**ANNEX B**

**A screenshot of a cell phone

Description automatically generated**

**letter of undertaking**

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| **CLIENT’S UNDERTAKING** |
| I agree to complete the training programme I signed up for and abide by the terms & conditions for course fee support and provision of training allowance (if applicable).   |  |  |  | | --- | --- | --- | | Programme Title | : | Elements of Shipping | | Course Start and End Date | : | 11 - 14 Jan 2021 |   I understand that I have to meet the programme requirement as below:   1. Attain minimum 75% attendance (Training Allowance [if applicable] will be disbursed based on actual attendance for unemployed trainee only when attendance requirement is met); 2. Sit for all prescribed tests/assessments (if any) at the end of the courses; 3. Participate in course feedback and post-course survey; 4. Provide all required details of employer and employment contract and/or other information and details as part of the post-course survey; 5. Meet other requirements and provide all other information and details as stated for each course if any or as may be required from time to time.   **Declaration:**   * I give my consent for the **Institute of Chartered Shipbrokers** to share my information with relevant agencies for the purposes of my application of training programme and/or the administration and provision of services and schemes to me, and/or data analysis, evaluation and policy formulation, in which I shall not be identified as specific individual. * I give my consent to be contacted by the **Institute of Chartered Shipbrokers**, SG Enable, Ministry of Social & Family Development, Workforce Singapore, its appointed auditor and/or its nominated representatives for the purposes of conducting effectiveness survey or audits in relation to my application of training programme. * I give my consent for my photo(s) to be taken during the training programme. The photo will not be circulated to a 3rd party and will only be used within printed, text, and other visual content in a non-commercial production, such as course brochure, corporate website, social media site, banner and poster. I also grant permission that these photo(s) be used as a reference through testimonials or otherwise. * I do not wish for my photo(s) to be taken.  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | Client’s Name | : |  | | | |  |  | | (as per NRIC) | | | | | |  |  | | NRIC | : |  | | | |  |  | |  |  |  | | |  |  |  | | Client’s Signature | | | : |  | Date | : |  | |  | | |  |  |  |  |  | | Client’s Caregiver Signature | | | : |  | Date | : |  | | (For trainee below 21 years old) | | |  |  |  |  |  | |