

This permit is required when wireless equipment is in operation within Suntec Singapore. Please complete and submit this permit application to your dedicated Suntec Point of Contact (SPOC) no later than 21 days prior to event move-in day. **PLEASE SUBMIT ONE CONSOLIDATED FORM FOR EACH EVENT.**

All application forms are to be completed by the signatory of the licensing agreement. To change authorised personnel for submissions, please complete AP-001 Change in Authorised Personnel Permit.

## Mandatory Requirements

- The applicant must obtain prior approval via this permit from Suntec Singapore before any activity can take place.
- Wireless devices provided by the event organiser should not interfere with the Centre's wireless operating system at any time.
- The permit is not required for the usage of Personal Electronic Devices (PEDs) such as laptops, mobile phones and tablets.
- All devices for wireless equipment are required to be installed within the licensed area only. Usage of wireless equipment within public areas is strictly prohibited.
- For all wireless surveillance devices, the event organiser is required to supply signage at all entrance points to notify visitors that photo-taking/recording is being conducted.
- The applicant must obtain the necessary licence/permit from relevant approving authorities. All approved documentation is to be attached with this application form.
- Contractors must comply with all safety guidelines, as per Workplace Safety and Health Council (WSHC).
- Suntec Singapore reserves the right to revoke permits if deemed necessary.

## Contact Details

**Licensee/Authorised Party's Name:**


**Licensing Agreement Number:**

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**Event Name:**


**Event Location (Hall/Room Number):**


**Activity Start:**

DATE	D	D	M	M	Y	Y
TIME	H	H	M	M	AM/PM	

**Activity End:**

DATE	D	D	M	M	Y	Y
TIME	H	H	M	M	AM/PM	

**Contact Number:**


## Supporting Documents Required

The following document is required to be submitted as part of this permit:

- Technical specifications for each device

## Purpose

- 1) List the type and quantity of wireless equipment proposed for use.

2) When and where will the device be used?

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3) Will the device have any impact/conflict with the existing wireless system within the Centre?

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#### Declaration

I, the applicant, hereby acknowledge and agree to the technical and mandatory requirements set out by Suntec Singapore:

Signature & Company Stamp

D	D	M	M	Y	Y	Y	Y
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#### For Internal Processing Only

Reasons for rejection:

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SPOC's Signature: