



**MARITIME CLUSTER FUND  
TRAINING@MARITIME SINGAPORE - CERTIFIABLE COURSES  
APPLICATION FORM FOR INSTITUTES OF HIGHER LEARNING OR  
TRAINING SERVICE PROVIDERS**

1. To complete this application, please attach the following documents as supporting documents:
  - a. Course Brochure
  - b. Consolidated participants' feedback (based on latest run conducted in Singapore)
  - c. Trainer's resume (if available)
  - d. Information on Additional Trainer(s) if not provided in Section 2 below.
2. A complete application comprising of this application form accompanied by all the necessary supporting documents must be submitted via email to [mcf@mpa.gov.sg](mailto:mcf@mpa.gov.sg) **at least 30 days prior to commencement of the training programme**. Late submissions may be rejected.
3. Institutes of Higher Learning (IHLs) / Training Service Providers (TSPs) must adhere to the terms and conditions of the scheme, which shall be communicated in MPA's approval email notification, if their application is approved.
4. The training programme may commence only after the application is approved by MPA.

**Section 1: Information on IHL/TSP and Course**

|  |   |  |
|--|---|--|
| Name of IHL or TSP   |   |  |
| Address in Singapore   |   |  |
| Business Registration (ACRA) No.   | Name of Contact Person  |  |
| Telephone No.  | Email Address of Contact Person   |  |
| Course Name  | Examinable?<br><input type="checkbox"/> Yes <input type="checkbox"/> No   |  |
| Course Duration ( <i>number of days</i> )  | Total Contact Hours   | No. of runs per calendar year  |
| Nature of Conduct<br><input type="checkbox"/> Part-time<br><input type="checkbox"/> Full-time  | Date of 1 <sup>st</sup> run ( <i>dd/mm/yyyy</i> ):  | Is this the first time IHL/TSP is running the course in Singapore?<br><input type="checkbox"/> Yes <input type="checkbox"/> No |
| Mode of Conduct<br><input type="checkbox"/> Class-room based<br><input type="checkbox"/> E-Learning / Distance Learning<br><input type="checkbox"/> Live, Online | Is the course open to applicants without maritime-related experience?<br><input type="checkbox"/> Yes <input type="checkbox"/> No | If No, please furnish the total no. of participants who attended the previous year's course:<br>_____                          |
| Estimated Class Size per run   | Estimated No. of Singapore Citizens/Permanent Residents per run   | Maximum Course Fee (excluding GST, in SGD)   |
| Course would mainly cover topics related to the following areas:   |   |  |
| <input type="checkbox"/> Ship Finance  | <input type="checkbox"/> Port and port services (e.g terminal operations, bunkering)  |  |
| <input type="checkbox"/> Ship Broking  | <input type="checkbox"/> Ship operations  |  |
| <input type="checkbox"/> Ship management, ship agency  | <input type="checkbox"/> Marine Engineering and Naval Architecture  |  |
| <input type="checkbox"/> Marine Insurance  | <input type="checkbox"/> Maritime Law/Arbitration   |  |
| <input type="checkbox"/> InfoTech / Data Analytics (please specify): _____   |   |  |
| <input type="checkbox"/> Green Technology (please specify): _____  |   |  |
| <input type="checkbox"/> Soft Skills (please specify): _____   |   |  |
| <input type="checkbox"/> Others (please specify): _____  |   |  |
| <b>Please attach the detailed course structure/programme.</b>  |   |  |

### Section 1a: For Live Online Training Programme Only

Name of Online Training Platform (e.g. Microsoft Teams, Zoom, etc)

Online training platform in use will be able to fulfill the additional criteria as listed below:

| Area                           | Criteria / Rationale  | Able to Fulfill?   |
|--------------------------------|---|--|
| Technical Support              | <ul style="list-style-type: none"><li>Onsite technical support must be provided either by Training Provider or platform vendor during the training.</li></ul>   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Live participation             | <ul style="list-style-type: none"><li>The live training platform should have interactive features to allow trainers and participants to communicate, raise questions or facilitate group discussions.</li></ul>                               | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Authentication of Participants | <ul style="list-style-type: none"><li>Checks should be put in place by Training Providers to authenticate participants. An example includes sighting/checking of NRIC of participants via video camera by the course administrator.</li></ul> | <input type="checkbox"/> Yes <input type="checkbox"/> No |

We are agreeable to allow MPA or its authorised representative to access the live online course for purpose of audit checks and will provide the details of the link, including meeting ID and password to MPA upon request.

### Section 2: Information on Trainer

If there is more than 1 Trainer for the programme, please attach the required information as supporting documents.

Name of Trainer

Designation/Company

Brief Background of Trainer (attach resume if available)

### Section 3: Declarations and Undertakings by IHL / TSP and Authorised Representative

1. I, the Authorised Representative / we, the IHL / TSP declare that the information provided in this application form and the documents submitted herewith are true to the best of my / our knowledge and belief and that I/we have not willfully suppressed any material fact.
2. I/we declare that the TSP has complied with all applicable safe distancing and other health measures (“SDMs”) set out in legislation, as well as directions, conditions and advisories issued by the Singapore Government and including those issued by the Ministry of Health (available at [www.moh.gov.sg](http://www.moh.gov.sg)).
3. I/we undertake to comply with all applicable SDMs that may subsequently be issued by the Singapore Government and its agencies.
4. I/we undertake to seek MPA’s agreement immediately in the event of any changes to the information submitted in this application. I/we acknowledge that changes made without MPA’s prior agreement will render any prior approval void.
5. I/we acknowledge that it is an offence to furnish false or misleading information to MPA. In the event that I/we are found to have furnished any false or misleading information or submitted any false declaration or willfully suppressed any material fact, I/we will be required to reimburse MPA any and all monies already disbursed by MPA to the course participants, failing which MPA shall have the right to take all necessary action to recover the same.

\_\_\_\_\_  
Authorised Signatory<sup>1</sup>

Name:

Designation:

<sup>1</sup> Must be signed by an authorized representative of the management in the IHL / TSP.