

REPRODUCTION ORDER FORM

A. THIS ORDER IS SUBMITTED BY _____ (name) of
_____ (address) who
can be reached at _____ (telephone) & _____ (email)
for _____
(state name of project/publication/activity) which will take place on _____

B. HOW REQUESTED IMAGES WILL BE USED

1. Kindly tick the box(es) that best describe the purpose and/or nature of your intended use of the image(s):

- Advertising (E.g. Print, display, TV, Internet etc.)
- Marketing Material (E.g. Brochures, Newsletter, Corporate Calendars etc.)
- Publishing and Editorial (E.g. Retail Book Cover, Retail Book Interior, Magazine Covers, Magazine Interior etc.)
- IMDA funded film, video and TV programmes
- Other film, video and TV programmes
- Personal school project for submission to teacher or lecturer
- Educational use (Eg. Lectures, classroom teaching.)
- Heritage use (Eg. in a museum exhibition)
- Others (Please specify):

2. Please indicate the images to be used in Annex 1.

C. TERMS AND CONDITIONS OF AGREEMENT TO REPRODUCE IMAGES AND MATERIALS HELD BY THE NATIONAL ARCHIVES OF SINGAPORE

1. You (i.e. the requestor) shall only use the images for the purpose as declared above.
2. You shall not reproduce the images for any other purpose. You shall also not transmit, communicate, share, retain or offer the images for other purpose.
3. You shall reproduce all statements of acknowledgement as may be required by National Archives of Singapore (NAS) in conjunction with your use of the images.
4. You shall not alter or adapt the images in any way, including without limitation, by manipulating, cropping or colourising the images.
5. Pornographic, defamatory or any unlawful use of the images is strictly prohibited.
6. Once the images have been used as declared, you shall destroy all copies of the images that remain in your possession. Such copies shall include but is not limited to:
 - a. pre-production copies of the images; and
 - b. copies of the images stored in any media, servers or databases.
7. You agree to fully indemnify and keep NAS indemnified and harmless from and against any and all actions, claims, costs (including legal costs), losses, charges, expenses and damages which NAS may suffer or incur as a result of or in connection with any breach of the terms and conditions and/or your unauthorized use of the images.

8. You acknowledge that NAS shall not be responsible for any liability, damage, loss or expenses that you may incur as a result of your use of the images.
9. You shall not assign, transfer or sub-license the reproduction rights of the images to any third party.
10. You agree to pay such fees for your use of the images as may be required by NAS. Your order will be processed only upon receipt of payment and receipt any required permission to use and reproduce the images.
11. You shall provide NAS with two complimentary copies of the publication or product in which the reproduced images are used or appear, within 2 weeks of the launch of the publication or product. You agree that the copies may be made available for public reference at NAS.
12. You shall ensure that your contractors, sub-contractors, staff or agents comply with the terms and conditions.
13. You will ensure that copyright is not infringed.

If you are requesting for the images to produce something for a client (i.e. the end user) e.g. a project or event, you declare that you have the expressed agreement of that client to accept on his/her behalf, the terms and conditions stated above. You and the end user hereby agree to comply with the terms and conditions. You will submit proof of appointment by the end user to NAS if required by NAS. If you are acting on behalf of your employer, you represent to NAS that you are authorized to accept the terms and conditions on behalf of my employer.

I have read and agree to the Terms and Conditions stated above and I wish to obtain copies of the images stated in Annex 1 for the purpose as declared in sections A and B above.

Signed for and on behalf of _____ (entity using the images) by _____ (name & designation)

Signature

Date

Name of signatory's employer

Payment

We accept payment via NETS, cheque and ezlink (make cheque payable to NATIONAL LIBRARY BOARD).

Ordering instructions and applicable charges online

Please familiarize yourself with the ordering instructions and our charges at the link below before you submit this form to the National Archives of Singapore.

<http://www.nas.gov.sg/archivesonline/photographs/ordering>