

## RE-CERTIFICATION APPLICATION FORM

Please note that you need to meet the following requirement before proceeding with the application.

Requirements	PMC	SPMC
<b>Continuing Professional Development (CPD) Hours</b>	Fulfilled at least 100 CPD in the last 3 years	Fulfilled at least 50 CPD hours in the last 3 years
<b>Consultancy Projects</b>	Provide 3 consultancy projects in the last 3 years	Provide 3 consultancy projects in the last 3 years
<b>Consultancy Projects for Domain Re-certification</b>	Provide 3 consultancy projects in the last 3 years	Provide 3 consultancy projects in the last 3 years

Please ensure to submit the following documents for us to process your application.

1. Completed and signed application form
2. Copies of Educational and Professional Certificates (if you have any new certification)
3. Resume/CV
4. Cheque for application & processing fee of \$2,100 made payable to Singapore PMC Certification Pte Ltd.  
Please note that fees paid are non-refundable.

Please submit the Application Form and Supporting Documents to:

**PMC Certification Board Secretariat  
Singapore PMC Certification Pte Ltd  
2985 Jalan Bukit Merah, SMF Building, Singapore 159457**

If you have any enquiries or if you require any accommodation of special needs, please contact PMC Certification Board Secretariat at  
Tel: 68260955 Email: secretariat@pmccertification.sg

### PERSONAL PARTICULARS

<p><b>PMC Number:</b> <input style="width: 100%;" type="text"/></p> <p><b>Certification Type:</b> <input style="width: 100%;" type="text"/></p> <p><b>Full Name</b> (as indicated in NRIC/Passport): <input style="width: 100%;" type="text"/></p> <p><b>NRIC/ FIN No.</b> (Pink/ Blue/ S Pass/ E Pass): <input style="width: 100%;" type="text"/></p>	<p><b><u>Corresponding Address</u></b> <small>*Please omit this section if your corresponding contacts is the same as the date of your first PMC / SPMC application.</small></p> <p><b>House /Building No:</b> <input style="width: 100%;" type="text"/></p> <p><b>Unit No:</b> <input style="width: 100%;" type="text"/></p> <p><b>Street Name:</b> <input style="width: 100%;" type="text"/></p> <p><b>Postal Code:</b> <input style="width: 100%;" type="text"/></p> <p><b>Email Address:</b> <input style="width: 100%;" type="text"/></p> <p><b>Contact Number:</b> <input style="width: 100%;" type="text"/> (mobile) <input style="width: 100%;" type="text"/> (office) <input style="width: 100%;" type="text"/> (fax)</p>
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**EDUCATIONAL AND PROFESSIONAL BACKGROUND (You may omit this section if there are no changes in the past 3 years)**

**SECTION I: TERTIARY EDUCATION**

Please state the highest education level first and include those that you are pursuing.

From (year)	To (year)	Institution Name	Country	Level of Qualification Obtained	Discipline

**SECTION II: PROFESSIONAL QUALIFICATION**

Please state professional qualifications related to your area of expertise.

Year Obtained	Institution Name	Country	Name or Title of Professional Qualification Obtained	Discipline

**DETAILS OF EMPLOYMENT AND EXPERIENCE (You may omit this section if there are no changes in the past 3 years)**

**SECTION I: EMPLOYMENT HISTORY**

Please state your employment history beginning with the current employment.

Date of Employment		Details of Employment			
From (year)	To (year)	Company Name	Nature of Business	Designation	Company Address

**CONTINUING PROFESSIONAL DEVELOPMENT (CPD) HOURS**

Please list the approved CPD hours in the following table. For domain certified consultants, you would need to obtain at least 20 CPD hours for each domain certification out of the total 100 CPD hours.

Fields	Number of Approved CPD Hours for Generic Certification	Number of Approved CPD Hours for Domain Certification (if applicable)
<b>Core Subject in Structured Learning</b> (minimum 30 CPD hours)		
<b>Core Subject in Unstructured Learning</b> (minimum 25 CPD hours)		
<b>Non-Core Subject in Structured Learning</b> (minimum 20 CPD hours)		
<b>Non-Core Subject in Unstructured Learning</b> (minimum 25 CPD hours)		
<b>Total CPD hours accumulated :</b>		

## PROJECTS DETAILS

Please list management consultancy projects undertaken within the 3 years of your PMC / SPMC certification period. Please note all projects listed should amount to a total of minimum 700 external consulting hours. For Domain certified consultants, you would need to obtain at least 200 consulting hours for projects undertaken in each domain projects.

Please list the projects beginning from the latest projects completed.

### PROJECT I

#### SECTION A: PROJECT DETAILS

Period of Project		Details of Consultancy Project						
From (dd/mmm/yyyy)	To (dd/mmm/yyyy)	Nature of Project	Value of Consulting Project	Role	Team Size	Team's Consulting Hours	Your Consulting Hours	
							Generic Hours	Domain Hours
			SGD					

#### SECTION B: DESCRIPTION OF PROJECT

Brief information on challenges faced during the project:

Brief information on recommendations provided to client:

Brief information on the impact of the project:

#### SECTION C: DETAILS OF CLIENT

Client's Company Name	Name of Contact Person	Contact Number	Email Address

**PROJECTS DETAILS**
**PROJECT II**
**SECTION A: PROJECT DETAILS**

Period of Project		Details of Consultancy Project						
From (dd/mmm/yyyy)	To (dd/mmm/yyyy)	Nature of Project	Value of Consulting Project	Role	Team Size	Team's Consulting Hours	Your Consulting Hours	
							Generic Hours	Domain Hours
			SGD					

**SECTION B: DESCRIPTION OF PROJECT**

Brief information on challenges faced during the project:

Brief information on recommendations provided to client:

Brief information on the impact of the project:

**SECTION C: DETAILS OF CLIENT**

Client's Company Name	Name of Contact Person	Contact Number	Email Address

**PROJECTS DETAILS**
**PROJECT III  
SECTION A: PROJECT DETAILS**

Period of Project		Details of Consultancy Project						
From (dd/mmm/yyyy)	To (dd/mmm/yyyy)	Nature of Project	Value of Consulting Project	Role	Team Size	Team's Consulting Hours	Your Consulting Hours	
							Generic Hours	Domain Hours
			SGD					

**SECTION B: DESCRIPTION OF PROJECT**

Brief information on challenges faced during the project:

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Brief information on recommendations provided to client:

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Brief information on the impact of the project:

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**SECTION C: DETAILS OF CLIENT**

Client's Company Name	Name of Contact Person	Contact Number	Email Address

Total Consultancy Hours for projects listed above:	
Generic Consultancy	Domain Consultancy

**DECLARATION AND UNDERTAKING**

1. I declare that the information provided in this application and the accompanying supporting documents are true and correct to the best of my knowledge and that I have not withheld/distorted any material information;

2. I declare that I am not, and have not for the past 5 years from the date of this declaration, been:

- (a) an undischarged bankrupt;
- (b) involved in any court proceeding as a party;
- (c) charged or convicted in any court of law or detained under the provisions of any written law;
- (d) the subject of any disciplinary action by a management consulting professional association;
- (e) the subject of any consumer complaint filed with a consumer protection agency such as the Consumers Association of Singapore;

3. I declare that:

- I am not barred from taking part in any government funded project or grant;
- I am barred from taking part in the following government funded project(s) or grant(s);

Name of Project/Grant	Reason(s) for Disbarment

4. I declare that:

- I have not been rejected to be certified from any similar certification bodies.
- I have been rejected to be certified from the following similar certification bodies.

Name of Certification Body	Reason(s) for Rejection

5. I undertake not to:

- (1) participate in any fraudulent practices; and
- (2) disclose confidential Examination materials relating to the Module Training and Written Assessment to any unauthorised person without the written consent of Singapore PMC Certification Pte Ltd ("SPMCC").

