

WEDDING BOOKING FORM v20240216



Please write in BLOCK LETTERS. All information is confidential.

Wedding Date:	Time of Mass/Service* : 9.00 am – 10:30am / 12.00 pm – 1:30pm*
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Booking must be made one (1) year in advance.

*** Please delete where not applicable**

	BRIDEGROOM	BRIDE
Name (as in NRIC):		
NRIC/Passport/FIN		
Nationality:		
Religion:		
Address:		
Contact No.:		
Email:		
Father's Name:		
Mother's Name:		

	BRIDEGROOM	BRIDE
Have you been married before to another person?	Yes / No	Yes / No
If you are divorced, have you obtained an annulment/ Pauline Privilege / Favour of Faith from the Catholic Church?	Yes / No / NA	Yes / No / NA
Were you a Catholic at time of previous marriage?	Yes / No / NA	Yes / No / NA
If Yes , was the marriage done in Catholic Church?	Yes / No	Yes / No
Ex-spouse's full name:		
Ex-spouse's religion (if Christian state denomination)		
Had he/she been baptised at time of marriage?	Yes / No / NA	Yes / No / NA
Are you baptised?	Yes / No	Yes / No
Have you attended Marriage Preparation Course (MPC) or Engaged Encounter (EE) before coming here?	Yes / No	
Do you understand that you must attend preparatory sessions before your wedding?	Yes / No	
Have you gone through the Natural Family Planning (NFP) course before coming here?	Yes / No	
If you are a non-resident couple in Singapore, have you fulfilled the civil requirements for marriage?	Yes / No	Yes / No

*** Delete where not applicable**

If already married in a civil ceremony:
Country: _____ Certificate No: _____ Date: _____

PRESIDER / SOLEMNISER	
Name:	Rev. Fr.
Parish:	
Contact No.:	
Email:	

<p>We, _____ (Bridegroom-to-be) & _____ (Bride-to-be) acknowledge that:</p> <ol style="list-style-type: none"> No wedding Mass or wedding Service will take place on Christmas, Epiphany, Good Friday, Holy Thursday, Holy Saturday, Easter Sunday, Ascension, Pentecost, Corpus Christi, and All Saints. It is our duty to attend the Marriage Preparation Course (MPC) or Engaged Encounter (EE) or a preparation with a priest before our wedding. It is highly recommended for us to attend the Natural Family Planning (NFP) sessions. It is our obligation to apply for the ROM license to get married 21 working days before our wedding date. We should obtain the ceremonial certificates from the ROM for the wedding ceremony, (if applicable). If the bride-to-be is pregnant, the priest must be informed and the priest is to be provided with a medical certificate stating this. The priest has read out and explained to us the impediments as listed in the prenuptial inquiry form. The priest has advised us that since I am marrying a Muslim, we have to approach the Chancery for further instructions. * <p style="text-align: right;"><i>* Delete where not applicable</i></p>

To be completed by OFFICIATING PRESIDER / SOLEMNISER
<p>I, Rev. Fr. _____ (name), have spoken to the above-named couple and have agreed to preside at their Wedding Mass/Service/Convalidation*.</p> <p>I am aware of the declarations as made by the couple on Page 1 & 2 and will guide them to ensure no impediments to the Church wedding.</p> <p>I have conducted/will conduct * the needed interviews for the couple intending to get married.</p> <p>I have given/will give * them the needed instructions to make sound commitment for marriage in Church.</p> <p>I have conducted/will conduct* the Prenuptial Inquiry on _____ (date) including reading out and explaining the impediments listed in the pre-nuptial inquiry form.</p> <p>I have submitted/will submit * the Prenuptial Inquiry Form to COTT Parish Office on _____ (date).</p> <p>I hereby confirm that I hold a valid Solemniser License No _____ with the Registry of Marriage Singapore.</p> <p>Signature of PRESIDER / SOLEMNISER: _____ Date: _____</p> <p style="text-align: right;"><i>* Delete where not applicable</i></p>

Recommended Love Offering for Parish Facilities & Services		Time of Usage
Use of Church	SGD\$850 .00 Yes / No	9:00 am to 10:30am Or 12:00noon to 1:30pm
Use of Level 1 Canteen. Max capacity 250 pax	SGD\$500.00 Yes / No In addition, a refundable SGD\$200.00 will be charged (in the event that cleanliness and tidiness are non-compliant)	1 hour free if set-up done on same day of wedding (\$100 per hour charge if set-up is done the day before and strictly from 6:00pm to 8:00pm)
TOTAL Love Offering to COTT:	SGD\$	

**Delete where not applicable*

- ◆ Booking of the church will be confirmed if your application form is in order and a non-refundable deposit of 30% of the total love offering is paid.
- ◆ Balance of love offering must be made 1 month before the wedding date and is non-refundable.
- ◆ Payment to be made by one of the following modes:
 - Cash (lease ensure a receipt is issued for your love offering).
 - PayNow (UEN#T15CC0001D) Reference Number: Quote “**WED dd/mm/yy**”.

