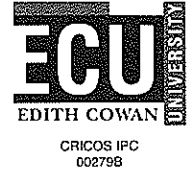


## APPLICATION FORM

**ACCOUNTING**

Please indicate the course you wish to apply with a  in the .

- Professional Certificate in Accounting
- Diploma in Accounting  
(Incorporating Professional Certificate in Accounting)
- Diploma in Accounting
- Advanced Diploma in Accounting
- Bachelor of Business in Accounting

- Day Programme
- Evening Programme

Attach your  
recent photo  
here

**For official use only :**

Amount:	
Receipt No.:	
Date:	
Received by:	
Batch Intake:	
Commencement Date:	

**INSTRUCTIONS :**

- Complete the form in FULL and return with respective application processing fee to any of our centres below:
  - Eunos (HQ)** - 190 Changi Road, Singapore 419974. Tel: 6278 8000 Fax: 6278 5312
  - Bishan** - 9 Bishan Place, #10-00 Junction 8 Office Tower, Singapore 579837. Tel 6356 7100 Fax: 6356 7500
  - Bugis** - 135 Middle Road, #03-01 Bylands Building, Singapore 188975. Tel: 6336 1555 Fax: 6336 5115
  - Dhoby Ghaut** - 20 Orchard Road, Singapore, 238830. Tel: 6372 1000 Fax: 6227 0027
  - Simei** - 3 Simei Street 6, #03-01 Eastpoint Mall, Singapore 528833. Tel: 6782 4555 Fax: 6782 4666
  - Somerset** - 96 Somerset Road, #14-01 UOL Building, Singapore 238163. Tel: 6733 2333 Fax: 6732 6907
- Completed application form must be accompanied by :
  - A non-refundable application processing fee
  - "Certified true copies" of relevant academic certificates :
    - 'N' / 'O' / 'A' level certificates
    - Diploma/Degree certificates
    - Relevant result transcripts
    - Other relevant academic documents
- All payment for application processing fee (non-refundable) may be made by cash, nets, cheque, Visa or Mastercard. Cheques must be crossed and made payable to the "Management Development Institute of Singapore" or "MDIS".
- Application form with incomplete information or no application processing fee will not be considered.

**1. PERSONAL PARTICULARS**

NRIC/Passport No.:

Full Name :

(\*Mr/Ms/Mrs/Dr)

\* Delete as appropriate

(Name as in NRIC/Passport & Underline surname)

Please note that this name will also be used on your examination transcript & certificate. Any future changes must be supported by documentary evidence e.g. deed poll.

Address:

Postal Code:

Email:

Contact No.:

(H)

(O)

(P)

(HP)

Date of Birth:

/  /   
(dd) (mth) (yr)

Age:

Sex:  Male

Female

Nationality:

Employment Status:

Singapore Citizen

PR

Student Pass

Employment Pass

Professional Pass

Others

Marital Status:

Single

Married

Others, please specify:

National Service:

Regular

Completed

Full-time NS man

Exempted

Not applicable

ORD Date:

/  /   
(dd) (mth) (yr)

## 2. EDUCATIONAL QUALIFICATIONS

All copies of transcripts, certificates and degrees must be stamped "Certified True Copies" and attached together with the completed application form. Certification may be made by your company. Please state down the name, NRIC No. and position of the person certifying the photocopies. Certification may also be made at MDIS upon presentation of original academic documents.

### SECONDARY SCHOOL/ JUNIOR COLLEGE/ PRE-UNIVERSITY ('N' / 'O' / 'A' Level)

From		To		Title of qualifications	Institution
Mth	Yr	Mth	Yr		

### TERTIARY EDUCATION (DEGREE/DIPLOMA)

From		To		Title of qualifications	Institution
Mth	Yr	Mth	Yr		

### PROFESSIONAL QUALIFICATIONS/OTHERS

From		To		Title of qualifications	Institution
Mth	Yr	Mth	Yr		

### 3. COMPANY DETAILS

Name of Company :

Address :   
 Postal Code:

Contact No. : (O)  (DID)

Nature of Business :  -  Designation :   
 (Refer to Table 3 - Nature of business)

