICATION FORM – CORETRADE / SEC(K)

PART 1 – CLIENT'S DATA

Company Name:			
Company Address:			
Company UEN Number:			
Contact Person:	Covering Person:		
Contact No. (1):	Contact No. (2):		
Email (1):	Email (2):		

PART 2 – COURSE DETAILS

Trade: (Please tick one)			
Bulldozer Operation <input type="checkbox"/>		Hydraulic Excavator Operation (As Lifting Machine) <input type="checkbox"/>	
Test Level: (Please tick one)			
CoreTrade <input type="checkbox"/>	SEC(K) <input type="checkbox"/>	ALP (Applicable for Bulldozer only) <input type="checkbox"/>	
Course Type: (Please tick one)			
Familiarization Course (Express) <input type="checkbox"/>	Full Course <input type="checkbox"/>	Retest (1 Day Training + 1 day Test) <input type="checkbox"/>	<input type="checkbox"/>
		Additional 1 Day Training	<input type="checkbox"/>

PART 3 – CANDIDATE'S DETAILS

	Full Name of Candidate	NRIC/ FIN	Work Permit No.	Passport No.	Nationality	Date of Birth
1						
2						
3						
4						
5						





立春建筑工程私人有限公司

LEY CHOON CONSTRUCTIONS AND ENGINEERING PTE LTD

Head Office: No. 3 Sungei Kadut Singapore 729556 Tel: (65) 6757 0900 Fax: (65) 6757 0100 Email: training@leychoon.com
Company Reg. No.: 199004441H Website: www.leychoon.com

PART 5 - DECLARATION

- *I/We hereby confirm that all information given in this application is true and accurate; and that the above applicant meets the entry requirements as stated in this brochure.
- *I/We will be obliged to abide by all safety and health policies that are in place. Where should I disrupt other candidates, breach safety and health policies, or endangered mine or others, Ley Choon Constructions and Engineering Pte Ltd reserve the right to discontinue my training or testing without refunding any fees.
- *I/We agree to allow BCA to disclose to other government agencies and/or the Government any information relating to me/us in connection with, arising from, or relating to this application, including but not limited to *my/our personal particulars and *my/ our test results.
- *I/We agree to allow Ley Choon Constructions and Engineering Pte Ltd to disclose to other government agencies and /or the Government any information relating to me/us in connection with, arising from, or relating to this application, including but not limited to *my/our personal particulars and *my/ our test results.
- *I/We hereby agree to indemnify and hold harmless Ley Choon Constructions and Engineering Pte Ltd against any and all liability, claims, suits, losses, costs, and legal fees caused by, arising out of, or resulting from any negligent act or omission of the candidate in the performance and/or failure to perform, including the negligent acts or omission of any candidate or any direct or indirect employees of the applicant company(s).
- *I/We agree to the condition that the Client / Candidate will be held responsible and liable to pay for any damage to the construction plant and equipment caused by my Candidate/Me during the Training and Test.
- *I/We certify that the foreign applicant(s) are holders of valid work permit(s) and is/are of direct payroll under our organisation.
- *I/We declare that the information given is true and correct. *I/We understand that the applicant(s) would be disqualified and the training and test fees paid forfeited and any tests taken treated as null and void, if any information given by me/us is found to be untrue.
- Applicants are required to make payments exclusively to the company's designated bank account and obtain an official receipt.
- *I/We have read and understood the administrative details and guidelines as stated below:-
 - No withdrawal is allowed upon receiving the Training confirmation notice.
 - A one-time replacement or deferment is allowed but at least 2 weeks before the commencement of the Training programme, otherwise, charges will apply.
 - Request for waiver of charges due to compassionate reasons or in consideration of the Client's medical conditions may be submitted to LCTC for consideration on a case-by-case basis.

Name & Signature

COMPANY STAMP (for Company application only)

