



Please ensure that the requested printed name on your corporate membership card matches that of the organisation name printed on your employee pass. Our admissions staff will allow entry after verification that the organisation name printed on the corporate membership card matches that of the organisation name printed on your employee pass.

**Organisation email domain (for upcoming new e-card platform)**

(Please indicate the organisation email domain(s) your employees use e.g. @gardensbythebay.com.sg)

**Do you require us to indicate your Purchase Order number in the pro forma invoice? If so, please provide your purchase order number here:**

**Payment Mode:** Online payment, bank transfer, GIRO, Cheque, or Vendors@Gov/GeBIZ

(Please circle your payment option. For Vendors@Gov/GeBIZ, please provide your ePO number and SBU-BU code for billing)

**Processing lead-time/commencement date of 1-year membership:** Estimated 7 – 14 working days upon successful payment received by Gardens by the Bay. For organisations under Vendors@Gov/GeBIZ, it will take an estimated 7 – 14 working days upon order confirmation in the Vendors@Gov/GeBIZ.

**Terms and conditions:**

1. Corporate membership is only open to organisations.
2. Each corporate membership card ("Card") entitles the company's employee and up to 3 accompanying guests complimentary admission to selected 3 attractions, except during maintenance closure dates and special circumstance(s) as stipulated by Gardens by the Bay ("GB"), and each Corporate Card can only be utilised once per ticketed attraction per day. Restricted access and/or additional fees may apply. For events that are ticketed, admission fees will apply.
3. Each Cardholder can enjoy discounts at Gardens by the Bay Gift Shops and participating F&B outlets indicated on our corporate membership website, [gardensbythebay.com.sg/corporatefriends](http://gardensbythebay.com.sg/corporatefriends) (not applicable for Birthday Privileges).
4. Corporate membership privileges do not include complimentary car parking, auto rider, outdoor gardens audio tours and shuttle service. Not applicable for ticketing promotions and giveaways, unless otherwise stated.
5. We offer a 2-card corporate membership physical card package. For organisations who wish to enjoy the convenience of an e-Card, you also have a choice of an e-Card package (physical cards will not be issued for the e-Card package).
6. Corporate Membership is valid for one (01) year from date of card issue to the organisation. Corporate members can renew their membership anytime within their membership validity, and the renewed 1-year membership will commence from the current expiry date of their existing membership.
7. **All new sign-up and renewal applications must be accompanied by a duly-completed and endorsed corporate membership application form, sent via email to [corporatefriends@gardensbythebay.com.sg](mailto:corporatefriends@gardensbythebay.com.sg) with the email subject header "Application for Corporate Membership (Company Name)".** Please ensure that your requested organisation name to be printed on your corporate membership card is consistent with your organisation's name printed on your employee pass.
8. For physical corporate membership cards, organisations are required to arrange for self-collection.
9. Applications will not be processed if the application form or required information is incomplete.
10. The corporate membership card (or corporate letter) and employee pass must be presented to enjoy complimentary admission to the selected 3 attractions.
11. The Card is issued by Gardens by the Bay and remains the property of Gardens by the Bay. An administrative fee of S\$10 (inclusive of the prevailing GST rate) shall be levied on loss/replacement of a physical card.
12. Corporate membership card is non-transferable to other organisations or other organisation's employees. Only employees of the registered organisation reflected on the Card may enjoy the membership benefits.
13. Membership fees shall be paid in full and are strictly non-refundable.
14. GB reserves the right to request for official identification with the Card for verification and entry to the selected 3 attractions.
15. GB reserves the right to reject any membership application or renewal, to suspend or terminate a membership without liability or refund, and to withdraw any programme at any time.
16. GB will not be held responsible for any injuries, damage/loss or property(ies) when members visit GB.
17. GB reserves the right to amend or withdraw any part of the discounts, promotions, benefits and terms and conditions without prior notice. Please refer to our website for the latest updates.
18. Gardens by the Bay Privacy Policy which is published on our website is applicable.

**ACKNOWLEDGEMENT**

**I have read, understood and agreed to the terms and conditions.**

Signature/Designation of Authorised Signatory and Company Stamp

Date

**Please email your duly endorsed application form to:**

**[corporatefriends@gardensbythebay.com.sg](mailto:corporatefriends@gardensbythebay.com.sg)**

**Email subject: Application for Corporate Membership (Company Name)**