

Application for Admission
(Continuing Education And Training)

463 Clementi Road Singapore 599494
Tel: 6248 0263 www.suss.edu.sg
Email: cet@suss.edu.sg

1 Course Selection

Please indicate the courses that you would like to register.		
S/No	Course Code (e.g. BUS103)	Course Name (e.g. Organisational Behaviour)
1		
2		
3		
4		

Notes:

(1) Candidates reading the Professional Deputyship course must complete the foundation module, General Principles of Deputyship (GSP203), and at least one other module (GSP204 – Property & Affairs, and/or GSP205 – Personal Welfare). The choice of taking two or three modules will depend on the type of professional deputy that the candidate wishes to be registered as later on.
(2) Candidates are required to complete all course assessments (assignments and examinations). Candidates will receive a Course Certificate upon successful completion of the course.

2 Personal Details

(A) FULL NAME In block letters and underline surname	Mr / Ms / Mrs / Mdm / Dr (circle or delete as appropriate)		NRIC No (For Singaporean/ Permanent Resident) / Passport No/ FIN No (For Foreigner)
(B) ADDRESS	Residential Address		Telephone number Residential
	Email Contact		Mobile
(C) NATIONALITY, RACE, BIRTH	Date of Birth (dd/mm/yyyy)	Country of Birth	Nationality
	Age	Marital Status	Race
	Residential Status Singapore Citizen / Permanent Resident / Employment Pass / Work Permit (circle or delete as appropriate)		
	Others (please specify)		
(D) EMERGENCY CONTACT DETAILS	Name		
	Relationship	Telephone number	

3 Employment & Other Details

Current Occupation* as at the time of this application (please tick ONE box only):

- Singapore Qualified Lawyer (admitted as an Advocate and Solicitor under the Legal Profession Act)
- Registered Public Accountant (under the Accountants Act)
- Registered Chartered Accountant (under the Singapore Accountancy Commission Act)
- Registered Medical Practitioner (under the Medical Registration Act)
- Registered Allied Health Professional (under the Allied Health Professions Act)
- Registered Nurse (under the Nurses & Midwives Act)
- Registered Social Worker or Registered Social Service Practitioner (with the Social Work Accreditation and Advisory Board)

**Applicants must be one of the classes of professionals listed above with a valid practicing certificate / licence / accreditation to be eligible to be registered as a professional deputy with the Office of the Public Guardian (OPG).*

Professional ID No.: _____
(e.g. MCR No. for medical practitioners/AAS number for lawyers)

Company Name: _____

Company Address: _____ Postal Code _____

Contact No.: DID/Ext: _____ Fax: _____

Designation: _____

Are you practising in your current profession for a continuous period of at least 5 years?

- Yes
- No

Have you been appointed as a deputy or acted as legal counsel in at least one Mental Capacity Act case?

- Yes
- No

Are you a bankrupt or discharged bankrupt who is still on the Official Assignee's records?

- Yes
- No

Do you have a credit rating of 'BB' (or above) from Credit Bureau?

Yes

No

Are you facing any criminal proceedings or have been convicted of certain criminal offences involving moral turpitude, offences against persons, offences against public order and offences showing financial dishonesty?

Yes

No

Are you facing or have been found liable in any civil proceedings for breach of fiduciary duties?

Yes

No

Were/Are you an associate/lecturer and/or seminar leader with Singapore University of Social Sciences?

Yes Course/Programme/Seminar: _____
Year: _____

No

4 Declaration

- (1) I certify that all information given by me in this application is true and correct.
- (2) I understand that any misrepresentation or omission is sufficient grounds for rejecting my application. I also understand that Singapore University of Social Sciences reserves the right to cancel my student registration in the event of a false declaration.
- (3) I hereby agree to abide by all regulations and procedures laid down by Singapore University of Social Sciences if I am successfully enrolled as its CET student.
- (4) I hereby declare my consent to allow Singapore University of Social Sciences to disclose my personal particulars to lecturers and instructors, and where necessary to external institutions or parties for any purpose related to the administration or conduct of the course / programme.

Signature of Applicant

Date

5 Applicant's Checklist

Please include the following supporting documents with the completed application form.

Please email a scan copy of the completed application form and supporting documents to cet@suss.edu.sg.

- (1) 1 copy of personal identification document (e.g., Identity Card, Foreign ID card, Passport, Employment Pass)
- (2) 1 copy of letter of employment signed by your HR/immediate supervisor, or 1 copy of your latest computerised payslip (within the last 3 months), or 24 months CPF contribution statement

Successful applicants will be contacted by SUSS-CCPE office by 12 February 2019. The payment of course fee will be requested then.

Please refer below for the course dates & fees –

Module Code / Title	Course Date
(I) GSP203 – General Principles of Deputyship (Compulsory)	1 st March (9am – 5pm) & 2 March 2019 (9am – 1pm)
(II) GSP205 – Personal Welfare	8 March 2019 (9am – 3pm)
(III) GSP204 – Property and Affairs	9 March 2019 (9am – 3pm)
(IV) Written Examination	16 March 2019 (9am – 11am/12pm*) [*depending on number of modules taken]
Fees <ul style="list-style-type: none"> • Course fee for <u>2 modules</u> GSP203 + GSP204/GSP205, including exam fee: \$1,200 • Course fee for all <u>3 modules</u> GSP203 + GSP204 + GSP205, including exam fee: \$1,680 • Exam fee only (upon failure of first exam; only one re-take allowed at next sitting): \$168 	