**Volunteer Form**

**Name** Click here to enter text. **NRIC No.** Click here to enter text.

**Email address** Click here to enter text. **Contact No.** Click here to enter text.

**Home Address**

Click here to enter text.

**I am interested in volunteering for the following:**

Content Editing Linguistic Editing

Translation Illustration

Layout Photography

Others, please specify: Click here to enter text.

**Total number of days available in a week** 

**Non-Disclosure Agreement**

1. The Volunteer recognizes and agrees that all contents and materials arising from this volunteering period shall be classified as Confidential Information.

2. The Volunteer shall keep the Confidential Information confidential and except with the prior written consent of the Company shall:

a. not use or exploit the Confidential Information in any way except for the work agreed upon during this volunteering period;

b. not disclose or make available the Confidential Information in whole or in part to any third party, except as expressly permitted by the Company;

c. not copy, draw, write or otherwise record the Confidential Information except as strictly necessary for the volunteering work (and any such copies, drawings, writings and records shall be the property of the Company);

d. not use, reproduce, transform or store the Confidential Information in an externally accessible computer or electronic information retrieval system or transmit it in any form or by any means whatsoever outside of its usual place of business.

e. keep a copy of any document or other Confidential Information received from other parties.

3. By signing on this Volunteer Form, I understand and agree to the abovesaid.

Applicant’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_