



## Registration Form for New Organisation

PART 1: ORGANISATION DETAILS	
<b>Name of Organisation:</b>	
<b>Address:</b>	
<b>Contact Number/ Fax:</b>	
<b>Organisation UEN/Society Number:</b> <i>(Please provide submit with a copy of document)</i>	
<b>Profile of Clients Served:</b>	
PART 2: ADMINISTRATOR DETAILS	
<i>[Administrators will be able to view all staff activity, in addition to having the rights to post wish list requests and reserve donated items. Each organisation may appoint up to 2 Administrators only]</i>	
ADMINISTRATOR ONE	
<b>Name:</b>	
<b>Designation:</b>	
<b>Mobile and DID:</b>	
<b>Email Address:</b>	
<b>Declaration:</b> <i>I hereby declare and confirm that all information given in this application is true and accurate.</i>	
<b>Organisation's Stamp:</b> _____ <b>Signature:</b> _____ <b>Date:</b> _____	
ADMINISTRATOR TWO	
<b>Name:</b>	
<b>Designation:</b>	
<b>Mobile and DID:</b>	
<b>Email:</b>	
<b>Declaration:</b> <i>I hereby declare and confirm that all information given in this application is true and accurate.</i>	
<b>Signature:</b> _____	<b>Date:</b> _____

*\*By my signature, I/we agree to keep Pass-It-On, The Helping Hand and Central Singapore CDC informed of any changes in organization's name, address, contact & accounts of registered user. The information you provided will be used for the intended purpose and subsequently for administration of all aspects of the intended purpose ONLY. We respect the privacy of your information and recognises the importance of the personal data you have entrusted with us and believe that it is our responsibility to properly manage, protect, process, use and disclose your personal data. We will collect, use, disclose and protect your personal data in accordance with the Singapore Personal Data Protection Act 2012.*

**Note: All fields are compulsory.**

- Please email the completed form to [passiton@thehelpinghand.org.sg](mailto:passiton@thehelpinghand.org.sg) -



**LETTER OF UNDERTAKING FOR PASS-IT-ON ADMINISTRATORS**

**DEFINITION**

In these Conditions, unless the context otherwise requires:

"Authority" refers to The Helping Hand and includes any officer authorised by the Authority to act on its behalf.

**TERMS OF SERVICE**

Pass-It-On provides its service to your organisation, subject to the following Terms of Service ("TOS"). In consideration of your use of the services provided by Pass-It-On, on behalf of your organisation, you agree to the following:

- 1) Ensure all information provided in this registration form is true and accurate, to inform the staff at the Authority should there be any updates to the contact details; and authorise and consent to the Authority obtaining further information about you and checking the information given here and exchanging information about you with other parties such as the Authority's affiliated partners such as Central Singapore CDC if deemed necessary. You will also provide the Authority with the necessary documents for verification of the information given as and when required.
- 2) Indemnify and hold the Authority, and its affiliated partners, harmless from any claim or demand, including reasonable legal fees, made by any third party due to, and or arising out of the content you submit, post, transmit or make available through the service, your use of the service, your connection to the website, your violation of the TOS, or your violation of any rights of another.
- 3) To keep your Login account and password confidential at all times. All information provided is confidential and intended for your use only. You are to safeguard and not disclose your given password and account details or any other authorisation that allows others to have access to the Pass-It-On portal.
- 4) To accept full responsibility for all activities undertaken during your assigned access.
- 5) To be responsible for the use of any data and information obtained, and all transaction requests, by any persons using your Login ID.
- 6) To notify the Authority immediately of any unauthorised use of your password or account, or any breach of security.
- 7) If you no longer require your Account because of employment change, you agree to notify the Authority of this fact immediately by sending an email notification to the admin staff of the Authority.
- 8) Ensure that you clear your cache when you exit from your account at the end of each session.
- 9) The Authority may at any time, without notice, in its sole discretion, terminate your right to access the Pass-It-On portal, if you breach any TOSs, or if it is deemed necessary and appropriate by the Authority.
- 10) The Authority reserves the right at any time to modify or discontinue, temporarily or permanently, its service and the TOS with or without notice.
- 11) The Authority shall not be liable to your organisation or to any third party for any modification, suspension or discontinuance of the Pass-It-On Service.

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**I have read and understood the Terms of Services stated above. I, \_\_\_\_\_ (name), \_\_\_\_\_ (designation), with \_\_\_\_\_ (name of organisation) hereby agree to the Terms of Services and agree to keep the Authority updated of my status in my organisation and allow the Authority to cease any access once I leave the organisation.**

\_\_\_\_\_  
**Signature**

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

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Email Address**

\_\_\_\_\_  
**Office Number**

\_\_\_\_\_  
**Mobile Number**

**Note: All fields are compulsory.**

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