

REGISTRATION FORM

National Productivity and Quality Specifications (NPQS) Industry Training

Name _____ ☐ SIA M ☐ BOA/CIJC M ☐ NM

NRIC No. _____ SIA Membership No. _____

CIJC Membership No. _____ BOA Reg No. _____
(Pls specify Institution)

Company _____

Address _____ (S) _____

Tel _____ Fax _____

Email _____ Profession _____

Contact Person _____

Bank/Cheque No. _____ Amount \$ _____

Please forward your registration form and crossed cheque payable to

"Singapore Institute of Architects"

by 22 February 2005 for seminar on 01 March 2005,
by 08 March 2005 for seminar on 15 March 2005 and
by 17 March 2005 for seminar on 24 March 2005 to:

Ms Annie Ang

Singapore Institute of Architects

79B Neil Road

Singapore 088904

☒ Registration will be on a **FIRST-COME-FIRST-SERVED BASIS** and will be accepted upon receipt of registration form and payment. Faxed-in registration will only be confirmed upon receipt of cheque payment to the Institute.

☒ Please do not combine this cheque payment with any other SIA seminars/courses.

☒ Fees paid are non-refundable under any circumstances. However, notified replacements will be allowed if only notification of replacement is 7 days in advance. Failing which, no replacement will be allowed.

CLOSING DATE

**22 February 2005,
08 March 2005 &
17 March 2005
respectively**

For enquiries, please call

Ms Annie Ang or Ms Woon Leng

Tel: 6226 2668 Fax: 6226 2663

FOR OFFICIAL USE

Date : Ref :

C O N T I N U I N G
P R O F E S S I O N A L
D E V E L O P M E N T
P R O G R A M M E

Attn : All SIA Members
SIA Member Firms

Circular No : 2005/011/MFMS/AA
Date : 03/02/2005

**Singapore Institute of Architects (SIA)
presents**

National Productivity and Quality Specifications (NPQS) Industry Training (Full Day)

(Please select your preferred date for the training)

01 March 2005 (Tuesday) ☐

15 March 2005 (Tuesday) ☐

24 March 2005 (Thursday) ☐

[Limited to 25 participants per session]

[More training sessions will be arranged depending on demand]

Time : **9.15 am to 5.00 pm**

(Registration will begin at 9.00 am)

Venue : **NTUC Learning Hub**
10 Anson Road, #05-18 1P Room
International Plaza, Singapore 079903

SEMINAR FEE

(Inclusive of 5% GST, 2 refreshment breaks, course materials,
complimentary eNPQS CD-ROM with one year free subscription)

Participants **S\$ 285.00**

ACCREDITATION

A Singapore Institute of Architects (SIA) registered activity. Participating in this activity will accrue 8 points towards the requirements of the SIA Continuing Programme.

Registered as a CES (Continuing Education System) Provider of American Institute of Architects (AIA). Participation in this activity will accrue Learning Unit Hours.

Supported by the Royal Institute of British Architects (RIBA) as valid CPD Hours for its members.

EDB INTECH Grant

of up to 70% of fee before GST

Terms & Conditions apply

Download forms at www.sia.org.sg

→ Members → Seminar Listing

Please send INTECH forms to SIA

The INTECH is administered by BCA with EDB's support

NATIONAL PRODUCTIVITY AND QUALITY SPECIFICATION INDUSTRY TRAINING BY SINGAPORE INSTITUTE OF ARCHITECTS

INTRODUCTION

National Productivity and Quality Specification is the product of a convergence of interest and supported by Spring Singapore, Building Construction Authority, Singapore Institute of Architects, Institution of Engineers, Singapore, and Association of Consulting Engineers. The development of the NPQS involved various institutions from the building industry and many players in the construction value chain. The task of writing in consultation with players has been completed and was launched sometime in the middle of 2004. It is now time to actively promote the use of NPQS to achieve maximum penetration of usage in order to bring about the result impetus for NPQS to the next stage of editorial initiative to keep this document alive and relevant to the industry.

To further enhance productivity and facilitate the use of NPQS by the industry, the electronic National Productivity and Quality Specifications (eNPQS) was developed. The eNPQS is a software that enables easy access to the base NPQS and PSD templates for the preparation of project specifications, while providing an interface to electronic product catalogues. Any additions, changes and omissions to the NPQS can be tracked and compiled by the eNPQS software for effective project tendering and management.

