

**Application Form and Undertaking Letter for
Short-term Visitor sponsored by Ordinary Member**

I, the undersigned, hereby formally undertake the responsibility of sponsoring my Visitors as listed herein, during their visit to The Sarawak Club as per details below.

I confirm that I authorise my Visitors to sign to my Club account and that I will be responsible for all expenses incurred during this Visit by my Visitors. Additionally, I will ensure that my Visitors abide by the Club Rules and Bye-laws of The Sarawak Club.

I have read and fully accept all of the Terms and Conditions related to this application.

Yours faithfully,

Name of Ordinary Member	
Club No.	
Signature	
Date	

Date of Visit

Start date of visit	
End date of visit	

Details of Visitors

Name	
What is your relationship with the Ordinary Member?	Relative / Friend / Business Associate
Profession	

Name of Spouse	
Name of child (age <21)	
Name of child (age <21)	
Name of child (age <21)	

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Date Received:		Date:

Terms and Conditions

1. Eligibility

The Ordinary Member may sponsor a non-Kuching-resident to a short-term visiting arrangement. The Visitor and his/her spouse and children below the age of 21 may also be included in the application.

2. Application and Supporting Documents

Application forms are to be submitted with supporting documents of (1) photographs and (2) copy of passports or identity cards or birth certificates. The General Manager will assess all applications. Each application shall be assessed on its own merit. The Management reserves its rights to reject any application without having to provide any explanation.

3. Length of Visit

Each visit is limited to a maximum of 30 days.

4. Fee

The fee is RM300 + SST per visit of 30 days. There shall not be any pro-rated fee for visits less than 30 days. There shall not be any refund of fee given if the visit is shortened once the visit has commenced.

5. Visitor Card

A visitor card will be issued to each approved Visitor. The card is non-transferable. Lost or stolen cards shall be reported immediately to the Management. A replacement fee of RM50 + SST will be charged for each replacement card.

6. Access to Facilities

The Visitor is accorded access to and use of all facilities of the Sarawak Club, subject to the prevailing Club Rules and Bye-Laws.

7. Guests

Visitors may not introduce guests (i.e. non-members) to the Club. Visitors have no vote or voice in the management of the Club.

8. Accounts

All applicable charges for the use of facilities and signing for food & beverages incurred by the Visitor will be charged to the sponsoring Ordinary Member. The accounts shall be made up at the end of each month and will become due and payable whether presented or not on the first day of ensuing month.

9. Termination of Visit and Disciplinary Action

The Management reserves its rights to terminate the visit if the Visitor and/or his spouse and/or his children have been deemed to have contravened any of the Club Rules and/or Bye-Laws. The sponsoring Ordinary Member shall be responsible for the Visitor and may be subject to disciplinary action within the Club Rules, if so deemed appropriate by the Management Committee