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| **APPLICATION FORM (RE-QUALIFICATION FOR LAPSE OF MORE THAN 1 YEAR**  **BUT LESS THAN 3 YEARS SS680 CERTIFIED CONSULTANTS)** |
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| Please complete all fields in the application form. For sections that are not applicable, indicate “N.A.”  All supporting documents, along with a payment of $200 for the application and assessment fee, must be submitted together with your application. Incomplete applications will not be processed.  For any enquiries, please contact the Secretariat at: secretariat@imcs.sg. | | | For IMCS Use |
| Applicant Reference: |
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| **APPLICANT PERSONAL PARTICULARS – MAIN REGISTRATION** | | | |
| Full Name  (as in NRIC / Passport) |  | | |
| Nationality: |  | Country of Birth: |  |
| NRIC / Passport No.: |  | Date of Birth: |  |
| Gender: | Choose an item. | | |
| Correspondence Address: |  | | |
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| Home Phone: |  | Mobile Phone: |  |
| Business Phone: |  | Email: |  |

Please attach a recent passport-sized photograph with your name written at the back. Digital copy is acceptable.

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| **EMPLOYMENT BACKGROUND** ( List Most Recent Employment FIRST ) | | | |
| Name of Company | Position | Period ( YYYY ) | |
| From | To |
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Please attach your curriculum vitae.

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| **EDUCATIONAL & ACADEMIC BACKGROUND** ( List Most Recent Qualification FIRST ) | | | |
| Name of Educational Institution | Education Level Attained | Period ( YYYY ) | |
| From | Till |
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Please attach copies of the certificates with your application.

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| **PROFESSIONAL CERTIFICATION** | | | | |
| Name of Organisation / Certification Body | Certification | Year Joined | Validity (MMM- YYYY ) | |
| From | Till |
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Please attach copies of the certificates with your application.

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| **APPLICANT’S AREA OF INDUSTRY EXPERIENCE** ( Check where applicable ) | | | | | |
| ☐ | Accountancy | ☐ | Electronics | ☐ | Food Services |
| ☐ | Financial Services | ☐ | General Manufacturing | ☐ | Health Care |
| ☐ | Administrative & Support | ☐ | Precision Engineering | ☐ | Hotels |
| ☐ | Building & Construction | ☐ | Transport Engineering | ☐ | Info. & Communications |
| ☐ | Logistics | ☐ | Social Services | ☐ | Retail |
| ☐ | Process & Infrastructure | ☐ | Professional Services | ☐ | Food Manufacturing |
| ☐ | Aerospace | ☐ | Education | ☐ | Oil & Chemical |
| ☐ | Marine | ☐ | Engineering Services | ☐ |  |
| ☐ |  | ☐ | Environmental Technologies | ☐ |  |
| ☐ |  | ☐ |  | ☐ |  |

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| **APPLICANT’S AREA OF FUNCTIONAL EXPERTISE** ( Check where applicable ) | | | | | |
| ☐ | 1. Branding & Marketing | ☐ | 7. Human Capital Development | ☐ | 13. Productivity & Innovation |
| ☐ | 2. Business Excellence | ☐ | 8. Industrial & Operation Management | ☐ | 14. |
| ☐ | 3. Business Strategy | ☐ | 9. Intellectual Property | ☐ | 15. |
| ☐ | 4. Customer Experience & Service Innovation | ☐ | 10. IT & Digitalisation | ☐ | 16. |
| ☐ | 5. Financial Planning | ☐ | 11. Management Systems | ☐ | 17. |
|  | 6. Globalisation |  | 12. Merger & Acquisition | ☐ | 18. |

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| **APPLICANT’S TOP THREE EXPERTISE** (Type the number from your selection above) | | |
| 1st | 2nd | 3rd |

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| **APPLICANT’S SERVICES** ( Check where applicable ) | | | | | |
| ☐ | Consulting | ☐ | Mentoring | ☐ | Counselling |
| ☐ | Training | ☐ | Coaching | ☐ | Advisory |
| ☐ |  | ☐ |  | ☐ |  |

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| **APPLICANT’S MANAGEMENT CONSULTANCY PROJECT ( 1 )** | | | | | |
| DESCRIPTION OF ASSIGNMENT (Selected management consulting projects undertaken for external companies/clients in the immediate past 3 years.) | | | | | |
| Client Company: |  | | | | |
| Title of Project: |  | | | | |
| Project Period: |  | | | | |
| Contact Person: |  | | Title/Position: | |  |
| Email Address: |  | | Phone : | |  |
| Team Size: |  | | Hours Spent by Team: | |  |
| Your Project Role: |  | | Hours Spent by You: | |  |
| Major Problems Encountered | | Problem Resolution | | Impact to Client | |
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| **Additional Information (if any):** | | | | | |
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Note: Please bring along actual project documents (project reports, slides, etc.) for verification during interview.