DOCUMENTS NEEDED

- Copy of NRIC Front and Back (*Bridegroom-to-be, Bride-to-be & Witnesses*)
- Copy of Birth Certificate (*Bridegroom-to-be, Bride-to-be*)
- Baptism Extract (*for Catholic Party*); Trinitarian Baptismal Certificate (*for Christian Party*)
- Marriage Preparation Certificate
- ROM Certificate (*for Convalidation*)
- Oversea wedding form
- Copies of other official documents

DECLARATION BY WEDDING COUPLE

We confirm that the declaration made to the information as requested by the Roman Catholic Archdiocese of Singapore is correct and accurate.

We also confirm that we have read, understood, and accept all the guidelines issued by Church of the Transfiguration as stated on Wedding Mass/Service Guidelines Booklet of this booking form and will fully comply with the guidelines.

*Name and signature of **Bridegroom-to-be***

*Name and signature of **Bride-to-be***

Date

in the presence of Rev. Fr. _____
Name and signature

STATEMENT OF UNDERSTANDING

IMPORTANT: Compliance with Guidelines for the Protection of Personal Data.

The Church of the Transfiguration safeguards all personal data collected through the parish office, church ministry, commission, event or activity, in accordance with the Singapore Personal Data Protection Act (2012) and with the Data protection policy stipulated on the Roman Catholic Archdiocese of Singapore’s website (<https://www.catholic.sg/pdpa-policy>).

By signing this form, I/we hereby acknowledge that the information furnished is true and accurate and the following points on the PDPA has been brought to my/our attention, and consent to: -

- 1) The collection, storage, retention, adaptation, modification, reading, retrieval, use, transmission, disclosure, blocking, erasure or destruction (“Processing”) of the personal data provided herein in this Form (“Personal Data”) by the parish.
- 2) The disclosure and transfer of the said personal data to approved third parties within the Archdiocese of Singapore and/or foreign Dioceses; and/or Singapore government agencies for the purpose of processing and administration.
- 3) The Parish sharing of my personal data: (e.g. Contact details disclosed in chat groups like WhatsApp) onto social media and all social communications platforms, where it deems necessary for the efficiency and efficacy of communication outreach to members, including myself/ourselves.
- 4) The Parish taking photos, videos or audio recordings at church held events both on and off the church premises which may contain my/our image/audio likeness and may be used for archival and/or publicity purposes in the Parish’s website, publications, content on social media, posters and communication marketing.
- 5) Produce my/our personal identification documentation such as NRIC, passports, work permits, employment passes, etc., for the purpose of verification upon request by the Parish staff and/or volunteer.

Withdrawal of Consent

- 1) The consent that you provide for the collection, use and disclosure of your personal data will remain valid until such time it is being withdrawn by you in writing. You may withdraw consent and request us to stop using and/or disclosing your personal data for any or all of the purposes listed above by submitting your request in writing or via email to our Data Protection Officer at officeadmin@transfiguration.sg
- 2) Upon receipt of your written request to withdraw your consent, we may require reasonable time (depending on the complexity of the request and its impact on our relationship with you) for your request to be processed and for us to notify you of the consequences of us acceding to the same, including any legal consequences which may affect your rights and liabilities to us in general, we shall seek to process your request within ten (10) working days of receiving it.
- 3) Whilst we respect your decision to withdraw your consent, please note that depending on the nature and scope of your request, we may not be in a position to continue providing our services to you and we shall, in such circumstances, notify you before completing the processing of your request. Should you decide to cancel your withdrawal of consent, please inform us in writing.
- 4) Please note that withdrawing consent does not affect our right to continue to collect, use and disclose personal data where such collection, use and disclose without consent is permitted or required under applicable laws.

_____ **Name of Bridegroom-to-be**

_____ **Signature**

_____ **Date**

_____ **Name of Bride-to-be**

_____ **Signature**

_____ **Date**