Indemnity Form Submission Guide

It is an NTU legal requirement that each of you submits an indemnity form prior to your embarkation on a GEM Discoverer programme. Working closely with CITS, OGEM has introduced an online submission system. Please read the following notes carefully before doing a submission.

1. You will need these items to help you in completing the indemnity form:
   (i) Bio-data page of your passport
   (ii) Insurance policy
   (iii) Flight itinerary or e-ticket
   (iv) Next-of-kin contact information
   (v) Key information on Prelude programme

2. When you have all the information required at hand, click on the link below and complete the online indemnity form.


   2.1. Click on “Click here to submit your indemnity form” to proceed.

   2.2. Fill in all the required information.

   2.3. All dates are to be filled using the format: Dd-MMM-YYYY e.g. 08-NOV-2015. Or click on the ‘Select’ to choose the relevant dates.
3. Signatures are only required on the hardcopy Indemnity form.
3.1. Click “Preview Submission of Indemnity Form” and check if all information is filled and correct.
   Click “Go Back” to return to the previous page if you need to edit any information.

3.2. Submit Indemnity form.

4. Print a copy of the indemnity form and get it signed by the relevant signatories. If you are under the age of 21 at the point of submission, your parent or guardian will have to sign on the form. All signatures must be original hand-signed signatures in ink, electronic signatures are not permissible.

5. Upload the following documents to the online system:
   (i) Bio-data page of passport
   (ii) Travel Insurance Policy
   (iii) Signed indemnity form
      (As the indemnity form may only be uploaded once per submission, please check that information entered in the indemnity form is accurate and it is signed by all signatories before upload.)
   (iv) Flight itinerary or e-ticket and input your flight details.

6. If you need to make any amendments (such as flight details) or upload outstanding documents thereafter, you may access the same link provided above and make the necessary changes. It will not be necessary to upload a revised indemnity form as the system will capture the new information. You only need to submit the indemnity form once.