

FORM ADD/DEL ID



**CREATION/DELETION OF USER ID AND RESET OF PASSWORD
(For SGX Data Submission System)**

To : **Member Supervision**

Date of request : _____

	Request¹	ID Type²	User ID	Name	NRIC No.⁴	Designation
1	Add / Delete / Reset ³					
2	Add / Delete / Reset ³					
3	Add / Delete / Reset ³					
4	Add / Delete / Reset ³					

Name of Member : _____

Company Stamp : _____

1st authorised signatory⁵ : _____ (Signature)
 _____ (Name)
 _____ (Designation)

2nd authorised signatory⁵ : _____ (Signature)
 _____ (Name)
 _____ (Designation)

Appendix 3 To Regulatory Notice 3.3.17; 3.3.18; 3.3.26; 3.3.27

Notes:-

- 1 Each Member can only request for one (1) User ID to enable both submission of information and downloading of files. It can request additional IDs to enable only downloading of files.
- 2 Please indicate 'S' for User ID which enables submission and downloading, or 'D' for User ID which enables only downloading of files.
- 3 Please indicate the ID to delete/reset under the User ID column.
- 4 For foreigner, please indicate Passport Number.
- 5 A director cannot be a signatory to his/her own application.