

## Terms and Conditions of Listing under Twofold

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The following terms and conditions shall apply to persons, firms, companies, or organisations (“Applicant”) applying to list said person, firm, company, or organisation, together with a specified course, workshop, class, or campaign (“Programme”) on Twofold's website ([www.twofold.com.sg](http://www.twofold.com.sg)).

### 1. Application

- 1.1 All applications shall be made on Annex A and submitted (emailed) online to [questions@twofold.com.sg](mailto:questions@twofold.com.sg) with the subject as “Listing Request: (Applicant Name)”
- 1.2 The applicant shall:
  - a) Duly complete the form in Annex A (all sections with \* are necessary)
  - b) Submit all required information as well as media such as video links and images
  - c) Submit payment for listing fee via crossed cheque, bank transfer or paypal (payment information will be found in subsequent Twofold invoice) within stipulated deadline reflected in the subsequent invoice. Crossed cheque shall be made payable to “Twofold LLP”.
- 1.3 Upon submission of Annex A and media to Twofold, an invoice for listing shall be sent to the Applicant. If the amount is not paid within the stipulated time stated in the invoice, the application shall be deemed withdrawn.
- 1.4 Twofold will be allowed up to 7 working days (upon completed submission of all required information, media and payment) to upload the designated webpage of Applicant's Programme as well as list Applicant's Programme under the relevant pages.
- 1.5 Applicant will be allowed a one-time change of information once the applied Programme has been listed on Twofold website. Changes will be made within 7 days of request. Any additional changes will be chargeable.

### 2. Listing Details

- 2.1 Each programme will be provided 1 web-page to provide relevant information of said programme. This programme will then be linked in the relevant category pages on Twofold's website.
- 2.2 The approved programme will be highlighted and linked from the index/main page of Twofold website in the form of media and/or text link for a given promotional period.
- 2.3 The Applicant will also be allowed to submit an advertorial to be published on Twofold's blog. (subject to approval)

# TWOFOLD

*Singapore's Premier Learning Portal*

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www.twofold.com.sg

## 3. Approval

- 3.1 The Applicant and Programme will be listed on the designated programme web-page and relevant web-pages for the period of 1 Year beginning from the first morning the web-page is available online. (See Section 4 for termination clause)
- 3.2 The applicant is responsible for all information provided in the application form. Contact details of Applicant will be listed on the designated webpage for customers to use.
- 3.3 Twofold LLP will not be liable to any disputes occurring between Applicant and customers, due to incorrect/false information on the webpage, should any arise.
- 3.4 The Applicant agrees to allow Twofold the use of the name, logo, or brand of the Applicant in Twofold's efforts to promote both the listed programme, as well as the Twofold brand, for the period of which the Applicant's Programme is listed on the website. Promotion avenues will include Twofold's website, partnering websites, Twofold's blog, Twofold's bi-monthly direct marketing email newsletters, and relevant social networks.

## 4. Termination of Agreement

- 4.1 The Programme will be subjected to customer feedback/review. Twofold reserves the right to terminate the agreement between Twofold and the Applicant if listed Programme faces underwhelming reviews (<40 out of 100 points) from more than 5 genuine customers and a subsequent underwhelming review by representatives of Twofold LLP. Listing fee will be forfeited by Twofold LLP.
- 4.2 The Programme will be listed under Twofold's list of programmes as well as the relevant Programme web-page for the period of 1 year. (unless subjected to section 4.1 of terms and conditions)
- 4.3 Twofold will alert the Applicant in the 12<sup>th</sup> month of listing, within which the Applicant can apply for an extension of agreement and complete the payment of listing fee. Requests of extension beyond the 12<sup>th</sup> month will require a re-submission of application.
- 4.4 Any requests to terminate the Programme listing before the end of the agreed period of 1 year will require up to 7 working days of processing. Listing fee will be forfeited by Twofold LLP.
- 4.5 Upon termination, all links to Programme will be removed from the website and relevant promotional avenues.

Annex A  
 Application Form: Listing of Programme on Twofold Portal

Upon submission of this application, the Applicant hereby agrees to be bound by the attached terms and conditions. This agreement is based on a mutual level of trust and respect between Twofold LLP and the Applicant as indicated in the undersigned.

**Organisation Particulars**

Name of Organisation:	
Registration No:	
Date of Formation:	
Address:	
Tel:	
Website:	

Name of Applicant: *	
Designation: *	
Contact No: *	
Email Address: *	

**Programme Details**

Programme Title: *	
Who is this course for: *	Individuals / Corporate / Both <i>(Pls. Circle)</i>
Course Description: * (100 words max)	

Features and Benefits of Programme: * (Give us 3 features and 3 benefits in point form)	
Instructor Profile: * (100 words max)	
Do you have a PDF brochure (up to 3 pages)	Yes / No / No but I want one <i>(Pls circle)</i>
How do interested parties contact you: * (for customers to contact)	
During submission, you are to attach: *	01 x High resolution Corporate Logo 01 x Image or 01 x Video (url link) 01 x PDF Brochure (optional)

I hereby certify the information given above and agree to abide to the terms and conditions provided by Twofold LLP. I understand that approval is subject to Twofold's approval and its decision is final.	
<u>Signature</u>	<u>Date</u>

Once completed, you are to email this form to [questions@twofold.com.sg](mailto:questions@twofold.com.sg) with the subject titled "Listing Application: (Organisation / Applicant Name)" and we will contact you shortly.