

**EXTERNAL LIBRARY MEMBERSHIP (Corporations / Individuals)****Rules and instructions****Instructions:**

1. All organizations based in Singapore may apply for membership at the Republic Polytechnic Library.
2. Organizations, companies and individuals will need to pay a subscription fee of S\$218.00 (including GST) per year.
3. Please complete the application form and submit it to the address above. A subscription fee of S\$218 (including GST) is payable upon registration. Subscription fee is non-refundable. Payment is to be made by PayNow at RP Library Information Counter (South Entrance).
4. For Organisations, please nominate one employee who will be making use of the Library services and facilities.
5. Library Membership is valid for a year and is non-transferable. Re-application is required to extend membership for another year.
6. Successful applicants will be informed by email.
7. Please inform the Library in writing if there are changes to the particulars of the nominated Library user.

**Library Loans and Facilities:**

1. External Library members are entitled to borrow 6 books/CD-ROM attachments for 14 days.
2. Membership privileges will be suspended if there are fines or overdue items outstanding in the member's account. Membership privileges will be restored once the outstanding charges are settled.

**Library fines:**

1. Overdue fines are \$0.50 per day per item.
2. All fines must be settled by PayNow at RP Library Information Counter (South Entrance).

Please refer to the library website at <https://www.rp.edu.sg/library/home> or contact the Library at [help-library@rp.edu.sg](mailto:help-library@rp.edu.sg) for more information.



For official use only (membership number)

## EXTERNAL LIBRARY MEMBERSHIP (Corporations / Individuals)

### COMPANY INFORMATION (if applicable)

Name of Organisation: \_\_\_\_\_ Company UEN No: \_\_\_\_\_

Address: \_\_\_\_\_

Postal code: \_\_\_\_\_ Tel No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

### PARTICULARS OF NOMINATED EMPLOYEE / INDIVIDUAL

Name: (Dr/Mr/Mrs/Ms) \_\_\_\_\_ NRIC/UIN: \_\_\_\_\_

*(please underline surname)*

Designation: \_\_\_\_\_ Department: \_\_\_\_\_

Tel No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Email: \_\_\_\_\_

**Purpose of the application:** \_\_\_\_\_

### Subscription Payment mode if applicable (*please tick*):

By PayNow

*(Payable upon start of membership)*

### DECLARATION BY INDIVIDUAL OR THE MANAGER / DIRECTOR OF THE ORGANISATION

#### For Individual membership:

I declare that the particulars in this application are true and correct and I hereby agree to abide to all terms and conditions stipulated by RP Library.

Name: \_\_\_\_\_ NRIC/UIN: \_\_\_\_\_

Signature: \_\_\_\_\_

#### For Corporate membership:

We, \_\_\_\_\_, declare that the particulars in this application are true and correct. All authority to execute this agreement, and all necessary action to authorise execution of this agreement has been taken. We will take full responsibility for all loans and outstanding fines incurred under this membership account.

For and on behalf of \_\_\_\_\_

Name: \_\_\_\_\_ NRIC/UID: \_\_\_\_\_

Designation: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Organisation Stamp \_\_\_\_\_

**FOR OFFICIAL USE (RP Library)**

Cheque no.: \_\_\_\_\_ Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_

Personal information collected is used for administrative purposes only and will not be divulged to external parties.