Job title code :   
 (Refer to Table 2 - Job title codes)

Salary range :  Below \$1000  \$1001 - \$2500  \$2501 - \$4000  
 \$4001 - \$5500  \$5501 - \$6000  Above \$6000

Total number of years of work experience to date (NS included)  Yrs  Mths

Total number of years of work experience to date (NS not included)  Yrs  Mths

WORK EXPERIENCE: (Starting with current company and position)						
From		To		No. of yrs/mths	Company	Designation
Mth	Yr	Mth	Yr			

### 4. SUPPORTING DOCUMENTS

You may wish to provide extra information which you consider may assist your application. If you have any disability which may affect your learning (eg. vision, health, mobility) you should provide early advice so the University may assist you. Please attach additional information on a separate sheet if there is insufficient space.

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### 5. ADDITIONAL INFORMATION

Please indicate how did you first come to know about the course? (Please tick the appropriate box)

- Press Advertisement
- Website
- TV / Radio
- Brochure / Mailer / Flyer
- Personal Contact
- Associate Programme Consultant : \_\_\_\_\_ (name)
- Lecturer / Trainer : \_\_\_\_\_ (name)
- MDIS student : \_\_\_\_\_ (name/batch)
- MDIS Staff : \_\_\_\_\_ (name)
- Others : \_\_\_\_\_

**TABLE 3 - NATURE OF BUSINESS**

<b>Nature of Business</b>	<b>Codes</b>	<b>Nature of Business</b>	<b>Codes</b>
<b>Agricultural, Forestry &amp; Fishing</b>		Paints, Pharmaceuticals, Chemical Products	06-09
Agricultural, Forestry & Fishing	01-01	Petroleum Refineries & Petroleum Products	06-10
<b>Construction</b>		Rubber & Plastic Products	06-11
Building Construction, Electrical Wiring & Installation, Plumbing	02-01	Earthenware & Glass Products	06-12
<b>Commerce</b>		Structural Cement & Concrete Products	06-13
Wholesale and Retail Trade (including Import and Export)	03-01	Iron & Steel, Tin Smelting	06-14
Restaurants and Hotels	03-02	Fabricated Metal Products, Machinery	06-15
Holding Companies	03-03	Electronics Products & Electrical (including Computers and Semi-Conductors)	06-16
<b>Electricity, Gas &amp; Water</b>		Transport Equipment	06-17
Gas Manufacture and Distribution	04-01	(Shipbuilding/Repairing, Aircraft, Marine Engineering, Motor Vehicles, Motor Cycles, Bicycles & Other Transport Equipment)	
<b>Finance, Insurance, Real Estate and Business Services</b>		Instrumentation Equipment, Photographic & Optical Goods	06-18
Financial Institutions	05-01	Musical Instruments	06-19
Insurance	05-02	Watches and Clocks	06-20
Real Estate and Housing Developing	05-03	Other Manufacturing Industries	06-21
Legal Services	05-04	<b>Mining &amp; Quarrying</b>	
Accounting, Auditing	05-05	Stone Quarrying, Crude Petroleum, Natural Gas Production, Other Mining	07-01
Engineering, Architectural/Technical Services	05-06	<b>Public and Private Bodies</b>	
Advertising Services/Employment Agencies	05-07	Government Ministries	08-01
Medical, Dental	05-08	Statutory Boards	08-02
Management Consultant	05-09	Associations/Non-profit Organisations/Clubs	08-03
Conferences/Exhibitions/Seminars	05-10	Professional Bodies	08-04
Information Technology/Data Processing Services	05-11	Education Bodies	08-05
<b>Manufacturing</b>		Armed Forces	08-06
Food, Beverage, Tobacco	06-01	<b>Transport, Storage &amp; Communications</b>	
Textiles, Wearing Apparel	06-02	Land/Sea/Air Transport	09-01
Leather Products, Footwear	06-03	Storage & Warehousing	09-02
Jewellery & Related Articles	06-04	Tourist & Travel Agencies	09-03
Timber & Other Wood Products, Furniture	06-05	Courier Services/Despatch	09-04
Paper & Paper Products	06-06	Telecommunications	09-05
Printing & Publishing	06-07	Production/Broadcasting	09-06
Industrial Chemical, Gases	06-08		

For official use only:				
Approved By:		Membership:	Associate	Remarks:
Processed By:			Ordinary	
Transcripts:			Existing	
Certificate:			New	
Maths Test:			Upgraded	
English Test:		Collect From:		
App. Fee:		Graded By:		
Due By:		Date		

**6. COMPANY SPONSORSHIP (if applicable)**

For company-sponsored applicant, the full amount of course fee must be paid. Membership fees must be paid together with payment of the course fee.

