

**EXPRESSION OF INTEREST
ON PROFESSIONAL CONVERSION PROGRAMME (PCP) FOR
INTERNATIONAL TRADE EXECUTIVES
FOR EMPLOYERS**

1 COMPANY DETAILS

Company name and UEN No.	:	
SME Status	:	(Yes/No) SMEs are defined as companies having: <ul style="list-style-type: none"> • Minimum 30% local shareholding; AND • Company's Group annual sales turnover not more than S\$100 million OR Company's Group employment size not more than 200 workers.
Company Address	:	
Contact Person	:	
Designation	:	
Email	:	
Contact No.	:	

My company is interested to participate in the International Trading PCP in the following track:

Non-commodities Track

Commodities Track

2 EMPLOYMENT CRITERIA

I am interested to :

- Send existing employees, listed in Table 1. I declare that they are hired less than 3 months from the date of submitting this EOI form
- Hire new employee

Please indicate the job requirements that you are looking for in a candidate. (Only needed for new hire)

Education Qualifications preferred	:	
Minimum years of working experience preferred	:	
Would you consider experience in other industry?	:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Job Designation (if available)	:	
Brief explanation of job gap in your company that you would like this candidate to fill	:	
Job requirements	:	

3 TERMS & CONDITIONS

- Subsidy is applicable if employee attending the programme meets the following requirements:
 - Singaporean or Singapore Permanent Resident
 - Have a minimum of 2 years working experience in a different job function
 - A new hire by the company (ie, not more than 3 months from start of employment)
- Payment will be fully paid for by the Company. ITI@SMU will advise on the nett fee payable after any applicable subsidy.
- The available subsidies during the course of the programme are :

Course fee support for Non-commodities Track

Criteria	Subsidy	Nett fee payable by Company
For Singaporeans (<40 years old or Permanent Resident	S\$12,600 (capped)	S\$5,400
For Singaporeans (>40 years old) and/or Singaporeans sponsored by SMEs	S\$13,000 (capped)	S\$5,000*

*Enhanced subsidy of \$400 will be claimed by company via SkillsConnect.

Course fee support for Commodities Track

Criteria	Subsidy	Nett fee payable by Company
For Singaporeans or Permanent Resident	S\$13,000 (capped)	S\$7,000

Salary Support*

Criteria	Salary Support
For Singaporeans (<40 years old) or Permanent Resident	70% of employee's monthly salary (subject to a cap of S\$4,000)
For Singaporeans (>40 years old) or Singaporeans who are at least 6 months unemployed	90% of employee's monthly salary (subject to a cap of S\$6,000)

*Applicable to both Non-commodities and Commodities Track.

- Company will be required to provide the following information to process for subsidy :
 - Employee's employment agreement or contract
 - Employee's monthly payslip and On the Job Training (OJT) timesheet during the programme period



International
Trading Institute

3. Employee's progress report
 4. Employer's evaluation of employee's performance at the end of the programme period
- Matching of candidates to company will be done on best efforts. ITI@SMU is unable to guarantee there will be a confirmed placement for the company.

4 ACKNOWLEDGEMENT

We have read, understood and accept the terms and conditions stated in this registration form. We also understand that ITI@SMU will not be held liable for any disputes between the employee and company.

We certify that all information made on this form is true and complete to the best of our knowledge.

Name of Company Representative : _____

Signature : _____

Date : _____

Table 1

Please provide information in the table below if you are sending existing employee to the programme.

Name	NRIC	Designation	Job Description	Employment Date	Email Address	Contact number