

## IMPORTANT REMINDER

- The Proposer and Seconder MUST be members for at least one (1) year and are NOT allowed to propose and second more than three (3) for nomination and election to the Club in any one (1) year (Rule 8.1.6), and they Must have personally known each candidate for a period of not less than three (3) months (Rule 9.1).
- A penalty shall be imposed where an applicant reapply for membership following his/her withdrawal, which has been approved by the Management Committee.

- **Please remember to attach /check the following:**

- Form is FULLY completed and duly signed by the CANDIDATE
- 2 Copies each of a recent passport size photo of yourself, spouse and children's aged 7 to 20.
- Photocopy of applicant's documents of academic qualification
- Photocopy of applicant's current EA/EC or J form for 3 years prior to date of this application.
- Photocopy of spouse's documents of academic qualification
- Photocopy of spouse's current EA/EC or J form for 3 years prior to date of this application.
- If EA/EC or J forms is not available-to submit letter from employer
- Photocopies of current Form 1 or Form 9 and Form 49 (for self-employed)
- Photocopy of applicant's and spouse identity cards or passport.
- Photocopy of marriage certificate
- Photocopy of children's identity card or birth certificates
- Cheque for payment of Entrance fee and Development Fund
- Latest 3 years Audited Annual reports if applicant holds a Directorship
- Bankruptcy Search Result/Keputusan Carian Kebangkrapan :<https://e-insolvensi.mdi.gov.my/>

For Term membership

- Cheque for payment of required fees.

For Ordinary Membership by Transfer

- Transfer forms FULLY completed and duly signed by TRANSFEROR and TRANSFEREE
- Witnessed names and signatures
- Cheque for payment of transfer fees.

For Conversion from Junior to Ordinary Membership

- Cheque for payment of Conversion Fee & Development Fund.
- Photocopy of letter of acceptance or student card from college/university

### **Application for Membership**

- *Application form is issued free to applicants.*
- *When application forms are submitted, the office shall check that the application must be complete with all data, supporting documents including payment of the applicable fees, and required signatures. Only then will the application be accepted. All documents shall be date stamped with the date of receipt.*
- *Incomplete documentations will not be kept by the Office. All forms, documents and payment are to be returned to the applicant. The applicant shall resubmit when all the requirements have been obtained.*
- *If further documentations is required by the Management Committee for considerations for the application. The applicant shall be informed and will be given a period of one (1) month from the date of notice to submit the requested documents. Failure to do so may be considered as a withdrawal by the Management Committee.*

### **Withdrawal of Application**

- *A candidate may withdraw the application at any time before election (Rule 12). Withdrawals must be submitted in writing to the Admin. Office.*
- *If upon accepting an application and the Management Committee requires further documentations for the consideration for the application, applicant shall be informed and will be given a period of one (1) month from the date of notice to submit the requested documents, failing which the incomplete application shall deemed as withdraws and the applicant will be notified in writing by the office.*
- *Refund of payment for fees less a processing fee of 50% of the transfer fee and such sum as may be due to the club (Rule 10.6) shall be processed upon receiving the official written notice of withdrawal from the applicant.*
- *A withdrawn application cannot be reinstated. A fresh application will have to be submitted, including all required documentations. Fresh applications will only be considered after six (6) months from the date of withdrawal or rejection of prior application (Rule 13.1)*
- *All withdrawn applications, whether it be initiated by the applicant or deemed by the Management Committee, shall be notified to the applicant in writing by the office.*

### **Rejection of Application**

- *In the event that the Management Committee ejects the application for membership, notice shall be given in writing, to the proposer and seconder of any candidate whose application for election has been rejected or deferred. The Committee need not assign any reason for its reason (Club Rule 11.2).*
- *In the case of a candidate for transfer of a transferable membership withdrawing his application or that his membership application is rejected then the Committee shall after deducting a processing charge in the sum representing 50% of the Transfer Fee paid and such sums as maybe due to the Club, refund the balance (if any) of the Transfer Fee and deposit to the candidate. (Club Rule 10.6)*
- *No Member shall at any time introduce as a guest anyone whose candidate has been rejected or nullified or whose membership has been terminated. (Rule 39.4)*

### **Application via Transfer / Transferee (buying/selling)**

- *When a Transferor and a transferee are in agreement to the transfer of the membership, both the Transferor and transferee must complete the 'Application for Sarawak Club Membership by sale or transfer' form (Rule 14.1.2)*
- *The Transferee shall pay the membership fee as set by the Club, direct to the Club.*
- *The Club will pay to the Transferor his portion of the membership fee less the transfer (Rule 14.1.5) imposed by the Club.*
- *The Transferor cannot serve as a Proposer or Seconder to the Transferee.*

### **Application via Junior Conversion**

- *A complete application form with all necessary data, supporting documents including payment of the applicable fees, and required signatures must be received by the Admin. Office before the junior turns twenty one (21) years old.*
- *When application form is submitted, the Membership Officer must check that application must be complete with all necessary data and date stamped with the date of receipt.*
- *If further documentations is required by the Management Committee for considerations for the application of conversion the applicant shall be informed immediately and will be given a period of one (1) month from the date of notice to submit the requested documents. Failure to do so may be considered as a withdrawal by the Management Committee.*
- *Junior member converting to Ordinary member is not required to attend the Introduction Night.*
- *Junior member who is already working will need to submit proof of earnings in lieu of pursuing higher education.*
- *The parent of the Junior member must undertake to pay the conversion fee, monthly subscriptions and all bills incurred by the Junior member.*
- *In order to be entitled to the junior conversions, the parent of the Junior must:-  
-be an Ordinary member for a period of five (5) to ten (10) years. The Conversion fee and development is RM8,500.00. However, such Junior member converted to Ordinary member shall not be allowed to transfer their Ordinary membership for a minimum for a minimum of eight (8) years or  
-for parents who have been members for at least ten (10) years. The Conversion fee and development is RM8,500.00. However, such Junior member converted to Ordinary member shall not be allowed to transfer their Ordinary membership for a minimum for a minimum of five (5) years.*
- *The Management Committee reserves the right to reject applications for conversions to Ordinary memberships where it is found out that the junior member had committed serious misconduct or criminal acts.*
- *The parents of the Junior members are responsible to return the Junior membership cards if the junior members are not converting their junior membership to become ordinary members upon reaching the age of twenty one (21) years.*

## 20. Declaration by Candidate

I, \_\_\_\_\_ of WN.KP. \_\_\_\_\_, undertake to make myself and any dependent familiar with the Rules and Bye-Laws of the Club (as amended from time to time) and to observe all these Rules and Bye-Laws, as a member.

I sincerely declare that: (a) I have never been adjudged bankrupt or insolvent; (b) I have not been convicted for any crime; (c) no convictions have been recorded against me and/or my registered spouse and/or my children either within Malaysia or elsewhere; and (d) there are no prosecutions, successful or not, pending or completed, against me and/or my registered spouse and/or my children either within Malaysia or elsewhere.

I certify that all the above information is true and correct. I further authorise the Club to make enquiries of my bankers, employers or any other agencies which are in your opinion relevant to this application and the information provided will be for the Club's use only and will be kept strictly confidential.

This is my first application (if not, please state date(s) of previous application(s)) \_\_\_\_\_