

**REQUEST FOR FACE-TO-FACE MEETING**

Closing date for submission of a Meeting Request Form:

**PART A - 5:00pm MYT/SGT (Malaysia/Singapore) on Monday, 11 September 2017**

**PART B - 5:00pm MYT/SGT (Malaysia/Singapore) on Tuesday, 19 September 2017**

**PART A**

**Organisation Information**

Face-to-face meetings are to be categorised as either technical or commercial. You may request either one (1) or both meetings depending on your organisation’s area of expertise. Please select “Both” if you wish to request for both Technical and Commercial sessions.

Technical                                       Commercial                                       Both

Name of organisation/ consortium  
(if applicable):

Organisation’s / consortium  
members’ (if applicable) areas of  
experience relevant to the  
AssetsCo scope of work.

‘Experience’ - please select from:

- Systems integrators
- Traffic control & communications
- Signalling providers
- Rolling stock providers
- Network operators
- Automated fare collection providers
- Equity investors
- Lenders/ financiers
- Government
- Others (please describe)

Organisation Name	Experience (see left)
<i>[Entity]</i>	<i>[e.g. Rolling Stock Provider]</i>
<i>Please add rows as required</i>	

**Contact Details of Registrant**

Nominated contact name:

Telephone number:

E-mail address:

Postal address:

Delivery address:  
(for courier deliveries)

Do you intend to do a presentation?  Yes  No  
(Presentations will be limited to  
15 minutes for single organisation and  
30 minutes for consortium)

Preferred meeting duration (subject to availability):

60 minutes  90 minutes  120 minutes

List of attendees (Technical session):

**Due to venue size restrictions, the number of attendees will be limited to 10 participants.**

No.	Attendee Name	Designation & Expertise	Organisation name (applicable for consortium)
0.	[Name]	[Senior Manager - Rolling Stock]	[ABC Co]
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

List of attendees (Commercial session):

**Due to venue size restrictions, the number of attendees will be limited to 10 participants.**

No.	Attendee Name	Designation & Expertise	Organisation name (applicable for consortium)
0.	[Name]	[Senior Manager – Private Infrastructure]	[ABC Co]
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Note: Consortium may request for additional seats (subject to availability).

## PART B

Proposed presentation agenda (applicable for Registered Participants intending to do a presentation):

No.	Presentation agenda	Duration	Presenter
1.			
2.			
3.			
4.			
5.			

*Note: MyHSR Corp and LTA reserve the right to select specific agenda items for presentation*

List of topics for discussion:

No.	Discussion topic	Description	Reference to Briefing Pack/ Supplementary Pack
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

*Note: MyHSR Corp and LTA reserve the right to select the topics for discussion.*

Notes

1. The terms and conditions (including, without limitation, the confidentiality undertaking and disclaimer) of the notification of the Briefing and Meetings, as published on the MyHSR Corp and LTA website (Notification) apply to this Meeting Request Form. Unless otherwise defined, capitalised terms used in this Meeting Request Form shall have the meaning given to them in the Notification.
2. Meetings are to be categorised as either technical or commercial. Each Registered Participant may request to attend either only a technical or commercial meeting or both a technical and a commercial meeting depending on its area of expertise. If a Registered Participant wishes to propose an agenda of those of the Briefing topics that it wishes to discuss as part of a Meeting and/or to request the opportunity to provide its feedback or proposed solutions in relation to a Briefing topic by way of a presentation (limited to 15 minutes for single organisation and 30 minutes for consortium) given during a Meeting, it should indicate this and the proposed topics in part B of the Meeting Request Form and submit the completed part B as set out in note 6 below. For the avoidance of doubt, neither a Meeting nor any presentation given at it will form part of the evaluation process for any Registered Participant.
3. Only Registered Participants who have attended the Briefing shall be entitled to a Meeting.
4. Registered Participants who are interested in requesting a Meeting are reminded that, as set out in the Notification:
  - a) should the number of Registered Participants requesting a Meeting exceed the number of Meeting slots available, MyHSR Corp and LTA reserve the right to allocate the Meetings based on open, fair and transparent criteria;
  - b) each Registered Participant is entitled to attend up to one (1) technical and one (1) commercial meeting each.
  - c) due to the limited time available for Meetings, Registered Participants are encouraged (but not required) to attend as part of a potential consortium. If you are intending to attend as a potential consortium, please register all the companies in your consortium using a single Meeting Request Form.
5. The allocation, time, location and agenda of the Meeting will be separately communicated in due course.
6. To request a Meeting, please return a copy of the completed part A of this Meeting Request Form by email to MyHSR Corp and LTA's nominated contact at [query@klsg-hsr.com](mailto:query@klsg-hsr.com) by no later than 5:00pm MYT/SGT (Malaysia/Singapore) on Monday, 11 September 2017. To propose an agenda for a Meeting and/or to request the opportunity to give a presentation in accordance with note 2 above, please return a copy of the completed part B of this Meeting Request Form by email to MyHSR Corp and LTA's nominated contact at [query@klsg-hsr.com](mailto:query@klsg-hsr.com) by no later than no later than 5:00pm MYT/SGT (Malaysia/Singapore) on Tuesday, 19 September 2017.
7. MyHSR Corp and LTA may, in their absolute discretion (and without having any obligation to do so):
  - a) extend the closing date for submission of a Meeting Request Form; and/or
  - b) permit submission of a Meeting Request Form after the closing date (including as that date may be extended).
8. Attendance of a Registered Participant at a Meeting does not imply any acceptance by MyHSR Corp and LTA that the Registered Participant has the expertise and/or experience required to participate in the procurement process for the HSR project or to deliver the AssetsCo scope or any other part of the HSR Project.

Signed: ..... Name: .....

Position: ..... Date: .....