COURSE OBJECTIVE

1. To disseminate the concept of NPQS and eNPQS and its familiarization in the vertical relationship of the value chain. That is to create awareness at all levels of the construction value chain so as to achieve maximum acceptance.
2. To train a body of individuals in all organizations to be competent with the usage of NPQS and to integrate it as part of the building process,
3. To equip users with the skills and knowledge to navigate and use the eNPQS for efficient preparation of project specifications.
4. To create an interest group such that NPQS will continually be updated and refined to meet the needs of the industry.
5. To refine the document structure to achieve a cognitive structure to facilitate easy penetration and use, such that it can be used by Singapore's building professionals in their export drive. This may be achieved by seeking industry feedback and suggestions on how to arrive at an adaptable information structure which does not require extensive training for understanding of the specification requirements in building projects.

TRAINING

1. A **half day** session with the objective of familiarization with NPQS and eNPQS for those who are expected to be receiving Specifications by Specification writers using the NPQS as the basis for the production of Building Specifications. It is anticipated that these persons will be :
 - a) Senior members of Architectural firms and institutions who will need to vet specifications produce by design staff.
 - b) Quantity Surveyors who will be vetting specifications produce by the design team for the purpose of incorporation of the specifications into tender documents and construction contract documents.
 - c) Contractors who will be relying on contract specifications for building and procurement of trades and materials in compliance with the requirements of the building contract.

All the above members of the building team will require an appreciation of the structure of NPQS, its information organization and functionalities of the eNPQS in order to rapidly focus on particular items which are peculiar to each building project. A knowledge of the information structure of NPQS and functionalities of eNPQS will allow rapid cross referencing and ability to 'GOTO' the relevant sections of the NPQS document for relevant information.

2. A **full day** session for members of the project team who will be responsible for the production of project specifications. These are expected to be:
 - a) Design Staff and project Architects who having completed design drawings will need to create a specification documents to communicate the requirements of the design which are best expressed in specifications in addition to drawings.
 - b) It has become quite pervasive where quantity surveyors have actively assisted design office in the production of standard specifications for tender and contract documents. It is anticipated that this trend will still continue and thus it is essential that quantity surveyors be familiar with the structure and technical content of the NPQS

These persons named above will be required to use the NPQS document with the eNPQS software to create a coherent specification document to which will form an integral part of the full set of documents contained in any building project. The emphasis for this group of persons will be in the usage of the eNPQS software to write and select built in options to produce technical specifications for specific projects.

INTECH GRANT

(The INTECH is administered by BCA with EDB's support)

Under EDB's Initiatives In New Technology Scheme (INTECH), companies can apply for training grant (up to 70% reimbursement of the course fees excluding GST), subject to the approval from EDB. (*See the Terms and Conditions of INTECH grant herein*).

* The INTECH application form will be forwarded to companies together with the course confirmation letter. **Companies that wish to apply for the grant, please submit your duly completed application form to the SIA Secretariat at least 3 working days before the course commencement date.**

Terms & Conditions of INTECH Grant

- (a) The company shall ensure that the staffs to be trained are **Singapore citizens or permanent residents**. Non-Singaporeans and non-permanent residents may be supported subject to their becoming permanent residents **within two years** after the completion of the training failing which EDB shall have the right to demand a full refund of all monies for such support.
- (b) The trainee supported under this scheme shall be bonded to work at the company's operations in Singapore based on the company's terms of service from the date of completion of training. The bond period shall be **6 months**.
- (c) Upon resignation of the trainee during the training period or the bond period, the company shall be liable to repay the said sum of subsidy to the EDB within 3 months from the date of resignation of the trainee. The amount to be recovered shall be worked out as follows:

During training period : actual amount disbursed by the EDB

During bond period	:	Remaining Period of Unserviced Bond	X	Total Training Subsidy Incurred by EDB on the Trainee
		----- Bond Period		

- (d) Should the service of the trainee be terminated by the Company before the completion of the training, the full amount of grant disbursed should be returned to the EDB unless reasons for the termination of the trainee can be given by the Company to the satisfaction of the EDB.
- (e) Should the service of the trainee be terminated by the Company during the bond period, no compensation will be required from the Company but the EDB shall have the right to take over remaining Bond Period unserved.
- (f) The Company has understood that its application for the grant is voluntary in nature.
- (g) Other terms and conditions which may from time to time be specified and deemed necessary by the EDB.
- (h) The **maximum number** of trainee supported for the NPQS courses is limited to 220 for the NPQS (full-day) course and 120 for the NPQS (half-day) course. The approval of the application will be on a first-come-first-serve basis.



APPLICATION
FOR

INITIATIVES
IN
NEW TECHNOLOGIES
SCHEME
for CORENET Training

INTECH(CORENET Training)

Type of Activity : (Please cross only one)

☐

Manufacturing

☐

Services

For BCA Use

Application Ref. No. :

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File Ref. No. :

Date Received :

Officer-in-Charge :

For EDB Use

Application Ref. No. :

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File Ref. No. :

Date Received :

Officer-in-Charge :

EXPLANATORY **N**OTES

To enable us to expedite the processing of your application, please provide the information requested as completely as possible. If the space provided is insufficient, a separate sheet may be used. Where information is not yet available or not applicable, please indicate accordingly.

Please read the Useful Notes at the back before filling up this form. You may retain the Useful Notes. You are advised to contact us should you encounter difficulties in completing the form, or if you need further information.

Only one copy of this application form is required. Please send it to:

Building and Construction Authority
5 Maxwell Road
#17-00 Tower Block MND Complex
Singapore 069110
Tel: 63255067
Fax: 62236381
Attn: Ms Tan Mui Kheng

**ALL INFORMATION PROVIDED WILL BE HELD IN THE
STRICTEST CONFIDENCE**

ACCEPTANCE OF GRANT UNDER INTECH(CORENET TRAINING) INCENTIVE SCHEME FOR CORENET TRAINING (NPQS FULL-DAY SESSION)

TERMS AND CONDITIONS

1. The company shall ensure that the staff to be trained are **Singapore citizens or permanent residents**. Non-Singaporeans and non-permanent residents may be supported subject to their becoming permanent residents **within two years** after the completion of the training failing which EDB shall have the right to demand a full refund of all monies for such support.
2. The trainee supported under this scheme shall be bonded to work at the company's operations in Singapore based on the company's terms of service from the date of completion of the training. The bond period shall be **6 months**.
3. Upon resignation of the trainee during the training period or the bond period, the company shall be liable to repay the said sum of subsidy to the EDB within 3 months from the date of resignation of the trainee. The amount to be recovered shall be worked out as follows :

During training period	:	actual amount disbursed by the EDB	
During bond period	:	Remaining Period of Unserved Bond ----- Bond Period	Total Training Subsidy Incurred by EDB on the Trainee
		X	

4. Should the service of the trainee be terminated by the Company before the completion of the training, the full amount of grant disbursed should be returned to the EDB unless reasons for the termination of the trainee can be given by the Company to the satisfaction of the EDB.
5. Should the service of the trainee be terminated by the Company during the bond period, no compensation will be required from the Company but the EDB shall have the right to take over remaining Bond Period unserved.
6. The Company has understood that its application for the grant is voluntary in nature.
7. Other terms and conditions which may from time to time be specified and deemed necessary by the EDB.

LETTER OF UNDERTAKING

We agree to accept the INTECH grant subject to the terms and conditions as laid out above.

We understand that should we breach any of the terms and conditions provided herein, the grant or any portion thereof shall not be advanced to us and upon demand being made by the EDB, we shall refund and pay all monies that have been made to us under this grant.

