

**Request Form for Portraits of
President Tharman Shanmugaratnam and Ms Jane Ittogi**

Please fill in this form and email it to istana_feedback@istana.gov.sg. Government ministries and agencies are advised to consolidate all requests from your respective departments and units.

Once the request is approved, kindly bring along a hard copy of the completed form and the acknowledgement email when collecting the portraits. Collection details are as follows:

| | |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| Collection Period: | 8 January 2024 – 1 March 2024 Mondays to Fridays (except public holidays) |
| Collection Time: | 9.30am – 12.00pm 1.30pm – 5.30pm |
| Location: | Istana Heritage Gallery 35 Orchard Road Singapore 238902 (Located at the Istana Park, directly opposite the Istana Main Gate) |

Details of Portraits Requested

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

Particulars of Organisation and Person Collecting on behalf of Organisation

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