Government agencies and Ministries are advised to consolidate all individual requests. Please fill in this form and email it to istana\_feedback@istana.gov.sg Please bring along a hard copy of the completed form and the acknowledgement email when collecting the portraits. You may collect the portraits from **Istana Heritage Gallery. The portraits can be collected every Friday (9am to 5pm), except on public holidays.**

**Particulars of Organisation**

|  |  |
| --- | --- |
| **Name of Organisation:** | |
| **Address:** | |
| **Tel:** | **Fax:** |
| **Email (if any):** | |

**Details of Portraits requested**

|  |
| --- |
| **No. of sets requested:** |
| **Reason(s) for requesting for the Portraits:** |
| **Place(s) the Portraits will be displayed:** |

**Particulars of person collecting:**

|  |  |
| --- | --- |
| **Name:** | **NRIC:** |
| **Designation & Organisation:** | **Company/Organisation Stamp(if applicable):** |
| **Date and Time of Collection:** |
| **Contact number:** |
| **Signature:** |