

ADVISORY FORM PERTAINING TO RESIGNATION

I shall be resigning from Membership of The American Club with effect from _____(final date). I have been apprised of the Absent Status Policy** and have chosen not to apply. I further understand that by not electing to go on Absent Status that, if I wish to rejoin the Club, I will pay the full joining fee at the prevailing rates.

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 of my resignation date.

I am not able 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 my last day of resignation:

- 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:

Table with 4 columns: Deposit Type, Company, Self, Nil. Rows include Fixed Cash Deposit, Bowling Locker Deposit, Gym Locker Deposit, and checkboxes for Singapore Dollar Check and 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 remember when resigning:

- 1) Minimum 2 weeks notification period is required. A processing fee of \$20.00 (exclusive prevailing Goods and Services Tax) will be charged for application with insufficient notice.
2) Processing time for refund of deposit/membership fees, if any, is one month from date of resignation.
3) ** Absent Status is only applicable to Ordinary & Service or Associate Member in good standing. Members who have cancelled their memberships have 90 days' grace from date resigned to revert their decision in writing. Any writing after the grace period will not be entertained.