



ABSENT MEMBERSHIP APPLICATION

1. Absent Membership Rules

In accordance with the Club's Constitution Article 7 Clause 7.2(c), and Bye-laws: the rules on absent membership are as follows:

- a) Any member (other than a Corporate (Transferable) Member or Term Member or Junior Term Member) who is not or will not be present in Singapore for a continuous period of at least **six months** may apply to be placed on the Absent Member list. Upon approval, he shall be placed on such list and his liability to pay the subscription fee shall be reduced in such manner as the Management Committee thinks fit.
- b) Any Member intending to apply to be an Absent Member must settle his outstanding account before making the application and must return his membership card and car park label with his application. The Club reserves the rights to debit any outstanding amount that were not settled to member's account even though the Member is already on absent.
- c) Any application is for a maximum of 5 years and thereafter may be renewed for such period as the Management Committee may decide.
- d) Every application to be an Absent Member is subject to approval by the Management Committee.
- e) Any Absent Member intending to temporarily activate his membership must pay in advance all subscription fee including F&B Levy for the month/s he is applying for together with his application.

2. Absent Membership Fees

Absent membership subscription fee is 20% of the existing subscriptions ie:

- Principal Member : \$12.84 (GST inclusive) per month
- Spouse Member : \$2.14 (GST inclusive) per month
- Junior / Child Member (each): \$2.14 (GST inclusive) per month

eg:

Period of absence (No. of months)	Member without spouse member	Member with spouse member	Member with spouse member and 1 Junior / Child member
6 months	\$77.04	\$89.88	\$102.72
1 year	\$154.08	\$179.76	\$205.44
2 years	\$308.16	\$359.52	\$410.88

3. Requirements

The following items must be submitted / returned together with this application:

- a) Documentary evidence (to support the period of absence)
 - (i) Visa and/or letter from company for overseas posting and / or
 - (ii) Visa and/or letter of Admission from a foreign University / College / School
- b) Membership Card and Car Label (if any).
- c) Outstanding Club dues to be settled in full including F & B Levy up to the month before member goes on absence.
- d) Cheque / Cash / Credit Card / Nets payment of absent fee (covering the absent period) to be paid in advance.

4. Other Club Billings

If you are participating in any of the Club's sporting / lifestyle / recreational activities and / or training sessions / courses, please inform the relevant section to suspend your billings during your absence.

5. Extension of Absent Membership

To extend your absent membership, please apply one month before the expiry date by providing 3(a) & 3(d) to the Club, failing which full subscriptions will be billed accordingly.



S/No. _____

ABSENT MEMBERSHIP APPLICATION FORM

I) **PARTICULARS**

Name of Applicant: _____ Account No.: _____

Membership Category: *Ordinary Member/Associate Member/Life Member/Spouse Member/Junior/Child Member

Local Address: _____

Postal Code: _____ Tel No.: _____ (R) _____ (O) _____ (Hp)

E-mail: _____

Person to Contact during absence _____ Relationship: _____ Tel No.: _____

*Delete where inapplicable

II) **TYPE OF APPLICATION** (Please tick appropriate box)

New Extension Temporary Activation

Start Date: _____ End Date: _____ Duration: _____ *months / year(s)
DD / MM / YY DD / MM / YY

III) **REASONS FOR APPLICATION** (Please attach documentary evidence)

Overseas study Overseas employment Others, please specify: _____

Name of Overseas Institution / Employer: _____

Overseas Mailing Address: _____

_____ Tel No.: _____ Fax No.: _____

IV) **CORRESPONDENCE MAIL TO** (Please tick appropriate box)

Local address Overseas address

V) **MODE OF PAYMENT**

(VIA FRONT OFFICE) *Cash / Nets / Cheque / Credit Card \$ _____

(VIA MAIL) *Cheque / Bank Draft / +Credit Card \$ _____

(VIA EMAIL / FAX) +Credit Card

*Please delete where applicable. +Please attach Credit Card Authorization Form (Note: One-Time Authorization).

VI) **IMPORTANT NOTICE**

- 1) To extend your absent membership, please apply in writing with documentary evidence and advance payment of the absent member fees one month before the expiry date of this application, failing which full subscriptions will be billed accordingly.
- 2) Service of any notice by way of ordinary post to the last address recorded with the Club shall be deemed effective service of the notice.
- 3) Any member intending to apply to be an Absent Member must settle his/her outstanding account before making the application and must return his/her membership card & car park label with this application.

_____ Date

_____ Applicant's Signature

FOR OFFICE USE ONLY

Membership Card Car Label Supporting Documents Payment (Chq/RC ref.: _____)

Remarks: _____

_____ Date: _____ MR Dept.: _____

CHINESE SWIMMING CLUB



CREDIT CARD PAYMENT FORM (ONE-TIME AUTHORIZATION)

(Please email the completed form to finance@chineseswimmingclub.org.sg **OR** fax to (65) 63457134)

MEMBER'S NAME: _____

MEMBER'S ACCOUNT NO.: _____ (6 digits)

MEMBER'S CONTACT NO: _____

CREDIT CARD NO.: _____ **MASTERCARD / VISA**
(Please circle)

CARD EXPIRY DATE: _____

AMOUNT: _____

CARDHOLDERS' SIGNATURE: _____

TRANSACTION DETAILS: Settlement of Club dues
(Please tick one)

Others (Please elaborate):

FOR OFFICIAL USE:

ORDER NO: _____

PROCESSING DATE: _____

PROCESS BY: _____

APPROVED / NOT APPROVED (Please circle)