1. Is your company an MDIS Institutional member? Yes  No
2. Is your company sponsoring you for the membership fee? Yes  No
3. Are you covered under the Skills Development Fund Scheme? Yes  No

**COMPANY CERTIFICATION :**

We certify that all information made on this application are true and complete to the best of our knowledge. We agree that any misrepresentation or omission is sufficient grounds for rejecting the application. We authorise any investigation of the above information for the purpose of verification. If admitted, the company-sponsored applicant will not be asked to absent himself/herself from lessons except for urgent assignments.

Signature and date : \_\_\_\_\_ Company stamp : \_\_\_\_\_

Name of official : \_\_\_\_\_ Designation : \_\_\_\_\_

**7. PARENT/GUARDIAN DETAILS (applicable to day programme applicants)**

All applicants for day programme are required to complete this section.

Name of parent/guardian : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_ Postal Code: \_\_\_\_\_

Contact No. : (H) \_\_\_\_\_ (O) \_\_\_\_\_

(P/HP) \_\_\_\_\_ (Fax) \_\_\_\_\_

Relationship to applicant : \_\_\_\_\_

Local sponsor :  Sponsored by MDIS  Sponsored by Individual

**FOR INDIVIDUAL SPONSOR:**

Name of sponsor : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_ Postal Code: \_\_\_\_\_

Contact No. : (H) \_\_\_\_\_ (O) \_\_\_\_\_

(P/HP) \_\_\_\_\_ (Fax) \_\_\_\_\_

Relationship to applicant : \_\_\_\_\_

**8. DECLARATION (all applicants must complete)**

I hereby apply for the course as indicated in this form and membership for the Management Development Institute of Singapore. I declare that all information given is true and correct. I also agree to abide by the decision of the Institute as to my eligibility for the course. If accepted, I agree to abide by the Constitution of the Institute and pay the corresponding entrance fee and annual subscription for the category of membership.

Signature of Applicant : \_\_\_\_\_ Date : \_\_\_\_\_

**TABLE 1 - NATIONALITY CODES**

<b>Nationality</b>	<b>Code</b>	<b>Nationality</b>	<b>Code</b>
American	AMER	Japanese	JAPN
Australian	AUST	New Zealander	NWZD
British	BRIT	Taiwanese	TAWN
Canadian	CNDN	Malaysian	MSIA
Hongkonger	HGKG	Singaporean	SING
Indonesian	INDO	Vietnamese	VIET
Thai	THAI	China National	CHIN
Nepalese	NEPA	Others	OTHE

**TABLE 2 - JOB TITLE CODES**

<b>Job Title</b>	<b>Code</b>	<b>Job Title</b>	<b>Code</b>
<b>Top Management</b>	<b>TMGT</b>	<b>Non-Managerial Professional/ Technical Executive</b>	<b>NMGT</b>
One who oversees a whole group of companies and his/her immediate subordinates		A professional whose work does not generally require managerial/supervisory functions	
<b>Senior Management</b>	<b>SMGT</b>	<b>Non-Executive Staff</b>	<b>NEXE</b>
One who heads a subsidiary company, division or department and his/her immediate line subordinates		One who supports at an administrative or clerical level of duties	
<b>Middle Management</b>	<b>MMGT</b>	<b>Sole Proprietor / Self Employed</b>	<b>SPRT</b>
One who heads a section/department within a large division or department and his/her immediate line of subordinates		One who manage his own business	
<b>Junior Management</b>	<b>JMGT</b>	<b>Student</b>	<b>STUD</b>
One who oversees at least one subordinate		One who is studying full-time and not employed	