Name/ Signature

Date

Designation

Company Stamp

Note : If your company accepts the above terms & conditions, please sign this undertaking & send it together with INTECH Application to :

Building and Construction Authority
5 Maxwell Road
#17-00 Tower Block MND Complex
Singapore 069110
Tel : 63255067
Fax: 62236381
Attn : Ms Tan Mui Kheng

PART I - SINGAPORE COMPANY INFORMATION

1 GENERAL

(a) Company Name: _____

(b) Company Address: _____

Tel: _____ Fax: _____

(c) ROC/B Ref. No: _____ Date of Registration: ____/____/____
(Registrar of Companies/Businesses, Singapore) (DD/MM/YY)

Registered as:

☐

Sole Proprietorship

☐

Partnership

☐

Private Limited (non-exempt limited by shares)

☐

Public Limited (limited by shares)

☐

Others (please specify): _____

(d) Country of Incorporation: _____

(e) Company Executives (in order of designation)

Name	Designation	Nationality

2 OWNERSHIP

(a) Paid-up Capital : S\$ _____

(b) Shareholders (refer to ultimate parent company/shareholders)

Name of Company/Individual	Country Registered/ Nationality	Singapore PR (Yes/No)	% Share*

to total up to 100%; for shareholder holding less than 5% equity, group by country

3 MAJOR RELATED COMPANIES IN SINGAPORE OWNED (corporate share>20%)

Company Name	Business Activity	% Share

4 MAJOR PRODUCTS/SERVICES, PRINCIPAL CLIENTS & MAJOR COMPETITORS

4.1 Existing Products/Services

s/n	Products/Services	Principal Clients	% of Sales to this company	Major Competitors
1.	Architectural Consultancy			
2.				
3.				
4.				

4.2 New Products/Services

s/n	Products/Services	Principal Clients	% of Sales to this company	Major Competitors
1.				
2.				
3.				
4.				

5 PAST PERFORMANCE (Ignore If the Applicant Company Is Newly Incorporated)

Please supply the following information for the **past 3 years.**

	20____	20____	Last FY 20____
Sales (or turnover) (S\$'000)			
Profits Before Tax (S\$'000)			
Tax paid/Payable (S\$'000)			
Fixed Asset at Cost (S\$'000)			
(a) Building & Civil Works/ Household Improvements			
(b) Equipment & Machinery (including installation costs)			
Total Business Spending# (S\$'000)			
Total No. of Employees			

Defined as the total production/operating cost, excluding cost of raw materials and royalties/ know-how fees.

6 OTHER RELEVANT INFORMATION

Please provide a copy of your latest annual/financial report and, any other relevant reports or information.

7 EMPLOYMENT PROFILE

			Last FY 20__	Projection in Two Years' Time 20__
Degree Holders	L			
	F			
Diploma Graduates	L			
	F			
Skilled Workers (Craftsmen and Graduates from Vocational Institutes)	L			
	F			
Production Workers	Male	L		
		F		
	Female	L		
		F		
Others	L			
	F			
Total	L			
	F			

L - Local (Singaporeans and permanent residents)

F - Foreign

8A EMPLOYMENT BY DISCIPLINE (For Manufacturing/Engineering Services Companies)

		Last FY 20____	Projection in Two Years' Time 20____
(a) Degree Holders			
Electrical/ Electronics Engineering			
Mechanical/Production/Industrial/ Mechatronics Engineer			
Chemical Engineer			
IT Professional	Not Applicable		
(b) Diploma Graduates			
Electrical/ Electronics			
Mechanical/Production/Industrial/ Mechatronics			
Chemical Process			
IT			
(c) Skilled Workers (Craftsmen and Graduates from Vocational Institutes)			
Electrical/ Electronics			
Mechanical/ Mechatronics			
Precision Machining/Tool & Die Making			

* Current Year

8B EMPLOYMENT BY DISCIPLINE *(For Companies In The Services Industry)*

	Last FY 20__	Projection in Two Years 20__
(a) Degree Holders		
Engineering		
Mass Communications		
Film/TV Production		
Broadcasting		
Business Administration/ Accounting/Finance		
Fine & Performing Arts		
IT Professional		
Others		
(b) Diploma Graduates		
Engineering		
Mass Communications		
Film/TV Production		
Broadcasting		
Business Administration/ Accounting/Finance		
Hospitality/Tourism/Marketing/Public Relations		
Fine & Performing Arts		
Nursing/Physiotherapy/Occupational Therapy/ Radiography		
IT		
Others		

9 FIXED INVESTMENT

	As At Last FY 20__		Projection in Two Years' Time 20__
	(at Cost S\$'000)	(at NBV* S\$'000)	(at Cost S\$'000)
(a) Building & Civil Works and/or Leasehold Improvements	Not Applicable		
(b) Production Machinery and Equipment +			
(c) R & D Equipment			
Total			

* NBV - net book value

+ including installation costs

10 R & D EXPENDITURE PLAN

	Last FY 20__	Year 1 20__	Year 2 20__	Year 3 20__
Operating Expenditure* (S\$'000)	Not Applicable			
Capital Expenditure# (S\$'000)				
Total (S\$'000)				
R&D Engineers				
R&D Technicians				

Please provide details on proposed R&D areas, number of R&D engineers/technicians required and milestones.

