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FORM 1

DESIGNATION OF REPRESENTATIVE TO RECEIVE TAKE-DOWN NOTICES

General Instructions

- The submission of this form must be accompanied by a SGD56 fee.
- This form should preferably be typewritten to assist in processing.
- All sections and fields in this form **must** be duly filled, unless otherwise specified below.
- Please access [IPOS Digital Hub](#) to upload and submit the completed form. Under the Forms tab of IPOS Digital Hub, search 'NSP' and submit under 'Form 1 – Designation of representative to receive take-down notices'. You can expect to receive payment instructions via email within 3 working days after we receive your form submission.

Section A: Type of Submission

Please tick accordingly:

- ☐ New Designation of Representative to Receive Take-Down Notices (“**Designation**”)
- ☐ Amendment of Designation
- ☐ Removal of Designation

Section B: Additional Information for Existing Designations

Instructions:

Please skip this section if you are submitting a new Designation.

Name of Network Service Provider as
currently listed in the NSP eRegister: _____

DR number as stated in the NSP eRegister: _____

Section C: Information on Network Service Provider and Designated Representative

Instructions:

- For new Designations, please complete all the below fields.
- For amendment of Designations, please fill in only those fields that need to be amended with the updated information. All other fields that do not need to be amended can be left blank.
- For removal of Designations, please skip this section.

Full legal name of network
service provider: _____

Address of network service provider:

Name of designated representative to receive take-down notices:

Appointment held by designated representative in the network service provider's organisation:

Full address of designated representative to which take-down notices should be sent
(a P.O. Box or similar designation is not acceptable except where it is the only address that can be used in Singapore):

Email address of designated representative:

Telephone number of designated representative:

Fax number of designated representative:

Section D: Details of Requestor

Name:

Signature:

Date of request:

Email address:

Telephone number:

Fax number:

Section E: Goods and Services Tax (GST) Information

Name (tax invoice to be issued to)

(Tax invoice will be issued to the entity/individual as indicated. Goods and Services Tax (GST)-registered businesses may claim input tax with Inland Revenue Authority of Singapore (IRAS), subject to meeting the requirements under the GST Act.):

The information that you have provided will be published in the Directory on IPoS' website at www.ipos.gov.sg (About IP > Copyright > Forms and Fees > Network Service Providers).