

Application for Renovation Contractor Licence Guarantee

Statement under section 25(5) of Insurance Act, Cap. 142 (Or any future amendments to it)

You must reveal all facts you know, or ought to know, which may affect the insurance cover you are applying. Otherwise, the insurance policy may not be valid.

Particulars of proposer

The following must be submitted with this proposal form:-

- i) Approval Letter from HDB on application/renewal of Renovation Licence
- ii) Guarantee format
- iii) Latest Registrar of Company (within 6 Months from date of printout)
- iv) Duly completed Counter Indemnity Form (No amendments allowed) :
 - a) The Company to sign as corporate guarantor
 - b) Sole Proprietor/Partners/Directors to sign as individual guarantor(s) in his/their personal capacity
 [For Partnership & Limited Company – Minimum 2 Partners/Directors to sign as individual guarantor(s)]
- v) Additional Guarantor(s) with minimum Annual Income S\$ 30,000 is required if Sole Proprietor/Partners/Directors Annual Income is less than S\$30,000
- vi) Latest Income Tax Notice of Assessment of Sole Proprietor/Partners/Directors/Additional Guarantor(s)
- vii) Photocopy of NRICs (both sides) of all Guarantors/Witness(es)

Important notes

Individual Guarantor(s)

1. Singaporean &/or Singapore Permanent Resident with age at least 21 and below 70 years old at the time of application
2. Foreigners, Spouse and Employees of the company are not eligible to stand as individual guarantor(s)

Witness(es)

1. Singaporean &/or Singapore Permanent Resident with age at least 21 and below 70 years old at the time of application
2. Foreigners and Spouse are not eligible to stand as witness(es)

Name of company		Type of company <input type="checkbox"/> Sole proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Limited company	
Correspondence address		Email	
Name of Proprietor/Principal Partner/Director		NRIC number	Unique entity number (UEN)
Residential address		Registration date (dd/mm/yyyy)	
Contact number (Office) _____ (Home) _____ (Handphone) _____			
Period of guarantee (dd/mm/yyyy)(both dates inclusive) From _____ to _____		Guarantee amount <input type="checkbox"/> S\$5,000 <input type="checkbox"/> S\$10,000	

Additional guarantors

Name of guarantor/Company		Occupation/ Type of business		NRIC number/ Unique entity number (UEN)	
Address		Registration date (dd/mm/yyyy)			
Contact number (Office) _____ (Home) _____ (Handphone) _____ (Email) _____					
Name of guarantor/Company		Occupation/ Type of business		NRIC number/ Unique entity number (UEN)	
Address		Registration date (dd/mm/yyyy)			
Contact number (Office) _____ (Home) _____ (Handphone) _____ (Email) _____					

Personal data collection statement

NTUC Income recognises its obligations under the Personal Data Protection Act 2012 (PDPA) which include the collection, use and disclosure of personal data for the purpose for which an individual has given consent to.

The personal data collected by NTUC Income includes all personal data (including personal data of guarantors and witnesses) provided in this application form and its attachments, or in any document provided, or to be provided to us by you or from other sources, for the purpose of this application or transaction. It includes all personal data for us to evaluate or administer the application or transaction. For further information on our Privacy policy, please go to www.income.com.sg/others/privacy.asp.

You may not alter any of the wording in this 'Personal data collection statement'. Any attempt to do so will be of no effect.

Before any personal data is collected by us, we rely on you to notify, inform and make the individuals whose personal data is collected by us, aware of the following:

- that you will or may provide their personal data to us;
- the third parties to whom the personal data may be provided by us;
- the purposes we and the third parties will use it for; and
- how they can access their personal data.

We also rely on you to obtain their consent on all the above matters and will assume that their consent has been obtained before their personal data is collected by us. If you have not done or will not do any of the above matter, you must alert us before any relevant personal data is collected by us.

