

LETTER OF UNDERTAKING (LOU)
NTUC TRAINING FUND (SEPs)

SECTION A

1. Name: _____
2. NRIC: _____
3. Contact No.: _____
4. Email: _____
5. NTUC Union Membership (Please tick - Additional Top-Up: **\$S\$1.00/hour**: For Existing NTUC Union Member who join before or on 1 March 2020.
- Additional Top-Up: **\$S\$0.50/hour**: For New NTUC Union Member who join after 1 March 2020.
- Non NTUC Union Member – Interested to Apply: YES / NO (*Please Circle accordingly)
6. I agree to complete the training programme(s) under the SkillsFuture Series or approved sector-specified courses that are required in the NTUC Training Fund (SEPs) and abide by its terms & conditions for e2i's provision of training allowance. Otherwise, e2i shall reserve the right to:
 - a) Reschedule you for a next class;
 - b) Forfeit any outstanding training allowance; and
 - c) Decline further training and employment assistance for non-attendance or non-completion of the class.

Terms and Conditions

- I am currently a Self-Employed Person (includes freelancers and Sole Proprietors).
- My main income over the past year has been from self-employment.
- I will attain at least 75% course attendance, complete and pass all necessary assessment(s) if relevant, related to the course.
- I will complete the all surveys that are related to the courses that I have taken
- I am not barred from receiving grants from all government agencies and NTUC's e2i.
- I have not attended the same training programme/s from same training provider previously.
- I have not claimed the training programme/s under other schemes previously.
- I will be a positive participant during the training and complete all prescribed assessments.
- I will provide all necessary supporting documents to e2i, including any documentation necessary to verify SEP status, upon request.
- I consent to e2i to disburse training allowance to the provided payment details/mode.
- I understand that e2i reserves the right to decline further assistance and recover the full amount of training allowances disbursed under the NTUC Training Fund (SEPs) to me if I fail to fulfil any part of the terms and conditions above without a valid reason.

By signing below, I hereby agree, acknowledge, and consent to the following:

- a. that National Trades Union Congress (“NTUC”) and the Employment and Employability Institute Pte Ltd (“e2i”), acting on behalf of Workforce Singapore Agency (“WSG”) for the purposes of the PDPA, may collect, use, disclose and/or process any information relating to me (including any personal data, such as NRIC provided by me to NTUC/e2i) to accurately establish or verify the identity of individuals for the purposes of:
 - i. processing, administering and/or managing my registration and relationship with NTUC/e2i, which may include contacting me on matters relating to my relationship with NTUC/e2i, carrying out my instructions or responding to any enquiries made by me;
 - ii. carrying out due diligence or other screening activities (including background and verification checks) in accordance with legal or regulatory obligations or risk management procedures that may be required by law or that may have been put in place by NTUC/e2i;
 - iii. processing, administering and/or managing my interests in the NTUC Training Fund (SEPs), for the purposes of training assistance and/or provision of training allowance
- b. that NTUC/e2i may disclose my personal data to Singapore governmental departments, statutory boards or other regulatory bodies for the purposes of (1) data and statistical analysis, (2) formulating and reviewing relevant employment or social welfare policies and (3) employment facilitation.
- c. that e2i may transfer my personal data out of Singapore to its third party service providers, or agents where such third party service providers or agents are sited (whether in Singapore or outside of Singapore), for the Purposes described above.
- d. that my personal data may/will be disclosed by NTUC/e2i to its third party service providers or agents (including its lawyers / law firms), for one or more of the above Purposes;
- e. that NTUC/e2i shall be entitled to use and disclose my personally identifiable information which may be disclosed to it (NTUC/e2i) by third party sources including, without limitation, the Government of the Republic of Singapore or the Central Provident Fund Board (CPF Board) or any other statutory board to any third party for one or more of the above Purposes;
- f. I hereby declare that all information provided by me in connection with this application is true, accurate and complete. I understand that NTUC/e2i reserves the right to decline assistance for any inaccurate, incomplete or false information given or any omission of information required.
- g. I understand and agree that it is my sole responsibility to inform and update NTUC/e2i of any changes to my personal information. I hereby agree to indemnify and absolve NTUC/e2i of any liability arising out of any use and/or disclosure by NTUC/e2i of any inaccurate or incomplete information due to my failure to update NTUC/e2i promptly of any changes to my personal information.

**Trainee’s
Signature:**

Date:
