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## PRINCIPAL GUIDELINES FOR THE CONDUCT OF STUDENT ACTIVITIES

### 1. USE OF UNIVERSITY PREMISES AND FACILITIES

#### *How to apply for the use of NUS Premises and Facilities for student functions or assemblies?*

- Submit a proposal or a brief write-up for OSA's approval at least two weeks before the event. The proposal can also be submitted online at [https://inetapps.nus.edu.sg/prjvfp frm\\_OFB\\_login.asp](https://inetapps.nus.edu.sg/prjvfp frm_OFB_login.asp)
- Note the following procedure for booking of facilities on campus :

a) Booking of locations administered by OSA

These locations include Central Library, Forum, Foyer of LT26, Foyer of LT27 (these areas include foyers of LT28 and LT29) and walkway of Level 4 Central Library. Please note that the walkway can be booked only for "non-bazaar" activities, such as registration, sale of concert / social function tickets, recruitment drives, publicity, etc. Sale of goods such as clothings, food, books etc are not allowed.

b) Booking of Lecture Theatres and Seminar Rooms administered by the respective Faculties

These venues can be booked by filling in a form obtainable from OSA. All completed forms need to be submitted to OSA for endorsement.

c) Booking of other locations administered by Office of Estate and Development (OED) and Deaneries of the various Faculties

For locations which do not fall under (a) and (b), student organizers are requested also to log into [https://inetapps.nus.edu.sg/prjvfp frm\\_OFB\\_login.asp](https://inetapps.nus.edu.sg/prjvfp frm_OFB_login.asp) for online bookings of venues.

d) Use of University Hall Area

OSA should be consulted for any request to use the area around the **University Hall**, located at Lower Kent Ridge Road. This request must be directed to the President's Office **through** OSA. If in doubt, please check with the OSA officers who oversee the student events.

Please note that confirmation of venue bookings is subject to approval / endorsement by OSA.

#### *What to bear in mind when using the Lecture Theatres and Seminar Rooms*

- Cleanliness of venues is to be maintained at all times.
- Equipment in these venues must be used with care e.g. microphone points can only be used for microphones and not for other instruments like electric guitars or keyboards.
- If additional microphones are required, student organizers must make their requests to the officers-in-charge of the respective Dean's Office of the Faculty.

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## 2. FIRE AND LIFE SAFETY APPLICATION GUIDE

### ***What are the types of Activity allowed on campus premises?***

- Exhibitions
- Sales/Bazaars
- Ad-hoc entertainment / performance / movie shows in the open area (subject to approval)
- Controlled cooking using microwave heater and portable deep fryer with lid (National Environment Agency's approval is required)

### ***What are the types of Activity not allowed?***

Based on safety considerations, the following types of events / activities are not allowed in the buildings within the National University of Singapore.

- Food Fair and cooking where open flame is used
- Activities which require the use of naked flame, explosive, flammable liquids, gases or substances
- Any live performance in an enclosed area that would create overcrowding or obstruct any exit

### ***What is the procedure for obtaining approval?***

Applications to OSHE and Campus Security must be submitted at least *two weeks* before the events.

Submission must include the following:

- 1 copy of layout plan
- Other relevant information pertaining to the event / activity

The following information / details should be included in the plan:

- Areas used should be marked or coloured on the layout plan;
- Details of the temporary structures to be constructed and the type of materials used for booth / panels / stage, etc.

The application of Event Risk Assessment Form (ERAF) to OSHE can be found at <https://stuweb.nus.edu.sg/osh/emergency/Lists/ERAFS/NewForm.htm>. For more information, please refer to OSHE's website: <http://www.nus.edu.sg/osh/osheservices.htm>

## 3. SALE / PROMOTION OF GOODS AND SERVICES ON CAMPUS

### ***How is this done?***

Sale and Promotion of any goods and/or services, with or without food and entertainment, can be done by setting up a stall, fair, bazaar or carnival. A fair, bazaar or carnival is a congregation of five or more stalls set up indoors (i.e sheltered areas) or outdoors involving erecting of tentages.

### ***What is the procedure for obtaining approval?***

- A proposal detailing the activity is to be submitted to OSA at least one month in advance for approval.

- Organisers of such events and activities in NUS must ALSO *obtain approval* from Office of Safety Health and Environment (OSHE) and Campus Security on the event's safety and security arrangements.
- Upon approval, student organisers must write to the National Environment Agency (NEA) two weeks in advance for clearance if it is a bazaar (indoor or outdoor) involving sale of food, furnishing details such as types of food (strictly from licensed sources only).
- In addition to the clearance from NEA for sale of food, student organisers are also required to comply with the Ministry of Manpower's Workplace Safety and Health (WSH) Act and Regulations which apply to all workplaces (*Under the Workplace Safety and Health Act, a workplace means any premises where a person is at work or is to work. For example, if a person is at work selling food or drinks at a "Food Bazaar", then such activity would be deemed to be conducted at a workplace*). Student events involving sale of food are to comply with the two regulations which are WSH (Risk Management) and WSH (Incident Reporting). The regulations are to identify safety and health hazards and implement appropriate actions to eliminate or reduce the risks associated with the hazards. As such, student organisers are required to formulate a risk assessment.

To formulate the risk assessment, student organisers are to request all food vendors to complete the [Activity-Based Risk Assessment Form](http://www.nus.edu.sg/osa/activities/downloads/Activitybasedriskassessmentform.doc) (<http://www.nus.edu.sg/osa/activities/downloads/Activitybasedriskassessmentform.doc>) before granting approval to the vendors to commence any sale of food on campus. If an external food vendor is engaged, the risk assessment form is to be completed by the registered company and approved by a supervising officer from the company. Completed risk assessment forms are to be collected and verified by the student organisers before forwarding the forms to Office of Safety, Health & Environment (OSHE) for approval.

For the instructions on how to use the [Activity-Based Risk Assessment Form](#), please refer to the Guidelines on Risk Assessment at [http://www.mom.gov.sg/publish/momportal/en/communities/workplace\\_safety\\_and\\_health/maintaining\\_a\\_safe\\_workplace/occupation\\_safety/risk\\_management.html](http://www.mom.gov.sg/publish/momportal/en/communities/workplace_safety_and_health/maintaining_a_safe_workplace/occupation_safety/risk_management.html)

For more details on the WSH Act and Regulations, please refer to: [http://www.mom.gov.sg/publish/momportal/en/legislation/Occupational\\_Safety\\_and\\_Health/workplace\\_safety\\_and.html](http://www.mom.gov.sg/publish/momportal/en/legislation/Occupational_Safety_and_Health/workplace_safety_and.html)

[http://www.mom.gov.sg/publish/momportal/en/communities/workplace\\_safety\\_and\\_health/maintaining\\_a\\_safe\\_workplace/occupation\\_safety/risk\\_management.html](http://www.mom.gov.sg/publish/momportal/en/communities/workplace_safety_and_health/maintaining_a_safe_workplace/occupation_safety/risk_management.html)

- For bazaars without the sale of food, clearance from NEA or the completion of Activity-Based Risk Assessment Form are not necessary.

### ***How can our application be submitted to NEA?***

The application for sale of food must be submitted at least two weeks in advance to:

National Environment Agency  
South West Environmental Regional Office  
335 Clementi Road, Singapore 129786  
Tel: 6460 2121  
Fax: 6469 4350

For more information, please see <http://www.nea.gov.sg>

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**Pointers To Bear In Mind When Organising The Bazaar**

1. All goods must be obtained on consignment basis only.
2. All stalls must be strictly manned by NUS students only.
3. At no time should any external vendor or its representative be present at any stall during the bazaar. The presence of any vendor is subject to prior approval from OSA.
4. The surrounding premises must be kept clean and tidy during & immediately after the said bazaar.
5. Posters should not be affixed on the walls.
6. Banners/Posters should not be suspended from the ceiling.
7. The layout of the various stalls should not in any way cause any obstruction to the flow of human traffic. There must be a clearance width of at least 1 m.
8. The noise level should be minimised so as not to cause any disturbance/inconvenience to others in the vicinity. Kindly note that there shall strictly be no performances and use of sound equipment during office hours from 8.30am to 6.00pm (except lunch hour 1 – 2pm).  
  
Please note that music can only be played during lunch hours (1pm – 2pm). Organiser needs to apply for COMPASS permit before doing so. Alternatively, organiser may have piped music by radio service via its various channels such as Class 95FM. This will not require the application for COMPASS permit.
9. Sale of pirated goods (eg. CDs, Computer software, books, watches, T-shirt, etc.) is illegal and strictly prohibited.
10. Please submit the clearance letter from the National Environment Agency for the sale of food before the day of the bazaar. Failing that, no food items will be allowed at the sale.
11. Besides the online submission of Event Risk Assessment Form (ERAF) (<https://stuweb.nus.edu.sg/osh/emergency/Lists/ERAFS/NewForm.htm>), student organisers are also required to submit the completed [Activity-Based Risk Assessment Form](#) to OSHE for approval before commencing any sale of food on campus. Please refer to Point 3 – Sale / Promotion of Goods and Services on Campus for the details on WSH Act and Regulations.
12. Student organisations who organise a bazaar at the Central Library Forum have to obtain and pay for the loan of tables and chairs out of their own expenses. Refer to <http://www.nus.edu.sg/osa/activities/svcs/onlinebooking.html> for the Term Contractors.

**Please also take note that:**

The University reserves the right to withdraw permission at any point in time for the use of the premises in question should there be a breach of any of the said conditions.

Under no circumstances should personal gains, monetary or otherwise be made by individuals from the bazaar. A breach of the above conditions could render a student/committee liable for disciplinary action or the Group being suspended from holding a bazaar the following academic year.

Each student organisation is allowed to hold a bazaar/fair once per academic year (maximum period of 3 days only).

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#### 4. FUND-RAISING, SPONSORSHIPS, ADVERTISEMENTS & DONATIONS

##### ***a) Fund-raising activities***

For fund-raising activities which involve the public, eg. collection of newspapers, clothes and/or electrical appliances, prior written approval must be sought from the relevant organisations e.g., Licensing Division (Singapore Police), Resource Conservation Department (National Environment Agency) and the Commissioner of Charities.

Student organisers must obtain clearance from Licensing Division (Singapore Police) and Resource Conservation Department (National Environment Agency) for old clothes collection activities at HDB or private housing estates. For enquiries, the Licensing Division may be contacted at 6557 5825/810 and the Resource Conservation Department at 6731 9722.

If money collected from fund-raising activities is to be donated towards an overseas organisation, community or charity, clearance must be obtained from the Commissioner of Charities. The application for Fund-Raising Permit for Foreign Charitable Causes can be downloaded from their website at [www.charities.gov.sg](http://www.charities.gov.sg).

The application for a licence from the Licensing Division is to be done online at [www.spf.gov.sg/licence](http://www.spf.gov.sg/licence) by first obtaining a Singpass from the Central Provident Fund (CPF) Board or any of its branches. Please refer to [www.cpf.gov.sg](http://www.cpf.gov.sg) for more information on the Singpass.

The funds raised are to be strictly channelled towards the running cost of their approved activities and budget.

For student groups raising funds among the NUS Campus Community, prior endorsement and letter of support from OSA is advisable.

##### ***b) Canvassing for Sponsorship (financial or otherwise)***

Prior approval must be obtained from OSA before any student organisation can enter into a verbal or written agreement/contract with any external organisation which involves the value of S\$10,000 and above.

The terms and conditions of the sponsorship or co-sponsorship must be clearly spelt out.

##### ***c) Canvassing for Advertisements***

Students or student organisations should apply to OSA for letters of authorisation/identification to canvass for advertisements. (These letters cease to be effective after their validity period).

All cheques in payment of advertisements should be made payable to The National University of Singapore and sent to the OSA Officer-in-charge.

**Advertisements should be canvassed by students themselves. Students/student organisations are reminded that they should not appoint professional canvassers or fund raisers to collect advertisements for student publications or raise funds for projects.**

Students, in the course of performing official work for student organisations, should not accept tangible benefits or benefits in kind from commercial companies. Should such benefits be offered, they could be used as prizes for any events organised by the student organisations concerned.

**d) Seeking funding/donation from external organizations**

Students/student organizations may seek financial assistance from various foundations, firms and individuals to support their participation in approved local or overseas projects.

Support letters from OSA in seeking external funding can be obtained from the Officer(s) in charge.

All cheques in payment of advertisements should be made payable to The National University of Singapore and sent to the OSA Officer-in-charge.

**5. COLLECTIONS FOR CHARITY (FOREIGN AND LOCAL) OR OTHER PURPOSES**

**a) Accountability of Cash Receipts from Donors**

For all donations, the donor's name, amount of donation and the collection date should be included in the Donation Cards or Donation Collection Forms (for projects such as car wash, walkathon, etc.).

If donors fail to complete the details, the students in charge of the collections should complete them, if available, on their behalf.

These cards or forms must be numbered serially for accountability and should bear the student organisation's stamp.

With proper documentation of the essential details, donations can be properly accounted for and the risk of cash manipulation and unauthorized donation collections can be minimised.

**b) Control of Sale of Tickets**

Tickets, if sold at various prices, should be printed separately. The ticket stubs with the date of events (eg. Concert, carnival, etc), serial number and actual price should be retained as evidence of sales for accountability.

Unsold tickets should be kept intact for traceability.

After collection, a list of students involved in the project with their course/year of study and matriculation numbers is to be submitted to OSA. The details on serial numbers of cards and amount of money collected is also to be submitted.

**6. DONATION/LUCKY DRAW**

Students organising Donation/Lucky draws are required to apply for a permit from the Head of Gambling Suppression Branch/CID. The application form for notification to conduct Donation Draw and Lucky Draw can be found at [http://www.spf.gov.sg/licence/HH/others/Notifications\\_Donation.pdf](http://www.spf.gov.sg/licence/HH/others/Notifications_Donation.pdf) and [http://www.spf.gov.sg/licence/HH/others/Notifications\\_Lucky.pdf](http://www.spf.gov.sg/licence/HH/others/Notifications_Lucky.pdf) respectively.

Approval must be sought from OSA before they can proceed with the application for the permit. Students must inform the Dean of Students in writing when the Head of Gambling Suppression Branch/CID has approved the permit.

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## 7. PUBLIC SCREENING OF MOVIES

### ***Is clearance needed for this?***

Yes. Screening of movies on videos, VCDs or DVDs except for home viewing purposes, is considered public viewing. Such movies are protected by the Copyright Act.

The Copyright Act also applies to screening of such movies in NUS.

Student organizations which wish to screen such movies must obtain permission from the respective film distributors.

### ***What is the penalty for breaching the Copyright Act?***

Copyright infringement, upon conviction, is punishable with a fine not exceeding S\$20,000 or imprisonment for a term not exceeding two years or to both (please see Section 136(6) of the Copyright Act.)

## 8. STUDENT PUBLICATIONS

### ***Where to apply for Permit?***

Student Editors of all publications are to apply for a permit at least eight weeks before the date of publication from the Media Development Authority. The application for the permit can be applied online via the EntrepriseOne (Online Business Licensing Service) at <https://licences.business.gov.sg>

For further enquiries, please contact:

Registrar of Newspapers  
Media Development Authority  
Licensing Services (Films & Publications)  
45 Maxwell Road #07-11/12  
URA Centre East Wing  
Singapore 069118

Tel: 1800 478 5478

Fax: 6222 0956

### ***What are the guidelines for publications (either printed or electronic)?***

- All contributions must bear the **full names** of the writers.
- Articles with pseudonyms should not be considered for publication.
- Articles should not contain any prohibitive material in nature, e.g. material that is objectionable on the grounds of public interest, morality, law and order, national security, racial and religious harmony and public tranquillity.
- Articles should not contain any sensational, abusive or slanderous language. Lewd suggestions in the form of pictures or words are not permissible as well.

- Articles should not promote or incite violence or cruelty in any form.

Both writers and editors shall be responsible for the contents of their articles as well as facilitating the printing of the material in question respectively.

Please refer to the following URL:

<http://www.mda.gov.sg/wms.www/devnpolicies.aspx?sid=153> for further details of the statutes on:

- Newspaper and Printing Presses Act Cap. 206
- Undesirable Publications Act Cap. 338

## **9. PHOTOCOPYING FROM RESEARCH AND PRIVATE STUDY**

### **What does the Copyright Act say about photocopying from published books and periodicals?**

Students using the self-service copiers in the premises of NUS Libraries are requested to note as follows:

- Published books (of at least 10 pages): not more than one chapter or not more than 10% of the number of pages thereof.
- Periodicals: not more than the whole or part of one Article in a Periodical.

Users are responsible for the photocopying they do and its subsequent use. Copyright is a serious matter and any failure to observe the Copyright Act may expose you to liability.

For more details on photocopying, please refer to [http://www.lib.nus.edu.sg/guides/rules/rule\\_f.html](http://www.lib.nus.edu.sg/guides/rules/rule_f.html)

#### **Note:**

Under an Agreement signed between NUS and the Copyright Licensing and Administration Society of Singapore Ltd (CLASS), NUS students can continue to receive copies of copyrighted materials from their professors, upon payment of a small fee every semester.

## **10. COMMERCIAL ADVERTISING ON STUDENT-RELATED WEBSITES**

No commercial advertisements by private organisations should be promoted on NUS website including the webpages of its student organisations.

However the webpages may be hyperlinked to private-sector websites in cases where it makes inherent sense for the information to be packaged together for the greater convenience of the public.

However, these links should not include logos/trademarks and promote commercial interests.

## **11. APPLICATION OF LICENSES FOR CERTAIN STUDENT EVENTS**

### **What are the licenses which apply to student Events?**

These are Public Entertainment License (PEL), Arts Entertainment License (AEL), Copyright Music Permit (CMP) and Public Performance License (PPL).

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***When is a PEL needed?***

This is needed for non-exempted adhoc one-off events organised within or outside campus premises involving a public audience, eg. Talks, lectures, discussions or debates that touch on racial and/or religious issues, and/or which are organised and/or delivered by non Singapore Citizens, wrestling or boxing matches and events requiring the use of game machines.

***How to apply for a PEL?***

You can apply online to the PEL Unit of the Singapore Police Force via [http://www.spf.gov.sg/licence/frameset\\_PE.html](http://www.spf.gov.sg/licence/frameset_PE.html) . The terms and conditions for applying for PEL can be seen at [http://www.spf.gov.sg/licence/frameset\\_PE.html](http://www.spf.gov.sg/licence/frameset_PE.html) .

You are to obtain a SingPass from any Central Provident Fund (CPF) branch for the online application of the PEL. The relevant documents are then to be faxed to the Licensing Division of the Singapore Police. For more information of PEL application, please refer to [www.spf.gov.sg/licence](http://www.spf.gov.sg/licence) or call 6557 5825.

***When is an AEL needed?***

This is needed for activities provided for a public audience on one or more occasions within a period not exceeding three months. eg.:

1. Play - drama, mime musical, traditional ethnic & folk forum, and interactive performance art
2. Dance – modern and contemporary, classical and traditional, ethnic and folk social dance
3. Music – contemporary music, classical and traditional music, ethnic and folk music, choral music, opera, and brass band.
4. Exhibition – fine art, print making, photography, sculpture, ceramic, installation, new media.
5. Variety Show – pop/rock concert, live music/dancing/singing.
6. Others – poetry reading/recital, multi-disciplinary.

***How to apply for AEL?***

The application for the AEL can be applied online via the EnterpriseOne (Online Business Licensing Service) at <https://licences.business.gov.sg>

For further enquires, please contact:

Media Development Authority  
Licensing Services (Film & Publications)  
45 Maxwell Road, URA Centre, East Wing  
#07-11/12  
Singapore 069118  
Tel: 1800 478 5478  
Fax: 62210292  
Email: [mda\\_input@mda.gov.sg](mailto:mda_input@mda.gov.sg)

***When is a CMP needed?***

This is needed for the performance of copyright musical works in public or at NUS premises. A performance takes place when the musical work is featured in any video, tape, CD, CD-ROM, VCD, LD etc and/or live entertainment carried out during the activity.

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### ***How to apply for CMP?***

The application form can be downloaded from <http://www.compass.org.sg> . The completed form is to be faxed or mailed to the following address at least two weeks before event:

Composers and Authors Society of Singapore Ltd  
37 Craig Road,  
Singapore 089675  
Tel: 63236630  
Fax: 63236639

### ***When is a PPL needed?***

This is needed if any person or establishment wishes to play in public all or any of the karaoke and/or music videos, the copyright in which is owned by or exclusively licensed to the record companies represented by Recording Industry Performance Singapore Pte Ltd (RIPS).

(Please see <http://www.rips.com.sg> for a list of recording companies represented by RIPS.)

### ***How to apply for PPL?***

The application for a PPL should be made through RIPS. A license will be granted subject to terms and conditions stated in the application form and payment of the appropriate fee. The applicant can contact or email RIPS to request for the application form:

Licensing Department, RIPS  
163 Tras Street  
Lian Huat Building #04-00  
Singapore 079024

Tel: 6220 4166  
Fax: 6220 9452

For more details on the PPL and RIPS, please see <http://www.rips.com.sg>.

## **12. STUDENTS/STUDENT GROUPS PARTICIPATING IN LOCAL OR OVERSEAS EVENTS**

### ***What to do before travelling abroad on trips organised by NUS student groups?***

1 Furnish the following information to OSA at least **2 weeks** prior to the date of departure:

- Full names and matriculation numbers
- Purpose of Travel
- Period of Travel
- Itinerary
- Mode of Transport
- Contact number in the event of emergency
- Name and telephone number of travel agent if any
- Indemnity Forms
- Insurance documents or declaration of preference for non-coverage (whichever applicable)
- Proposed crisis management arrangement (To be discussed with OSA officer in charge of the student group before departing for overseas events)

- 2 Apply for Leave of absence from respective Dean of Faculty not later than seven days in advance. (This applies to local events as well.)
- 3 Before departure, all Singaporean students are required to inform the Ministry of Foreign Affairs, providing details of their trip. Please register at <http://www.mfa.gov.sg/internet/eregister/eregister.html> and submit a hardcopy of the completed registration form to OSA for record purposes. For Non-Singaporean students, they are advised to check the respective embassies and enquire whether they need to inform them of their travel plans.

Students who proceed on leave without giving the required period of notice or without obtaining approval for leave will be regarded as having been absent without permission and are liable to be barred from sitting for examination(s).

#### ***What to do after the trip?***

After the local or overseas events, they are requested to submit a report with photographs depicting the event to OSA. These would help OSA to showcase the NUS students' active involvement in worthy projects and activities to the University community.

### **13. STUDENT INVITATIONS & CORRESPONDENCE**

#### ***What are the guidelines for student correspondence/invitations?***

- (a) Any correspondence with the President of the Republic of Singapore, the Prime Minister, Ministers, Members of Parliament who simultaneously hold office as Ministers, and foreign Ambassadors / High Commissioners in Singapore should be forwarded through the Office of Student Affairs. For other VIPs such as Members of Parliament, top officials in public and private organisations, copies of the correspondence should be made available to OSA.
- (b) Student organisers who invite senior University officials and prominent figures from the public and private sectors to grace their functions should, as a matter of courtesy, send out invitation cards or letters well in advance.

As a guideline, the following minimum notice periods should be given:

- President of NUS / CEOs of external organizations – Minimum one month's notice
- Provost, Deputy President and other senior University Officials – Minimum two weeks' notice
- External Guests of Honour such as Ministers and Ambassadors – Minimum two months' notice
- President of Singapore and Prime Minister, Minister Mentor, Senior Minister, Deputy Prime Ministers – Minimum three months' notice.

OSA should be informed before invitations to these VIPs are sent out for the purpose of advice and co-ordination.

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- (c) As a form of courtesy to the Guest of Honour, student leaders must ensure that :
- guests arrive in time and are seated before the arrival of the Guest of Honour. Prior advice can be sent to all those attending, emphasizing the importance of punctuality.
  - the programme is carried out as scheduled. Any question of protocol should be checked beforehand.
  - there are one or more officials at the function to welcome the Guest of Honour and lead him to his seat.
- (d) if any student or student organisation intends to invite a member of the public to give a talk to be held in the University premises, they are required to seek advice from OSA.

#### 14. PROTOCOL FOR STUDENT FUNCTIONS

In general, protocol is a set of rules prescribing good manners in official life and in ceremonies involving governments, nations and their representatives. Student organisers need to observe protocol for functions where the guest-of-honour is: -

- President of the Republic of Singapore
- Cabinet Ministers
- Any foreign High Commissioner or Ambassador

While planning the functions, the student organisers should incorporate the following: -

- (i) **Order of Precedence** determines the priority of place among guests at a function. Based on superiority of rank, it decides positions of seating, standing and walking. Student organisers should note the following: -
- The highest ranking person invited for the function arrives last and leaves first.
  - Position of guest-of-honour is at the right of the Host.
- (ii) **Singapore's Table of Precedence** involves hierarchy in the Republic, ranking Singapore Office Holders and the High Commissioners / Ambassadors. If they are invited to a function, student organisers must contact the Ministry of Foreign Affairs (via OSA) for advice.
- (iii) **Guest List for Function**
- Match guests according to corresponding appointments.
  - Guest lists are ranked according to precedence
- (iv) **Seating Format**
- If it is a lunch / dinner, the Host's seating position faces the entrance of the room.
  - Guest-of-Honour sits to the right of or opposite the Host.
  - If spouse of Guest-of-Honour is present, the spouse of Host is also included, spouses are seated according to the rank of their husband.
- (v) **Checklist for organising Ministerial forum and functions**
- To assist student leaders in the preparation of organising the official functions, please refer to [http://www.nus.edu.sg/osa/activities/downloads/forum\\_functions\\_checklist.pdf](http://www.nus.edu.sg/osa/activities/downloads/forum_functions_checklist.pdf) for a detailed checklist.

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## 15. ANNUAL REPORTS AND RETURNS

### *Is it necessary for registered Student Societies to submit annual reports and returns?*

Yes, this is in line with the Statutory requirements under the Societies Act. All registered Student Organisations are required to submit the reports / returns to the Registrar of Societies and OSA within one month of their annual general meeting. Student interest groups are to do the same to facilitate their registration process as a Society.

## 16. DISPLAY OF POSTERS, NOTICES & BANNERS

### *Guidelines & Procedures for display of posters & notices*

#### Size, content & number

- All posters and notices should not exceed the size of 64cm x 51cm (A2).
- The poster should bear the name of the organiser and sponsor(s) if any.
- The maximum number of posters and notices for each event to be displayed is 100 (either 100 posters or 100 notices or a combination of 100 posters and notices for the same event.)

#### Location of Display

Posters and notices may be displayed on NUSSU general notice boards, notice boards of the Halls of Residence, Administrative or Academic Departments in NUS, subject to approval from the respective authorities overseeing the areas or departments.

- (i) For posters/notices to be displayed on NUSSU general notice boards, approval is to be obtained from NUSSU by completing a form at NUSSU Secretariat and attaching a copy of the poster/notice for NUSSU's records.

However, the students or student organizations must first consult OSA staff for endorsement of their activities before designing the posters/notices and proceeding with the above step.

- (ii) For posters/notices to be displayed on the notice boards of the Halls of Residence, Administrative or Academic Departments, approval is to be obtained from the relevant Master of Hall or Head of Department respectively.
- (iii) For display of notices/posters along the roads or in the premises of MRT stations or bus interchanges, approval is to be obtained from the Land Transport Authority (LTA) with copies made available to the respective agencies e.g., Singapore Mass Rapid Transit, Singapore Bus Service, etc. The application address is:

Manager, Road Management  
Land Transport Authority  
1 Hampshire Road  
Block 3, Level 2  
Singapore 219428

Tel: 63961040  
Fax: 63961140

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Refer to LTA's website: [http://www.lta.gov.sg/road/index\\_road\\_facilities.htm](http://www.lta.gov.sg/road/index_road_facilities.htm) for the list of free advertisement spaces along bus shelters and linkways islandwide.

- (iv) For posters/notices to be displayed at HDB housing estates, application must be made to the relevant Town Council.
- (v) For posters/notices in parks, application must be made to the National Parks Board. The address is:

National Parks Board  
Operations Department  
150 Beach Road  
#18-01/08  
Gateway West  
Singapore 189720

Tel: 1800 - 471 7300

- (vi) Posters/notices cannot be mounted on any University building, fencing or pillars, road or traffic sign, road curb, bus-stop, water tank or electric installation box in the campus without approval.

### **Period of Display**

Posters and notices mounted on the NUSSU general notice boards may be put up four weeks before the date of the event. (For those to be displayed at the Halls of Residence and other Administrative or Academic Departments, the respective Hall Masters or Heads of Department are to be consulted.)

Posters and notices displayed on the NUSSU general notice boards must be removed within 3 working days after the event.

Posters and notices displayed at premises outside NUS must be removed within 24 hours after the event.

(Note: To avoid unsightly display, all posters / notices must be pasted neatly on the board. Those damaged during display should be replaced immediately.)

### ***Guidelines & Procedures for display of banners***

#### **Size, location, content & number**

- Student Organisations must first obtain approval for their activities/events from the OSA Officers-in-charge before making the banners.
- Application for permission to display banners on campus can be done via the Online Facility Booking System at [https://inetapps.nus.edu.sg/prjvfp/frm\\_OFB\\_login.asp](https://inetapps.nus.edu.sg/prjvfp/frm_OFB_login.asp)
- An A4 or A3-sized sample of the banner is to be submitted for clearance by the OSA Officer(s)-in-charge after the activities/events have been approved.

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- All banners must be 5m x 1m if they are to be displayed at the main entrances to Kent Ridge Campus and outside Lecture Theatres.
  - Banners displayed at the Central Library Forum should not exceed 3m by 5m in dimension. The banners must not conceal the sign “Central Library”.
  - If the name of the sponsoring company is written in words, such words **should not exceed one-third** the size of the words publicising the event.
  - Only one commercial logo for each sponsor could be used and it should not exceed the size of 25cm x 25cm (Reason : The commercial logo should not be included in the banner as a form of advertisement for the firm).
  - The banner should bear the name of the organiser which should always be **prominently featured**.
  - The materials used for the banners must be of good quality, suitably reinforced at its edges and provided with sufficient wind holes so as to be able to withstand the effect of the elements during the period of display.
  - The general appearance of the banner should always be tidy and should at no time convey an impression of neglect.
  - The edges must be turned in and sewn on both sides of the banner, to give a continuous loop of 2 inches width for attachment to existing posts at the approved sites.
  - The maximum number of banners for each event to be displayed at the campus is **three**, subject to the availability of space.

**Display of banners at public places**

For display of banners along the roads or in the premises of MRT stations or bus interchanges, approval is to be obtained by the Land Transport Authority (LTA) with copies made available to the respective agencies e.g., Singapore Mass Rapid Transit, Singapore Bus Service, etc. The application address is:

Manager, Road Management  
Land Transport Authority  
1 Hampshire Road  
Block 3, Level 2  
Singapore 219428

Tel: 63961040  
Fax: 63961140

For banners to be displayed at the HDB housing estates, application must be made to the Building and Construction Authority and copied to the respective Town Council. For online application, please refer to <http://www.bca.gov.sg/Advertisers/advertisers.html> .

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For more information, please contact the Building and Construction Authority at the following address:

Advertisement Licensing  
Building and Construction Authority  
5 Maxwell Road  
#16-00 Tower Block  
Ministry of National Development Complex  
Singapore 069110

Tel: 63257379  
Fax: 63254800  
E-mail: [bca\\_enquiry@bca.gov.sg](mailto:bca_enquiry@bca.gov.sg)

For banners in parks, application must be made to the National Parks Board. The address is:

National Parks Board  
Operations Department  
150 Beach Road  
#18-01/08  
Gateway West  
Singapore 189720

Tel: 1800 - 471 7300

It is strictly prohibited to mount banners on any University building, fencing or pillars, road or traffic sign, road curb, bus-stop, water tank or electric installation box in the campus.

### **Period of display of banners**

- (i) Banners publicising an event may be put up **three weeks before** the date of the event.
- (ii) Banners may be put up as follows :
  - Peak period — 1 week before date of event
  - Off-peak period — 3 weeks before date of event
- (iii) Banners displayed at the designated areas must be removed immediately after the expiry date of the booking period. Otherwise, the banners may be removed without further notice.
- (iv) All banners displayed at public areas must be removed within 24 hours after the event. The attention of students is drawn to the Vandalism Act (<http://statutes.agc.gov.sg/>).

(Note: If at anytime during the period of display any banner is damaged, the student organisations responsible will have to provide a replacement to avoid unsightly display and penalty)