6. I undertake to inform SPMCC within fourteen days of any change in any aspect of this declaration.

**AGREEMENT**

7. I have read and understood the Professional Management Consultant's Code of Professional Conduct ("Code") for Professional Management Consultants and agree to abide by:

- (1) the Code (including and any amendment thereof); and
- (2) any advice, circular or direction given pursuant to the Code.

8. I agree that in the event of any adverse disciplinary decision against me,

- (1) SPMCC and Singapore Business Advisors and Consultants Council ("SBACC") shall be entitled to notify IE Singapore, SPRING Singapore, the Singapore Workforce Development Agency or any other persons which SPMCC or SBACC considers appropriate of the adverse disciplinary decision; and
- (2) SPMCC and SBACC shall be entitled at any time to publicise the adverse disciplinary decision in any publications which SPMCC and SBACC consider appropriate.

9. With regard to the information and supporting documents provided by me in this application, I agree that the SPMCC shall be entitled to verify the information and documents with any person as it thinks fit.

10. I agree

- (1) that SPMCC can conduct any necessary background checks or obtain references to determine my suitability for certification;
- (2) to authorise any person contacted by SPMCC to provide any information relating to me including my qualifications, employment history and professional standing; and
- (3) to indemnify such person from any and all claims for providing such information.

11. I agree

- (1) SPMCC's collection, receipt, processing, storage and use of all information submitted by me in this application and from time to time after the date of this application; and
- (2) all such data being made available or transferred by SPMCC to any person appointed by SPMCC to process or store such information for the purpose of processing and evaluating the application.

In the event that I become a Practising Management Consultant (PMC), I consent to SPMCC collecting, using and disclosing my personal information provided for the purposes set out below\*:

- To maintain the PMC Data Bank
- To update my status and provide services relating to SPMCC's online PMC's directory;
- To facilitate business matching and networking for me as a APMC/ PMC/ SPMC;
- To disseminate information to me on activities, events, courses, workshops, forums, conferences, new products and services for APMCs / PMCs / SPMCs, including those conducted by SPMCC's partners
- To communicate to me product or customer-related surveys and market researches for APMCs / PMCs / SPMCs
- To publish and promote my services to SME Centres as well as local and overseas enterprises
- Certification and recertification
- Other purposes in line with SBACC's objective of promoting a high professional standard of services and conduct among APMCs / PMCs / SPMCs in Singapore.

**\*Please untick if you wish to opt out any of the above purpose.**

12. I agree that if I

- (1) make a false declaration;
- (2) breach an undertaking;
- (3) fail to abide by any provision of the Code;
- (4) fail to follow or abide by any advice, circular or direction given pursuant to the Code;
- (5) fail to follow or abide by any advice, circular or direction given by SPMCC or in a disciplinary proceeding instituted against me as a APMC, PMC or SPMC;
- (6) fail to disclose material information or make a misrepresentation in my application for PMC Certification; and/ or
- (7) fail to inform SPMCC that I have been declared a bankrupt,

I may be liable to –

- (a) have my application and/ or certification cancelled;
- (b) be suspended from applying for certification by SPMCC for a period not exceeding 5 years;
- (c) be suspended from being certified by SPMCC for a period not exceeding 5 years;
- (d) pay a penalty of not more than \$10,000; and/or
- (e) be given a written warning

- \*I confirm that the declarations and undertakings set out at paragraphs 1 to 6 above are true in every particular and agree that the making of any false declaration and undertaking will subject me to disciplinary proceedings by SPMCC.
- \*I acknowledge that any failure on my part to abide by any of the declarations and undertakings will also subject me to disciplinary proceedings by SPMCC.
- \*I acknowledge that I have read and agree with the statements set out at paragraphs 7 to 12 above.

**Name of Applicant:**

**NRIC No:**

**Date:**