

July 2017

# NATIONAL CYBERSECURITY R&D LAB USAGE ORDER FORM

## **Instruction:**

1. Please complete the order form and submit to [support@ncl.sg](mailto:support@ncl.sg).
2. An acknowledgement email will be sent to the Team Leader's registered email address.
3. Please read the **Important Notes** on the next page before submitting the order form.

**Team Name:**

**Team Leader's Full Name:**

**Registered Email Address:**

**Number of**

**Nodes Required:**

**Usage Start Date:**  
(dd/mm/yy hh:mm)

**Usage End Date:**  
(dd/mm/yy hh:mm )

**Alternate Start Date:**  
(dd/mm/yy hh:mm )

**Alternate End Date:**  
(dd/mm/yy hh:mm )

By submitting this order form, I agree to the **Documentation** and **Master Subscription Agreement**.

**Team Leader's Signature:**

**Date:**

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July 2017

National University of Singapore ("NUS") acting through School of Computing ("SoC") makes available access to the National Cybersecurity R&D Lab ("NCL") facilities and environment (including certain functionality of the NCRD lab network and other lab software licenses, content, etc.) (collectively, the "NCL Environment") to you, conditional to and subject to your compliance with the terms and conditions below, the terms of the Master Subscription Agreement and the Usage Policy (the "Terms").

## **Important Notes**

### **Rate**

Please refer to <http://ncl.sg/pricing> for available packages.

### **Reservation**

Advance Booking of Thirty (30) days or more: For reservation received more than thirty (30) days prior to the commencement date of the requested usage period, such requests will be sent to Committee on the **third work day** of each calendar month. Users will be informed on the **fifth work day** of each month on the status of their Advance Booking reservation requests.

Short Notice Booking: For reservation received less than thirty (30) of the requested usage period, the reservation will be processed **within 3 working days**. Users may also use the resources on an ad-hoc basis without any reservation or booking, **subject to availability**.

Please refer to Documentation Section 6 'Prioritization' for more information. The resource booking will also be updated on the website.

### **Payment**

An invoice will be issued to the user after the usage period. Payment can be made via Cheque/Bank Draft, Interbank GIRO and Telegraphic Transfer. Payment details will be shown on official invoice. Other methods such as Cash, Credit Card, Debit Card, EZ-Link or NETS **WILL NOT** be accepted.

### **Cancellation**

With respect to cancellation of reservation:

- (i) For cancellation of the reservation received by SoC at least ninety (90) days or more prior to the commencement date of the requested usage period, no charges will be incurred.
- (ii) For cancellation of the reservation received by SoC at least thirty (30) days but less than ninety (90) days prior to the commencement date of the requested usage period, partial rate will be incurred (refer to Usage Policy Section 6.9 'Cancellation').
- (iii) For cancellation of the reservation received by SoC less than thirty (30) days prior to the commencement date of the requested usage period, full charge will be incurred and shall be payable by the user.

Please refer to the Usage Policy Section 6 'Prioritization' for more information.

### **Complimentary Services**

The following complimentary services can be subscribed for at no additional charge:

- Customized auto-provisioning of host & network using DeterLab
- Customized auto-provisioning of host & network using OpenStack

### **Privacy**

Personal data is collected during reservation for resource management and accounting purposes and will be managed in compliance with the Personal Data Protection Act 2012. We **WILL NOT** release your personal data for commercial use.