National University of Singapore Libraries
Application for Corporate Membership

Who may apply

All SME organizations located in Singapore are eligible to apply. Each application will be assessed according to the organization's needs for using the services and resources of the NUS Libraries.

Conditions

- Application for membership must be submitted by the director/chief executive officer of the organization who will also be responsible for ensuring that all outstanding debts to the Library due to books lost or damaged or fines not paid or any other liability that might be incurred are settled.
- Each application will be charged a non-refundable registration fee of $32.10 (inclusive of GST).
- Membership fees are not refundable.
- There will be a charge of $10.70 for any change of membership card.
- All fees and charges payable by applicant are inclusive of 7% Goods and Services Tax (GST)

Loan entitlement and Membership Fee

Companies / Organisations may apply for one corporate card. The card will bear the name of the organization and is valid for entry into the library premises by only ONE person at a time.

<table>
<thead>
<tr>
<th>Category of Membership</th>
<th>Basic Membership</th>
<th>Enhanced Membership</th>
<th>Premier Membership</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Loan Quota</td>
<td>Annual subscription fee</td>
<td>Loan Quota</td>
</tr>
<tr>
<td>Corporate</td>
<td>10</td>
<td>$781.10</td>
<td>20</td>
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</tbody>
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Above-mentioned fee includes the prevailing GST and a one-time non-refundable registration fee of $32.10.

- Due to licensing agreement regulations, external members do not have access to electronic resources and online journals.
- Please note that certain library facilities and materials (such as Reserve Readings and Media Resources) may only be accessed by NUS students and staff.

Fee-based Service

- Document Delivery Services: This is a fee-based service for the supply of articles available in the NUS Libraries’ print collection. A deposit of $2,000.00 is required. Subscribers will be informed when their accounts fall below $500.00. For details on the service, please refer to [http://www.lib.nus.edu.sg/guides/ddscorp.html](http://www.lib.nus.edu.sg/guides/ddscorp.html), or contact the Coordinator, Document Delivery Services at ddslib@nus.edu.sg or telephone 6516-3472.

Please complete the application form and return it to the address below together with a cheque of the relevant amount, crossed and made payable to National University of Singapore.

Senior Librarian, Loans and Membership Department
Central Library
National University of Singapore
12 Kent Ridge Crescent
Singapore 119275

For more information, please call 6872-1595 or send e-mail to membership@nus.edu.sg.

15 Oct 2008
This form may take you 5 minutes to fill in.

Application for Corporate Membership
Companies / Organisations (no access to e-resources)

Name of Organisation

Office address __________________________________________________________________________________

____________________________________________________________________________________________

Postal code ________________________

Telephone No.  ________________________________________

E-mail address __________________________________________________________________________________

Reason(s) for application __________________________________________________________________________

____________________________________________________________________________________________

I enclose a company cheque for $781.10 (inclusive of GST) as payment for the registration fee and annual subscription made payable to the National University of Singapore.

COMPANY / ORGANISATION DECLARATION
I declare that the particulars I have given in this application are true. In the event that the corporate membership is granted, my organization will guarantee a secure and proper conduct of the membership and will make good any loss or damage incurred to the NUS Libraries due to book loans or other facilities available in the libraries. My staff will be informed that the membership card will be used for entry by only one employee at a time.

Approved and Submitted by ________________________________________________________________

Designation ________________________________________________________________

Signature ________________________________________________________________

Company Stamp & Date

FOR OFFICIAL USE

Registration No. _____________________________ Loan group _____________________________

Expiry Date _____________________________

15 Oct 2008