1. Purpose of collection

We may collect and use the personal data to:

- (a) carry out identity checks;
- (b) carry out membership or information checks;
- (c) communicate on purposes relating to this application;
- (d) decide whether to approve this application;
- (e) determine and verify your creditworthiness for the purpose of this application;
- (f) provide financial advice for product recommendation based on your financial needs analysis;
- (g) provide ongoing services and respond to your inquiries or instructions;
- (h) make or obtain payments;
- (i) investigate and settle claims;
- (j) recover any debt owed to us;
- (k) detect and prevent fraud, unlawful or improper activities;
- (l) conduct research and statistical analysis;
- (m) coach employees and monitor for quality assurance;
- (n) reinsure risks and for reinsurance administration; and
- (o) comply with all applicable laws, including reporting to regulatory and industry entities.

2. Disclosure of personal data

We may disclose personal data collected by us for the purposes set out in Section 1 to these parties:

- (a) your insurance agents or insurance brokers;
- (b) Insurers and reinsurers;
- (c) local or overseas service providers to provide us with services such as courier service, survey, printing, mail distribution, data storage, data entry, marketing and research, disaster recovery or emergency assistance services;
- (d) debt collection agencies;
- (e) dispute resolution parties;
- (f) parties that assist us to investigate, administer and adjudicate claims;
- (g) financial institutions; and
- (h) regulators, law enforcement and government agencies.

3. Consequence of withdrawing consent to the collection, use and disclosure of personal data

You may refuse to obtain consent, or withdraw this consent for us to collect, use or disclose the personal data by giving us reasonable notice so long as there is no legal or contractual restriction preventing you from doing so. For example, if you withdraw your consent for us to use the personal data for this application or transaction, this will affect our ability to provide or continue to provide you with the services that you asked for.

4. Access and correction rights

You can request access to any personal data that we have collected pursuant to this application, and request to know how it is being used and disclosed for the last 12 months to the extent your right is allowed by law. The individuals whose personal data is collected by us may also do so, but any request must be done through you.

If we allow you access, we may charge you a reasonable fee. You also have the right to request correction of your personal data.

You may make your request to withdraw this consent, access or correct the personal data that we have collected pursuant to this application by writing to:

The Data Protection Officer, NTUC Income Centre, 75 Bras Basah Road, Singapore 189557. Alternatively, you can email to: DPO@income.com.sg

Declaration & warranty by proposer

I/We declare that the above information is true, correct and complete, and whether written by me/us or by anyone else on my/our behalf, I/We accept full responsibility for them.

I/We acknowledge that the liability of NTUC Income does not commence until this proposal/application has been accepted and the premium paid and received in full by NTUC Income.

I/We confirm that I/We understand and agree to the 'Personal data collection statement'.

I/We undertake to inform and obtain consent from the individuals (including guarantors and witnesses) to the collection, use and disclosure of their personal data (including personal data required for the ongoing administration of this application or transaction) by NTUC Income in accordance with this Personal data collection statement, and in this respect, to comply with all our obligations under the PDPA.

That by and when submitting any personal data, I/We represent and warrant that I/We have informed and obtained consent from the individuals (including guarantors and witnesses) as required above.

At NTUC Income's written request, I/We further undertake to allow NTUC Income to verify that the personal data of the individuals (including guarantors and witnesses) which is provided, comply with the above, including:

- (a) To audit the accuracy and completeness of the personal data;
- (b) To validate that I/We have obtained consent from the individuals in accordance with this Personal data collection statement; and
- (c) To verify that the sources of the personal data are reliable and can be trusted.