* excludes depreciation of equipment

must correspond with item 9(c) for "Last FY 19__ at Cost" found in this page

PART II - TRAINING DETAILS

1 OBJECTIVES OF OVERALL TRAINING PROGRAMME

CORENET is an information technology (IT) initiative spearheaded by the Ministry of National Development to propel the construction and real estate sector into the next century. Objective of the training programme was to equip existing and future industry professionals with advanced IT skills in CORENET-related fields. This is especially important as the local industry has to be prepared to exploit the use of advanced IT systems and services when the full CORENET system comes on stream. In general, the profile of trainees will include draftsmen and design professionals.

2 SUMMARY OF TRAINING DURATION FOR TRAINEES

	No. of Trainees	Total No. of Training-Days	Estimated Date	
			Commencement# (dd/mm/yy)	Completion* (dd/mm/yy)
Professionals - Degree holders or, Diploma holders earning at least S\$2500/month				
Overseas Training				
• Local Training				
Technicians - Diploma holders or, others earning at least S\$1000/month				
Overseas Training				
• Local Training				

for first trainee

* for last trainee

3 DETAILS OF TRAINEES & TRAINING PROGRAMME (see attached Appendix Sheet)

(Please note that trainees must be either Singapore citizens or permanent residents; for non Singaporeans, the trainees must attain permanent resident status two years after completion of training)

For each trainee, please provide the following details in tabular form:

- (a) Name
- (b) Age
- (c) Nationality
- (d) Educational qualification
- (e) Current monthly salary
- (f) Current position
- (g) Work experience
- (h) Period of training (*commencement and completion dates, and the number of days involved*)
- (i) Location of training (*please provide the country name for overseas training*)

Please also include in a separate sheet the training schedule/description for each trainee or each group of trainees (*i.e. weekly if less than six months, monthly if six months or more*)

3 DETAILS OF TRAINEES & TRAINING PROGRAMME

Appendix Sheet : ____ / ____.

(Please note that trainees must be either Singapore citizens or permanent residents; for non Singaporeans, the trainees must attain permanent resident status two years after completion of training)

For each trainee, please duplicate forms and fill each separately :

1	Name	
2	Age	
3	Nationality	
4	Education qualification(s)	i ii iii iv v
5	Current monthly salary	
6	Current Position	
7	Work Experience(s)	i ii iii iv v vi vii viii
8	Period of training (commencement & completion dates, and the number of days involved)	Commencement date: Completion date:
9	Location of Training	Informatics Professional Development Centre

4 DETAILS OF TRAINERS (Not applicable to applicant - to be filled by SIA)

Particulars of Trainers		
1	Name	Mr Patrick Chia, Mr Neo Choon Keong
	Course portion	SIA NPQS Industry Training (Full-Day Session)
	Organisation	SIA
General Information about the Training Organisations		
1		
2		
Location of training		
	Informatics Professional Development Centre	109 North Bridge Road Funan IT Mall #05-01 Singapore 179097

5 COST OF TRAINERS FOR LOCAL TRAINING (To be filled by SIA)

For each trainer, please provide the following cost breakdown:

Item	Costs (S\$)
Salary	
Cost of Living Allowance (food, accommodation & transport)	
Airfares (return economy)	
Course Fees	
Others (please specify_____)	
Total	

6 SUMMARY OF OVERALL ESTIMATED COST

Please fill in the column of "All Trainees" if application is for support of trainees, and column of "All Trainers" of application is for trainer.

