

## 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.

Reason for resignation:  Work relocation  Migrating  Returning to home country  
 Others: \_\_\_\_\_

### **Account Settlement (mandatory to provide credit card details)**

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

Type of Card :  MasterCard  Visa  Amex \*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 remember when resigning:**

1. Minimum 2 weeks notification period is required. A processing fee of \$21.60 (inclusive of prevailing Goods & 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.
4. **Provision of credit card details for prompt payment and local bank details for refund are mandatory.**



**Refund Information** (Mandatory for refund, if any)

Bank details as follows:

<b>Beneficiary name per bank account:</b>	
<b>Bank Name:</b>	
<b>Bank Code:</b>	
<b>Branch Code:</b>	
<b>Bank account number:</b>	
<b>Email address:</b>	

Note: Please anticipate delay to the refund if the bank details are not provided or completed. Thank you.

**Refer a friend to join The American Club**

<b>Name</b>	
<b>Mobile number</b>	
<b>Email address:</b>	

Member Name: \_\_\_\_\_ Membership ID: \_\_\_\_\_

Thank you.