

SECRETARIAL AND BUSINESS ADMINISTRATION DIPLOMA



International
Qualifications from EDI

Application form

INSTRUCTIONS FOR COMPLETING THIS FORM

- 1 Please enclose photocopies of the relevant certificates/results slips. (Original certificates are not required)
- 2 Results may be accumulated within the 24 month-time frame or over 3 consecutive Series of examinations (e.g. Series 3 2007, Series 3 2008 and Series 3 2009).
- 3 **Application Fees for Group Certification S\$75.00 for each Diploma.** (Price inclusive of 7% GST)
- 4 Cheque to be made payable to “ **Educational Resources Pte Ltd** “.
- 5 The processing time will take an estimation of 2 months from the date of receiving complete documents.
- 6 Upon completion, we will send the Diploma to your mailing address via Registered Mail.
- 7 Candidates must claim their Group Awards within 12 months of the date of their last examination.

Full Name. NRIC.....

Mailing address.

Postcode. (Home). (Mobile).

Email.
(Important: We will acknowledge you via email upon receiving your application form sent in by post)

I enclose cheque / cash of SGD Date.....

FOR LCCI OFFICE USE ONLY

Receipt No. Bank & Cheque No

Please indicate award to be claimed:

- Level 4 Executive Secretary’s Diploma (ESD)
- Level 3 Private Secretary’s Diploma (PSD)
- Level 3 Diploma in Business Administration (DBA)
- Level 2 Diploma in Secretarial Administration (DSA)
- Level 2 Diploma in Business Administration (DBA2)
- Level 1 Diploma in Administration (DA)