

### Personal Membership Application Form

Please complete the application form and return it together with a cheque\* for the application/ renewal fee to:

**Membership Application  
 Li Ka Shing Library  
 Singapore Management University  
 70 Stamford Road  
 Singapore 178901**

\*Cheque should be crossed and made payable to **Singapore Management University**.

**Name of Applicant (Surname first)**

\*(Dr / Mr / Mrs / Ms )

\*delete where applicable

**FIN/NRIC No. (Include prefix)**

**Occupation**

**Organization/Company**

**Address**

**Telephone**

**E-mail**

**Reason(s) for Application**

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 Details of Sponsor  
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**Name of Sponsor / Dept (list liaison person's name)**

**Sponsor's contact telephone**

**E-mail**

**Reason(s) for being a sponsor to applicant**

I read and agreed to take responsibility if the Applicant breaches the terms and conditions described at the back of the form.

**Signature (Sponsor)**

Please tick the appropriate box(es)

**Membership Fee** (inclusive of GST)

New application at S\$320.00     Renewal at S\$320.00

Total amount payable S\$\_\_\_\_\_ (Membership Fee)

**DECLARATION**

I declare that the particulars given in this application are true.

In the event that the access is granted, I will guarantee a proper conduct of the use of the Library and make good any loss or damage to library materials or other facilities in the library.

I hereby enclose a cheque of S\$\_\_\_\_\_.

**Submitted by**

\_\_\_\_\_

**Signature**

\_\_\_\_\_

For Official Use	
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Remarks
<b>Bank &amp; Cheque No.</b> _____ <b>Amount Paid</b> _____ <b>Date</b> _____	<b>Issue Date of Card</b> _____ <b>Expiry Date</b> _____ <b>Date of Termination</b> _____ <b>Approved by</b> _____ <b>Date Approved</b> _____ <b>Membership No.</b> _____

**Acknowledgement Receipt of Personal Library Membership Card**

I, (name) \_\_\_\_\_ of NRIC No. / FIN No. \_\_\_\_\_ hereby acknowledge the receipt of the Library Membership card number: \_\_\_\_\_ and confirm that I have read and agreed to comply with below terms and conditions.

I guarantee a proper conduct of the use of the Library and take responsible for ensuring all outstanding debts to the library due to book lost or damaged or fines not paid or any liability that might be incurred will be settled.

I will also report the loss of the library card immediately and is agreeable to pay for the replacement card.

I hereby agree to return the library card upon termination of my membership.

Received by \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_