



Attn: The Person-in-Charge  
Pass-It-On @ The Helping Hand  
819, Upper Serangoon Road, Singapore 534678  
Tel: 6283-2204 ext: 108 Fax: 6283-3748  
passiton@thehelphand.org

## Registration Form for Voluntary Welfare Organisation

**Name of Organisation** : \_\_\_\_\_

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

**Contact Number / Fax** : \_\_\_\_\_

**Organization Email** : \_\_\_\_\_

**Registration No** : \_\_\_\_\_ **Date:** \_\_\_\_\_

(Please provide organization registration number and photocopy of proof)

**Target client groups** : \_\_\_\_\_

**Service area** : \_\_\_\_\_

**Estimated number of needy families in service area** : \_\_\_\_\_

**Please provide brief description of organisations' activities**

### Particulars of Administrator to be Registered

In addition to the rights of a VWO user account to post wish-lists or reserve donated items, Administrator will be able to view all other staff activities & add new users (must followed by letter of Undertaking)

**Name** : \_\_\_\_\_

**Designation** : \_\_\_\_\_

**Telephone** : \_\_\_\_\_

**Email** : \_\_\_\_\_

\_\_\_\_\_  
\*Signature of Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organisation's Stamp

\*By my signature, I agreed to keep Pass It On informed of any changes in organization's name, address, contact & accounts of registered user.

**Please email completed Registration Form & Letter of Undertaking to [passiton@thehelphand.org](mailto:passiton@thehelphand.org)**

(Updated 19 Dec 2019)