

On-Site Rules & Regulations from Property Management for *distribution activities*

Name of Licensee: _____ Contact person: _____

Location: _____ Contact No.: _____

License Period: _____

Permitted Use: _____

Please tick or indicate N.A. whichever is applicable below:

	To ensure no obstruction to traffic flow
	To pick up any loose flyers on the floor at all times
	To ensure adequate crowd control if necessary
	Ensure stacks/ boxes of flyers/ items are not obstructing any passageway or traffic flow
	To ensure distribution do not obstruct any entrance/ exits and escalators wherever applicable
	To ensure all flyers/ items to be removed on site and to arrange own disposal
	Contents of distribution are subject to SMRT's approval
	To ensure distribution activities are within the designated location
	No additional standees, chairs or tables are allowed unless otherwise approved by SMRT
	If there are costumes for the distributors (subject to SMRT's approval), no headgears are allowed (face should no be covered)
	Others/ Remarks:

Commented by: _____

Date: _____

Approved by: _____

Date: _____

Acknowledge by (Licensee): _____
Signature, Name & Company Stamp

Date: _____