

To : \_\_\_\_\_  
Fax No: \_\_\_\_\_



Fax : (65) 6214 1179

## The Changi Museum

### Notification of Visit

Dear Sir,

This is to inform you that we will be visiting the Museum at the date and time as appended below:

Name of Group / School : \_\_\_\_\_

Address : \_\_\_\_\_  
\_\_\_\_\_

Name of Teacher / Staff : \_\_\_\_\_

Contact Number : \_\_\_\_\_ (Office) \_\_\_\_\_ (Facsimile)

: \_\_\_\_\_ (H/phone) \_\_\_\_\_ (Pager)

Name of Guide / Badge No : \_\_\_\_\_ (where applicable)

Date / Day of Group's Visit : \_\_\_\_\_

Time of Visit : \_\_\_\_\_

No. of Students / Visitors in Group : \_\_\_\_\_

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For Official Use Only:

Dear Sir/Madam

Your visit has been approved / not approved\* due to the following reason: -

\_\_\_\_\_  
Signature and Date :

\* If visit is not approved, please apply for an alternative date or time.

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Reminder:

1. All Statutory Boards, Travel Agencies, Schools, Tour Guides, and Companies are reminded to complete the notification form before your visit to the Changi Chapel and Museum.
2. The Museum will only allow a maximum of 120 visitors, including locals, walk-ins and groups. The Management of the Museum reserves the right to turn away groups who come unannounced.
3. Note that the above will apply to all groups with fifteen (15) or larger number of visitors / students.

**Note: Please make multiple copies of this form for future use.**