

Singapore Network Information Centre (SGNIC) Pte Ltd
SGNICID Application Form



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Note:

- Entities that may apply for SGNICID are:
 1. A local organisation that is in the business of registering and managing domain names (e.g. registrars, resellers, law firms, etc.) and is managing a sizable number of .sg domain names (to be determined by SGNIC on case-by-case basis) at the point of application;
 2. A foreign organisation (without a CorpPass) or foreign individual (without a SingPass ID) who is unable to appoint a local administrative contact with a CorpPass/SingPass ID; or
 3. An entity that, in SGNIC's sole discretion, would require a SGNICID.

Note that all the entities above must have a local presence and valid Singapore postal address in order to be appointed as an administrative contact for .sg domain names.
- Indicate "Not applicable" or "N.A." where necessary. **Do not leave any blank.**
- All relevant **supporting documents** (as stated in Annex) **must be submitted** with this application.
- The application **will be voided** if inaccurate written information or wrong/unclear supporting documents are submitted. You will need to resubmit a new application.
- For the email address, it is very important that you **list an email address that is only accessible by personnel authorised to verify domain name registrations** on your organisation's or on your behalf.
- Send your application (including supporting documents) to dnq@sgnic.sg for **pre-screening**. Under normal circumstances, SGNIC will respond within 3 working days.
- SGNIC will arrange a time for the applicant to submit the application (including supporting documents) and collection of SGNICID **in person** at 10 Pasir Panjang Road #03-01 Mapletree Business Centre Singapore 117438.
- By signing this form, you acknowledge and agree that any personal information and data which you supply to SGNIC, or which is received by SGNIC, is provided with the necessary consent (including such consent of relevant third parties) and such information and data may be collected, used, processed, retained, transferred and disclosed by SGNIC for purposes relating to or arising from your application for SGNICID and/or any .sg domain name registrations.

Application Information:

Type (Tick one only)	<input type="checkbox"/> Organisation		<input type="checkbox"/> Individual	
Name	Organisation Name:		First Name:	
			Last Name (Surname):	
Identification Number (e.g. UEN/NRIC)				
Singapore Address				
Singapore Postal Code				
Phone (e.g. +65.23331111)		Fax (e.g. +65.23338888)		
Email Address*				
Authorised Personnel's Name and Signature				
	Name (Individual)		Signature/Date	

*VerifiedID@SG portal access credentials will be sent to this email address. Kindly ensure only authorised personnel can access the email.

For official use only:

<i>Date of Application</i>	SGNICID Issued	Officer Name and Signature

Supporting Documents

A. Organisation Applying for SGNICID

1. List of domain names that the organisation is currently managing (in Microsoft Excel format).
2. Personal identification document (e.g. NRIC) of the individual applying for a SGNICID on behalf of the organization;
3. Authorisation letter to authorise the individual to apply for a SGNICID on behalf of the organisation. The letter must be on the organisation's letterhead, signed by an authorised officer and stamped with the organisation's stamp or seal (See sample at http://verifiedid.sgnic.sg/loa_sample.pdf);
4. Copy of the organisation's registration document:
 - (a) Companies or business registered with the Accounting and Corporate Regulatory Authority of Singapore (ACRA) - ACRA Business Profile showing the Unique Entity Number (UEN) and details of the key personnel (shareholders/owners/directors/officers/agents) of the company/business.
 - (b) Other Singapore organisations – Registration documents from the relevant authority showing the UEN and details of the key personnel of the organization.
 - (c) Foreign organisations – Registration documents from an authority in the foreign country showing the registration number and details of the key personnel of the organisation. (The foreign organisation must have local presence and a Singapore address in order to act as the administrative contact for .sg domain names)
5. Copy of the personal identification document (e.g. NRIC) of one of the key personnel of the organisation (as stated in the registration document in 4(a), (b) or (c)).

Note: Non-English documents must be accompanied by an official English translation done by a certified translator, High Commission/Embassy or a notary public.

B. Individual Applying for SGNICID

1. Personal identification document (e.g. NRIC) of the individual applying for the SGNICID. The individual must have a local presence and Singapore address but do not have a SingPass ID/account.

Note: Non-English documents must be accompanied by an official English translation done by a certified translator, High Commission/Embassy or a notary public.