Signature of Proposer &, if applicable, business stamp

Date (dd/mm/yyyy)

For official use

Intermediary's name

Intermediary's code

Date (dd/mm/yyyy)

Counter Indemnity Form (Renovation Contractor's Licence)

IN CONSIDERATION OF NTUC INCOME INSURANCE CO-OPERATIVE LIMITED (hereinafter referred to as "INCOME") having at my/our request agreed to provide a Licence Guarantee (No.: _____) for the sum of Singapore Dollars _____ (hereinafter referred to as "the principal sum") to the Housing and Development Board guaranteeing my/our liability or obligation with the said Housing and Development Board for the grant of a Licence (hereinafter referred to as "the Guarantee")

I/We, the undersigned, AGREE with you as follows:

1. That I/we will at all times hereafter well and sufficiently indemnify jointly and severally (where applicable) INCOME and keep INCOME indemnified against all claims payments demands actions suits proceedings losses liabilities costs and expenses whatsoever which may be taken or made against INCOME or incurred or become payable by INCOME under the liability or obligation of INCOME under the Guarantee.
2. That INCOME shall be entitled to charge and be repaid by me/us interest on the principal sum or such sums as may be paid by INCOME pursuant to the Guarantee at the rate of 8% per annum thereon from the date INCOME shall have made payment pursuant to their liability or obligation under the Guarantee until full payment is received by INCOME.
3. That I/we will pay INCOME all costs charges and expenses including but not limited to legal costs computed on an indemnity basis as between solicitor and client which INCOME may incur in enforcing or seeking to obtain payment of all or any part of the monies hereby agreed to be paid, inclusive but not limited to any legal proceedings as may be commenced by them against me/us.
4. That INCOME may at their absolute discretion compromise all claims payments demands actions suits proceedings losses and liabilities whatsoever which may be taken or made against INCOME under the Guarantee.
5. That I/we shall accept a statement of accounts or advice or other evidence of all payments made by INCOME or of all liabilities or obligations incurred by INCOME by reason of the Guarantee as conclusive evidence against me/us and my/our estate of the fact and extent of my/our liability herein to INCOME.
6. That notwithstanding any provision herein, INCOME may at any time and at their sole discretion grant indulgences or additional time for payment or accept other compositions from me/us or make other arrangements with me/us and I/we agree that my/our liability hereunder shall not be in any way prejudiced, diminished, impaired or affected by any such act(s) or by any omissions by INCOME in respect of the enforcement of their rights hereunder.
7. That this indemnity shall be a continuing indemnity and INCOME may at any time at INCOME's absolute discretion without giving any notice to me/us extend the validity of the Guarantee without discharging or impairing my/our liability under this indemnity.
8. That my/our indemnity is irrevocable and shall remain in force, notwithstanding the expiration of the said Guarantee, until the said Guarantee shall have been discharged without any liability to INCOME (and has been returned to you for cancellation).
9. That any demand hereunder may be effectually made by notice in writing to me/us by a servant, agent or employee of INCOME or by INCOME's solicitors either served personally on me/us or sent by post to me/us at my/our address last known to you.
10. That a person who is not a party to this indemnity shall have no rights or remedies under the Contracts (Rights of Third Parties) Act (Cap. 53B) to enforce any of the terms contain herein.
11. That I/we shall not be entitled to assign this indemnity without the consent of NTUC Income.
12. That this indemnity is governed by the laws of the Republic of Singapore and the parties agree to submit to the non-exclusive jurisdiction of the Singapore Courts.

IN WITNESS WHEREOF I/WE have hereunto subscribed our names on

Signature of witness: _____
 Name of witness: _____
 NRIC number: _____
 Contact number (Home): _____
 Residential address: _____

Company's stamp & signature: _____
 Name: _____
 Designation: _____
 NRIC number: _____
 Contact number (Home): _____
 Residential address: _____

Signature of witness: _____
 Name of witness: _____
 NRIC number: _____
 Contact number (Home): _____
 Residential address: _____

Signature: _____
 Name: _____
 NRIC number: _____
 Contact number (Home): _____
 Residential address: _____

Signature of witness: _____
 Name of witness: _____
 NRIC number: _____
 Contact number (Home): _____
 Residential address: _____

Signature: _____
 Name: _____
 NRIC number: _____
 Contact number (Home): _____
 Residential address: _____

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 NRIC number: _____
 Contact number (Home): _____
 Residential address: _____

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 Contact number (Home): _____
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