**Important Notes for Customer: There are 2 available options to request for a Company Code.**

**Option 1:** If you ever corresponded with our sales person or know any of our sales personnel, please kindly send this completed form directly to the sales person for fast processing. Else, please kindly proceed for Option 2.

**Option 2:** If you are enquiring from our website, please email the completed form to corpsales@ntuclearninghub.com. Please allow **3 working days** for processing for request coming from website

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| **A. Request Type (Kindly tick the appropriate):** |
| [ ]  I am a new user, please issue a company code[ ]  I am updating our company information[ ]  I am an existing account, please provide our company code |
| **B. Company Details:** |
| **Legal Company Name:**      | **Company Registration No. (ACRA / UEN):**      |
| **Correspondence Address:**      | **Small Medium Enterprise (SME):**[ ]  Yes [ ]  No |
| **Billing Address (If it is different from correspondence address):**      | **Unionised Company:** [ ]  Yes [ ]  No**If yes, Union company name:**      |
| **C. Contact Details:** |
| **1st Contact Person** | **2nd Contact Person (Optional)** |
| **Name:** [ ]  Mr / [ ]  Mrs / [ ]  Miss / [ ]  Mdm      | **Name:** [ ]  Mr / [ ]  Mrs / [ ]  Miss / [ ]  Mdm      |
| **Designation:**      | **Department:**      | **Designation:**      | **Department:**      |
| **Email:**      | **Office No:**       | **Email:**      | **Office No:**       |
| **Mobile No:**       | **Mobile No:**       |

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| **D. Please fill up the portion below if you are a new user:** |
| **Industrial Type:** |
| [ ]  Aerospace | [ ]  Financial Institution | [ ]  Marine / Ports | [ ]  Real Estates |
| [ ]  Bldg / Construction | [ ]  Food & Beverage | [ ]  Manpower Agencies | [ ]  Retail / Wholesale / Trading |
| [ ]  Cleaning | [ ]  Government | [ ]  Manufacturing | [ ]  Security Agency |
| [ ]  Consultancy | [ ]  Healthcare / Hospital | [ ]  Metalwork | [ ]  Services – Others |
| [ ]  Education / Training | [ ]  Hospitality / Tourism | [ ]  NTUC Group | [ ]  Social / Civic Organization |
| [ ]  Engineering / R&D | [ ]  Information Technology | [ ]  Petrochemical / Oil & Gas | [ ]  Transport |
| [ ]  Electronics | [ ]  Logistics / Supply Chain | [ ]  Precision Engineering / Heavy Industry | Others: |       |  |
| Company Size (Total Headcounts):  |       |  |
|  |
| **E. Declaration:** |
| I declare that the above information is true and correct. I also understand that the request may be subjected to further verification by NTUC LearningHub Pte Ltd as deemed necessary. |

**Signature:**



**Name:**

**Designation:**

**Date:**