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| **APPLICANT’S MANAGEMENT CONSULTANCY PROJECT ( 2)** | | | | | |
| DESCRIPTION OF ASSIGNMENT (Selected management consulting projects undertaken for external companies/clients in the immediate past 3 years.) | | | | | |
| Client Company: |  | | | | |
| Title of Project: |  | | | | |
| Project Period: |  | | | | |
| Contact Person: |  | | Title/Position: | |  |
| Email Address: |  | | Phone : | |  |
| Team Size: |  | | Hours Spent by Team: | |  |
| Your Project Role: |  | | Hours Spent by You: | |  |
| Major Problems Encountered | | Problem Resolution | | Impact to Client | |
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| **Additional Information (if any):** | | | | | |
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Note: Please bring along actual project documents (project reports, slides, etc.) for verification during interview.

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| **APPLICANT’S MANAGEMENT CONSULTANCY PROJECT ( 3)** | | | | | |
| DESCRIPTION OF ASSIGNMENT (Selected management consulting projects undertaken for external companies/clients in the immediate past 3 years.) | | | | | |
| Client Company: |  | | | | |
| Title of Project: |  | | | | |
| Project Period: |  | | | | |
| Contact Person: |  | | Title/Position: | |  |
| Email Address: |  | | Phone : | |  |
| Team Size: |  | | Hours Spent by Team: | |  |
| Your Project Role: |  | | Hours Spent by You: | |  |
| Major Problems Encountered | | Problem Resolution | | Impact to Client | |
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| **Additional Information (if any):** | | | | | |
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Note: Please bring along actual project documents (project reports, slides, etc.) for verification during interview.

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| **APPLICANT DECLARATION** | |
| **I declare that:**   1. The information provided for the certification of my RMC and accompanying information supporting documents are true and correct to the best of my knowledge and that I have not withheld/distorted any material facts. 2. I am not an undischarged bankrupt and I have never been charged or convicted in any Court of Law or detained under the provisions of any written law. 3. I am not presently, nor have I been within the past three years, the subject of any civil legal action directly relating to my management consulting practice. 4. I am not presently, nor have I been within the past three years, the subject of any consumer complaint filed with a consumer protection agency such as the Consumers Association of Singapore. 5. I am not presently, nor have I been within the past three years, the subject of any disciplinary action by a management consulting professional association. 6. I have not been debarred from any government schemes/programmes, etc. I acknowledge and agree that the RMC Certification Board / IMCS reserves the right to ascertain the applicant’s claims with relevant parties (e.g. government agencies, associations, client contacts). 7. I am agreeable that the RMC-CB of the IMCS has the right to verify and obtain information with all parties as they think fit, with regards to the information and supporting documents provided by me in this application. 8. I hereby agree that IMCS may collect, obtain and store my personal/business data for administration of my application and use (via phone call, notices, emails or mail) to inform me of future events, updates, news and materials related to RMC-CB/IMCS. 9. I have read and understood the SS680:2021 standard for management consultants.   **Upon being certified as a Registered Management Consultant:**   1. I shall abide by the RMC Code of Professional Conduct and will be subjected to any disciplinary actions by the Institute if I breach the conditions stated in the Code of Professional Conduct. 2. I shall inform RMC-CB, without delay, on matters that can affect the capability of myself to continue to fulfil the certification requirements. | |
| **If applicable only:**   1. If you have any special requests to be accommodated by the Institute to be a Registered Management Consultant, please provide details (with reasons) as follows. Otherwise, please indicate “N.A.”.     (To use separate piece/s of paper if necessary.) | |
|  | |
| Name of Applicant: | Signature: |
| NRIC / Passport No.: | Date: |

**Checklist of Application Documents Submission:**

* Completed and signed application form.
* Recent passport-sized photograph (digital copy is acceptable).
* Payment of $200 for application and assessment fee.
* Copy of your Curriculum Vitae.
* Copies of education or academic certificates \*
* Copies of professional certifications including current or lapsed TR43 / SS680 Management Consultant certificates \*
* 3 originals of written positive client testimonials \*
* Completed and signed RMC Continuous Professional Development Form.

\* IMCS may request for sighting of original documents for verification

You may submit your application with all the supporting documents via email to [secretariat@imcs.sg](mailto:secretariat@imcs.sg) together with an online payment.

 The available payment modes include:

1. Fund transfer to IMCS’s bank account. The bank details is as provided below.

Bank A/C Name : Institute of Management Consultants (Singapore)

Bank A/C No. : 070-002517-5 DBS Bank

2. PayNow Corporate (you may use the QR code available in the attached statement, or enter the UEN: S92SS0089A)



Alternatively, you may submit your application or cheque payment in person or by post to:

Institute of Management Consultants (Singapore)  
60, Paya Lebar Road, #07-15, Paya Lebar Square, Singapore 409051

Attention: RMC Secretariat