Item	All Trainees (S\$)	All Trainers (S\$)	
Salary (include Central Provident Fund*)			
Cost of Living Allowance (food, accommodation & transport)		Not Applicable	
Airfares (return economy)			
Course Fees			
Others (please specify: _____ _____ _____))			Grand Total
Total			

* for trainees only

PART III - ULTIMATE PARENT COMPANY/GROUP INFORMATION *(if applicable)*

(a) Company Name: _____

(b) Registered Address: _____

Tel: _____ Fax: _____

(c) Total Employment: _____

(d) Total Turnover: _____ (Latest available year, For 20____)

(e) Major Products/Services

(f) Major Competitors *(For each product if possible)*

Company Name	Product	Estimated World Market Share (%)

(g) Sales Turnover By Major Region/Country *(For Year 20____)*

Region/Country	(S\$'000)

(h) Please include the group structure on separate sheet of paper indicating shareholdings.

(i) Please also provide a copy of your latest annual report and any other relevant reports or information available.

PART IV - DECLARATIONS

1. I declare that the Company has been granted the following tax/financial incentives* for this project:

2. I declare that the Company has applied/is applying for the following tax/financial incentives* for this project:

3. Please list any tax/financial incentives* that the Company is currently enjoying:

4. I declare that the facts stated in this application and the accompanying information are true, and that the company is free from any litigation pertaining to the project in Singapore or overseas.

Signature of Applicant

Company

Name (in BLOCK LETTERS)

Telephone Number

Applicant's Designation

Date

(The applicant should be the Chief Executive Officer, Managing Director or equivalent in the company)

Contact Person (if different from above)

Name

Designation

Telephone Number

* Indicate incentives/loans, etc. administered by other government agencies.

USEFUL NOTES

In the past, we have detected some common problems companies face while completing this form. We would like to highlight the following to facilitate more accurate and efficient filing:

(1) General Interpretation

The columns of "Last FY" need not be filled if the company is newly incorporated.

(2) Past Performances

The entries in column under "Last FY" of "Past Performances" (Part I, Item 5 of page 4) must correspond with all the relevant entries of "Last FY" in Part I.

(3) Training Period

The estimated commencement and completion dates in Part II, Item 2 refer to the respective groups. For example, for a group of trainees undergoing overseas training at different times, the estimated commencement date refers to the start date of training for the first trainee in the group and the estimated completion date refers to the end date of training for the last trainee in the group. The number of training-days include public holidays and weekends.

(4) Grant Disbursement

Please note that for grant disbursement, the following need to be provided:

- i) proof of arrival/departure dates (air tickets, boarding passes and stamps on passports, etc.)
- ii) a training report from each trainee

Claim For Disbursement Of Grant Under Initiatives In New Technology (Intech)/Initiatives In New Technology (Regionalisation) ((Intech (R))

Name of Company: _____

Amount of Grant Received to Date: _____

Amount of Grant Approved: _____

Claim Period From: _____ To: _____

(a) S/N	(b) Name of Trainee	(c) Course Attended	(d) Training Period		(e) No of days	(f) Rate per man day S\$	g=(e)x(f) Claims S\$	For Official Use Only	
			From: dd/mm/yy	To: dd/mm/yy				Decision By Project Officer	
1		a) b) c)						Approved	Not Approved
2		a) b) c)							
Total Claims									

Actual costs incurred for the entire training programme: S\$ _____
(Please fill in only for the final claim)

We certify that the mandays charged and the total costs amounting to S\$ _____ stated in column (g) of this claim are true and correct. All relevant documents pertaining to this claim are with us and can be inspected by EDB's representative. We declare that the terms and conditions specified in EDB's offer letter dated _____ have been complied by us.

for <Name of Company>

Certified Correct: _____

Certified Correct: _____

Name: _____
FINANCE MANAGER/ACCOUNTANT

Name: _____
MANAGING DIRECTOR

Date: _____

Date: _____

APPENDIX B

Initiatives In New Technology (Intech)/Initiatives In New Technology (Regionalisation) ((Intech (R))

Name of Company: _____

Details of Trainees

S/N	Name	Designation	Citizenship	IC/Passport No	Country of Training
1					
2					
3					
4					

Note:

Certified true copies of invoices for return airfares & Certification of attendance for completed courses for each trainee to be attached.