Suntec SINGAPORE Convention & Exhibition Centre

The Preferred Place To Meet

[AP-001]

CHANGE IN AUTHORISED PERSONNEL PERMIT

Permit and order forms can be completed and submitted only by the signatory of the licensing agreement (i.e. licensee). If the licensee wishes to authorise another party to submit permits and/or order forms, please complete this form and submit it to the dedicated Suntec Point of Contact (SPOC) no later than 30 days prior to the event move-in day.

*Please note that only authorised personnel are allowed to submit permit applications and order forms.

Original Contact Details of Licensee (as per licensing agreement)

Licensee's Name:

Licensing Agreement Number: C P

Event Name:

Contact Number:

New Authorised Personnel Contact Details

Name:

Contact Number:

Company Address:

Contact Number:

Declaration

I, the applicant, hereby acknowledge and understand that only the authorised personnel is allowed to submit order forms and permit applications. By naming an alternative point of contact, the licensee revokes the right to submission and the authorised personnel constitutes the new point of contact for Suntec Singapore with regard to all matters pertaining to the abovementioned event:

Signature & Company Stamp

D D M M Y Y Y Y

For Internal Processing Only

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Reasons for rejection:

SPOC's Signature: