



FORM TO APPLY ACCESS TO THE RESOURCE CENTRE OF THE NREB

PART A: PARTICULARS OF THE APPLICANT			
NAME OF APPLICANT			
NAME OF COMPANY/INSTITUTION AND ADDRESS			
TEL. NO.		FAX NO.	
e-MAIL ADDRESS			
OCCUPATION			
TYPE OF REPORT	<input type="checkbox"/> EIA <input type="checkbox"/> Others: _____		
PURPOSE TO ACCESS THE RESOURCE CENTRE			
PARTICULARS OF DOCUMENTS REQUIRED AS REFERENCE			
SIGNATURE		DATE	
PART B: COMMENTS FROM SECTION HEAD			
The application is SUPPORTED/NOT SUPPORTED (Please state the reason(s) for supporting or not supporting the application).			
SIGNATURE		DATE	

PART C: DECISION BY CONTROLLER/DEPUTY CONTROLLER			
Your application to access the Resource Centre of the NREB for the above purpose is APPROVED/NOT APPROVED . Please strictly follow the attached conditions when accessing the document(s) at the Resource Centre of the NREB.			
SIGNATURE		DATE	
PART D: FOLLOW UP ACTION TO THE APPLICANT BY AHRF SECTION			
Date of form fax/e-mail to the applicant: _____			
SIGNATURE		DATE	

GENERAL RULES TO ACCESS THE RESOURCE CENTRE OF THE NREB:

1. Users must wear proper and decent attire.
2. Users must bring this form at 20th Floor Service Counter to proof on the approval before users can be allowed to access the Resource Centre.
3. Users must fill up the particulars in the Attendance Record Book before and after entering the Resource Centre.
4. Consumption of food and beverages is not permitted inside the Resource Centre.
5. Users are only allowed to refer to the specific EIA Report(s) based on the request and approval by the Controller.
6. Users shall bear full responsibilities of the Report(s) while in use.
7. Users are not allowed to bring back the Report(s) after use and the Report(s) must be returned to the staff in-charged.
8. User who wish to make copy of the relevant page(s) in the Report(s) shall refer the request to the staff concerned.
9. Users will be charged for the cost of photocopying the page(s) of the Report(s).