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## ABSENTEE Application Form

PARTICULARS		
Name of Member		Membership No
Residential Address		
Overseas Address	Country:	State:
	Mobile:	Overseas Contact:
Contact	Email:	
<b>Declaration:</b>		
<ul style="list-style-type: none"> <li>• By filling up the information and signing below, I hereby consent to the collection, use, and disclosure of my personal data for the purposes of applying Absentee for my membership.</li> <li>• I wish to receive marketing collaterals on upcoming events, promotions, rewards, and news via Phone calls, Text messages and Email.</li> <li>• For more information on how SPGG handles personal data, please refer to our Privacy Notice found at <a href="https://www.spgg.org.sg/privacy-policy">https://www.spgg.org.sg/privacy-policy</a></li> </ul>		

(Please allow 5 working days to process upon receipt of full documents)

ABSENTEE APPLICATION DETAILS		
Application	<input type="checkbox"/> New Application	<input type="checkbox"/> Extension
Absentee Period	_____ to _____ (max 36 months, subject to approval and payment of arrears)	
Reason for Absentee Application	<input type="checkbox"/> Working Overseas <input type="checkbox"/> Studying Overseas	<input type="checkbox"/> Migrating <input type="checkbox"/> Others: _____
Documents Submission	<input type="checkbox"/> Work VISA <input type="checkbox"/> Student VISA	<input type="checkbox"/> Permanent Resident card <input type="checkbox"/> Others: _____

ABSENTEE REACTIVATION DETAILS	
<b>I have returned to Singapore and would like to:</b>	
<input type="checkbox"/>	Reactivate my membership with effect _____ (MMYY) onwards which is subject to the prevailing membership changes.
<input type="checkbox"/>	Temporary reactivate for a period from: _____ to _____ (max 2 months, payable by upfront basis)

DECLARATION	
I understand that with reference to The Constitution Article 20,	
<ol style="list-style-type: none"> <li>1. The Guild shall keep an Absent Register for Members who intend to <b>leave Singapore temporarily for a period exceeding six (6) months.</b></li> <li>2. A Member who wishes to be placed on the Absentee Register shall apply in writing to the Secretary before the Member leaves Singapore.</li> <li>3. The Committee may, at its sole and absolute discretion, approve such application provided that the Member has paid up all monies due, owing or payable to the Guild before such application is submitted.</li> <li>4. On approval the Member shall not be required to pay any subscription whilst his name is on the Absent Register. The spouse and children of the Member shall not be entitled to make use of the facilities of the Guild whilst the Member is placed on the Absentee Register. The guild may charge the Member an administrative fee for being placed on the Absent Register, the amount of which is to be determined by the Committee in its sole and absolute discretion.</li> <li>5. The Secretary shall be notified immediately in writing once the Member returns to Singapore and the Member shall resume payment of the subscription.</li> <li>6. If the Member shall not be in Singapore for a continuous period exceeding three (3) years, the Committee may delete the Member's name from the Absent Register unless notice is given to the Secretary stating the Member's intention to remain on the Absentee Register and the member pays to the Guild and administrative fee of such amount as the Committee may from time to time decide.</li> <li>7. The Guild shall not be obliged to communicate with the Member or give any notice of any General Meetings to the Member or extend any privileges of the Guild whilst the Member's name is placed on the Absentee Register</li> </ol>	

\_\_\_\_\_ Date

\_\_\_\_\_ Member's Signature

FOR OFFICIAL USE ONLY			
Mode Received:	<input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> Front Office <input type="checkbox"/> Post	Processed By Finance:	<input type="checkbox"/> Full <input type="checkbox"/> Pending
Received By:	_____	Approved By:	_____
Remarks:	_____		

## FREQUENTLY ASKED QUESTIONS ON ABSENTEE

### Q1) Who can apply for the Absentee status?

Members who intend to leave Singapore temporarily for a minimum period of six (6) months and up to a maximum period of thirty six (36) months may apply for an Absentee status.

### Q2) How do I apply for the Absentee status?

You would need to complete the Absentee application form and include the following documents:

- Supporting documents such as: Work Permit or Letter of Employment indicating the duration overseas, Letter of Enrollment from the Educational Institution that you are studying in.
- Settle for any outstanding due.

### Q3) What is the duration I can apply for the Absentee?

Members may apply for a maximum of thirty six months subject to the validity of their documents. For example, if your work permit has a validity of 24 months, you can only apply for a maximum of 24 months for your period of absence.

### Q4) Are there any membership charges during the period of absence?

There will not be any posting of charges into the Member's account on the Monthly Subscription Fees and the Food & Beverage Minimum Spending Levy during the period of absence.

<b>Payment Mode</b>	
<b>Credit Card</b>	
<b>I hereby authorize SPGG to deduct all my monthly SPGG charges through the following payment mode:</b>	
<input type="checkbox"/>	Bank GIRO (I have filled up the Bank GIRO Form and understand the approval may require 2 months to process.)
<input type="checkbox"/>	I would like to use the following card mentioned in payment mode to facilitate my <b>initial upfront payment and/or monthly payment</b> (please cancel where necessary)
Name of Bank	_____
Credit Card Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Type of Credit Card	Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Expiry Date <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (MMYY)
Card Holder's Name	_____
Card Holder's Signature	_____
<ul style="list-style-type: none"> <li>• <b>AXS:</b> Via AXS Machine / Mobile App / Online (<a href="http://www.axs.com.sg/axsEstation.php">http://www.axs.com.sg/axsEstation.php</a>)</li> <li>• <b>Cheque:</b> Made payable to "Singapore Polytechnic Graduates' Guild"</li> <li>• <b>PayNow:</b> Via Corporate PayNow and enter SPGG's UEN:S71SS0002L</li> </ul>	

### Q5) If I am back in Singapore during my period of absence, can I use the facilities in the Guild?

Yes, you may request for a temporary reactivation in your membership for a maximum period of two months subject to prevailing rate.

### Q6) My Family under Family Privilege shall still enjoy the facilities whilst I am under Absentee status?

Upon approval of your Absentee status, your spouse and children shall not be entitled to make use of the facilities of the Guild.