

TO BE COMPLETED BY APPLICANT <i>(Please fill up all fields)</i>			
Name of Applicant <small>Mr. / Ms. / Mrs. / Mdm</small>		Matriculation No.	
Student organisation, project, alumni, self, etc		Room No.	
Email		Contact No.	
Brief description of Event <i>(attach Event proposal if available)</i>			
S/N	Equipment Description	Period of loan <small>(DD/MM/YY) – (DD/MM/YY)</small>	Remarks
<p>By submitting the form to the Tembusu College CSC (please submit a <b>HARDCOPY</b> of the form to the CSC Room), the Applicant hereby declares that the above information is accurate and correct. The Applicant:</p> <ul style="list-style-type: none"> <li>(a) understands that by signing out the equipment, the Applicant assumes responsibility for its condition, and will accept any charges that go towards replacement and repair in the event that the equipment is lost or damaged;</li> <li>(b) understands that any damages to any parts of the equipment must be reported to the CSC immediately.</li> <li>(c) agrees and consents that the personal data provided in this form may be collected, used, processed and disclosed by the CSC for the purposes of loaning of equipment in accordance with the Personal Data Protection Act 2012 and all subsidiary legislation related thereto. In respect of disclosure, the Applicant understands that the CSC may disclose the Applicant's personal data to third parties (which may be in or outside of Singapore) where necessary for the Purposes.</li> </ul> <p>The Applicant hereby declares that the above listed equipment have been checked and is in good working condition. The Applicant hereby undertakes full responsibility for the above listed equipment loaned to the Applicant, to make good any loss and to meet the costs of repair to any equipment damaged, by whomsoever and by whatever cause, during the period of the loan.</p>			
Equipment Collected By		Equipment Returned By	
Name		Name	
Date		Date	
Signature		Signature	
FOR OFFICIAL USE			
Equipment Issued By		Equipment Received By	
Name		Name	
Date		Date	
Signature		Signature	