

ABSENT MEMBERSHIP APPLICATION FORM

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) 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 minimum of 6 months and to a maximum of 3 years and thereafter may be renewed for such a period as the Management Committee may decide. An application for renewal of Absent Membership is required to be submitted before lapse of Absent Membership.
- d) Every application to be an Absent Member is subject to approval by the Management Committee.
- e) Any Absent Member intending to temporary 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, i.e.:

- Principal Member : \$19.62 per month
- Spouse Member : \$2.18 per month
- Junior Member : \$2.18 per month

All fees include 9% GST

3. Requirements

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

- a) Documentary evidence with dates stipulated 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) Payment of advance absent fee (covering the absent period) to be submitted with the application.

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.

ABSENT MEMBERSHIP APPLICATION FORM

I) APPLICANT'S PARTICULARS

Name: _____ Account No.: _____

Local Address: _____

Postal Code: _____ Tel No.: _____ (H) _____ (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 Address: _____

_____ Tel No.: _____ Fax No.: _____

IV) CORRESPONDENCE MAIL TO (Please tick appropriate box)

☐ Local address ☐ Overseas address

V) MODE OF PAYMENT

☐ Cheque ☐ AXS ☐ NETS / Cash ☐ +Credit Card ☐ Internet Banking (DBS/OCBC/UOB/SCB)

Amount to charge \$ _____

+ An Administrative Fee of 1.6% on the total transacted amount applies.

VI) IMPORTANT NOTICE

- 1) 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.
- 2) 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.
- 3) 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.

Signature of Applicant / Date

FOR OFFICIAL USE ONLY

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

Remarks: _____

Processed By: _____ Verified By: _____ Cleared By: _____