

APPLICATION FOR ABSENT STATUS

I am leaving Singapore on _____ (final date) and would like to place my membership on Absent Status for a period not exceeding 5 years.

Reason for applying absent status: Work relocation Migrating Returning to home country
 Others: _____

Account Settlement

I will continue signing chits until the last day before the commencement of my Absent Status date. I hereby authorise The Club to debit the final amount of my expenses from the following card:

Type of Card : MasterCard Visa Amex Diners *Card Expiry: _____

Name on Card : _____

Card No. : _____

I shall return the following items on the final date:

- | | |
|-------------------------------|-----------------------------|
| 1. Membership Card (s): _____ | 3. Bowling Locker(s): _____ |
| 2. Driver/Amah passes: _____ | 4. Gym Locker(s): _____ |

**Kindly effect refund of the following deposits, where applicable:

Fixed Cash Deposit (<i>date joined is prior to Apr 1, '97</i>)	Company {	Self { }	Nil { }
Bowling Locker Deposit	Company {	Self { }	Nil { }
Gym Locker Deposit	Company {	Self { }	Nil { }

in Singapore Dollar Check

in US Dollar Draft

#Contribution to The Club's Staff Holiday Fund: Yes (\$150/- or other amount _____) No

Forwarding Overseas Address: _____

Telephone No.: _____ Fax No.: _____

E-mail Address: _____

Name (in print)

Club number

Signature

Date

Things to note when applying for Absent Status:

1. Minimum 2 weeks notification period is required. A processing fee of \$21.40 (inclusive of prevailing Goods & Services Tax) will be charged for application with insufficient notice.
2. Processing time for refund, if any, is one month from date of Absent Status.
3. It shall be the responsibility of the Member to ensure that the application for Absent Status is actually received by The Club and that the Member receives a written acknowledgement of receipt issued by The Club.
4. It is the responsibility of the Member to write to The Club for extension at least two (2) months prior to the expiry date together with payment for our submission to the General Committee for approval. Otherwise, the Absent Status will be cancelled upon its expiry date accordingly.

ABSENT STATUS

Who is eligible?

- Any Ordinary or Service (**restrictions apply) or Associate Member in good standing who is leaving Singapore for a continuous period of at least six (6) months.

Notification Period

- A two (2) week notification of application for Absent Status is necessary. A surcharge of \$21.40 will be applicable for application received less than two weeks in advance. (By-law 7.1.9)

Period of Absent Status

- Maximum five (5) years, subject to further extension of absence for successive five-year periods on such terms and conditions as the General Committee shall specify.
- On application, the full amount equivalent to 7.5% of the prevailing annual membership dues for the total five-year period is payable.
- Prevailing 5-Year Prepaid Absentee Fee Structure:

Family Membership:	S\$953.37
Single Membership:	S\$768.02
- Any unused portion of the pre-paid absent status fee will be refunded upon written notification from Member to cancel Absent Status.

Usage of The Club

- A Member who is on Absent Status may not use The Club for the initial six (6) months from date of commencement of Absent Status.
- After the sixth month, a Member on Absent Status temporarily visiting Singapore may use The Club facilities not more than three (3) times and subject to a maximum of ninety (90) days in aggregate in any calendar year.
- The Absent Status Pass must be obtained at the Membership Office during office hours, Monday to Saturday.
- A fee, equivalent to the prevailing monthly dues, pro-rated to a minimum of one week increments, is payable for use of The Club facilities.
- Current Monthly Dues Structure:

Family Membership:	S\$211.86 per month of S\$52.97 per week or part thereof.
Single Membership:	S\$170.67 per month or S\$42.67 per week or part thereof.
- All expenses incurred during your visiting period must be paid for by credit card, or cash coupons obtainable at the Concierge Desk.

Reciprocal Clubs

- A Member on Absent Status may not make use of other Clubs' facilities under the Reciprocal programs.

Closing of Membership Account

- The Member's account will be closed when the request for Absent Status is processed. All outstanding bills must be settled and membership card(s) must be returned for cancellation before any refund is made.
- Credit balance, if any, will be refunded a month after the date of Absent Status.

Reactivation of Membership

- Any absent Member upon returning to reside in Singapore must reactive his/her membership within ninety (90) days of his/her return. Reactivation of membership would be necessary if the said Member requires use of The Club facilities more than three (3) times and/or more than a total of ninety (90) days in aggregate in any calendar year.
- Reactivation of membership is processed at the Membership Office during normal working hours, Monday to Saturday.
- A reactivation fee, currently at \$100.00 is applicable upon submission of all the necessary documents.
- Proof of continuous residence outside of Singapore must be submitted with a letter of reactivation and completed Application Form.
- Upon the reactivation of the membership, the Member's signing privileges will be restored and the Member will resume paying monthly dues.
- If Absent Status is more than two years, the Member must attend the New Member Orientation within 60 days from date of reactivation.
- Any balance of the unused portion of the pre-paid Absent Status fee will be refunded.

Additional Notes

- Absent status gives the Member the advantage of immediate re-instatement of membership at any time during the five (5) year period upon returning to Singapore permanently, without the need to reapply for a new membership.
- It is the responsibility of the Member to ensure that the application for Absent Status is actually received by The Club and that the Member receives a written acknowledgement of receipt issued by The Club.
- It is the responsibility of the Member to write to The Club for extension at least two (2) months prior to the expiry date together with payment for our submission to the General Committee for approval. Otherwise, the Absent Status will be cancelled upon its expiry date accordingly.
- (***) Please note that upon your return for reactivation, acceptable documentary proof of your continuous residence outside of Singapore since the time you were placed on the Absent Status and documents fulfilling the criteria as a Service Member is required for our submission to the Committee for approval.
- All fees inclusive of prevailing Goods and Services Tax.