

# **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) weeks notification of application for Absent Status is necessary. A surcharge of \$20.00 will be applicable for application received less than two weeks. (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\$828.00
Single Membership :	S\$672.75
- **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 Sunday.
- 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\$184.00 per month or S\$46.00 per week or part thereof.
Single Membership :	S\$149.50 per month or S\$37.38 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 reactivate 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 Sunday.
- 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, 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 exclusive of prevailing Goods and Services Tax.

**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.

**OPTION 1 \***

2 weeks prior to final date, I will submit my membership card/s\* to the Membership Office for encoding. Thereafter, I will not charge any expenses to my account and expenses spent at all outlets will be settled by either credit card or cash coupons obtainable at The Concierge Desk.

I will personally come to the Membership Office on \_\_\_\_\_ to finalize my account and settle any outstanding charges by cash, credit card, or check.

**OPTION 2 \***

I wish to continue signing chits until the last day before the commencement of my Absent Status date.

I am to personally come to the Membership Office and advise The Club to debit the final amount of my expenses from the following credit card:

Type of Card:  Mastercard  Visa  Amex  Diners \* Card Expiry: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Card No: \_\_\_\_\_

I shall return the following items on the last day of commencement of my Absent Status date:

- 1. Membership Card (s) : \_\_\_\_\_
- 2. Driver/Amah passes: \_\_\_\_\_
- 3. Bowling Locker (s): \_\_\_\_\_
- 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

US Dollar Draft

#Contribution to The Club's Staff Holiday Fund:  Yes (\$140/- or other amount \_\_\_\_\_ )  No

Forwarding Overseas Address : \_\_\_\_\_

Telephone No : \_\_\_\_\_ Fax No : \_\_\_\_\_

E-mail Address : \_\_\_\_\_

Name (in print)

Club number

Signature

Date

\* please tick where applicable

Things to note when applying for Absent Status:

- 1) Minimum 2 weeks notification period is required. A processing fee of \$20.00 (exclusive of prevailing Goods and 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.