



Get Connected, Stay Connected

1010 DOVER ROAD SINGAPORE 139658

## TRANSFER OF MEMBERSHIP

TEL: 67969988 FAX: 67969989 Website: [www.spgg.org.sg](http://www.spgg.org.sg) Email: [membership@spgg.org.sg](mailto:membership@spgg.org.sg)

New Membership Number

--	--	--	--	--	--	--	--

### TRANSFER OF ORDINARY / ASSOCIATE MEMBERSHIP

#### Important Notes:

- All application for Transfer must comply with the Constitution.
- Before any Associate or Ordinary Transferable Member applies for the transfer of membership, he or she shall pay at least 3 years prevailing subscription fees prior to the effective date of the transfer of the membership.**
- All Entrance Fee, subscription fees and any other membership charges due, owing and unpaid, up to the effective date of transfer must be fully settled.

#### ACCOUNT INFORMATION

Type of Membership Transfer	<input type="checkbox"/> Ordinary Membership	• transfer to qualified person as stipulated in Article 10 (SP Graduate)
	<input type="checkbox"/> Associate Membership	• transfer to qualified person as stipulated in Article 12 (non-SP Graduate)
Transfer Fee	<input type="checkbox"/> \$500 (after GST \$540)	• transfer to non-family members
	<input type="checkbox"/> \$200 (after GST \$216)	• transfer to family members (to produce supporting documents)
	Relationship to Current Member	<input type="checkbox"/> Parent <input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Brother/Brother's Spouse <input type="checkbox"/> Sister/Sister's Spouse

#### COMPLETION BY TRANSFEROR (CURRENT MEMBER)

##### PARTICULARS OF TRANSFEROR

Name			Membership Number						
Residential Address									
Contact	Mobile:		Home:						
	Email:								

#### As the Transferor, I hereby agree that:

- I understand that my application is subject to the approval of the Executive Committee and full settlement of the prescribed Transfer Fee.
- Upon approval of transfer, I will return all Membership Cards and other items issued by the Guild.
- Should the Transferee decides not to proceed with the transfer, he or she may do so within 3 working days (written notice) after submission of this Transfer of Membership Form and the transferor shall permit such withdrawal.
- Once the transfer takes effect, I shall cease to be a Member of the Guild and shall forfeit all my rights, privileges and claims upon the Guild, its property and funds.**
- The Guild will not be held responsible or liable for any losses, damages or any other matters arising directly or indirectly from this Transfer.
- Should the Guild suffer or incur any losses, claims, damages, costs, fees, charges and expenses as a result of my failure to comply with the Terms and condition as stipulated in this Transfer Form, I will undertake to indemnify the Guild.

Date

Transferor's Signature  
(Current Member)

Transferor's Name

**COMPLETION BY TRANSFEREE (NEW MEMBER)**

Full Name per Identification Card				<b>Photo for Membership Card</b> Please send photo in Jpeg to <a href="mailto:membership@spgg.org.sg">membership@spgg.org.sg</a> Card would be process within <b>14 working days</b> from date of photo submission <b>Self-collection at SPGG Reception Counter</b>
Name on Membership Card		Partial NRIC / Passport No		
Date of Birth (dd/mm/yy)			(eg.XXXX567A)	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Marital Status	<input type="checkbox"/> Single <input type="checkbox"/> Married	
Contact	Email			
	Mobile	Home Tel		
Residential Address				
Name of Institution			Year of Graduation	
Course of Study				
<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 the transfer of membership to myself and for my membership. Further, I confirm that I have obtained the consent of my family listed above for the purposes listed above.</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>				

**REGISTRATION OF IN-VEHICLE UNIT (IU) FOR ELECTRONIC PARKING SYSTEM**

As the EPS is managed by a third-party provider, the following information would be disclosed for the purpose of registering your IU for the EPS

I consent to SPGG in disclosing the following information to a third party provider, for the purpose of registering my vehicle number to the EPS

Name of Member				
Vehicle No.		In-Vehicle Unit (IU) No. (IU No. is a 10 digit number)		

**My Vehicle Application** (to submit **ONE application** for each Membership Number)

Ownership of Vehicle (Please tick one)	<input type="checkbox"/> Main Member	<input type="checkbox"/> Owned	<input type="checkbox"/> Company Registered Vehicle
	<input type="checkbox"/> Family Member	<input type="checkbox"/> Spouse <input type="checkbox"/> Parents <input type="checkbox"/> Parents-in-law <input type="checkbox"/> Child <input type="checkbox"/> Child's Spouse Name of Family Member _____	
Required Document	<input type="checkbox"/> I have attached a copy of my vehicle log card (can obtain from <a href="http://www.onemotoring.com.sg">www.onemotoring.com.sg</a> ) indicating <b>(a) Name of Registered Owner (b) Vehicle Number (c) Vehicle IU Number.</b>		

**Payment Mode**

I hereby authorize SPGG to deduct all my monthly SPGG charges through the following payment mode:

Bank GIRO (I have filled up the Bank GIRO Form and understand the approval may require 2 months to process.)

I would like to use the following card mentioned in payment mode to facilitate my **initial upfront payment and/or monthly payment** (please cancel where necessary)

Name of Bank \_\_\_\_\_

Credit Card Number     -     -     -

Type of Credit Card      Visa       MasterCard       Expiry Date     (MMYY)

Card Holder's Name \_\_\_\_\_      Card Holder's Signature \_\_\_\_\_

- AXS:** Via AXS Machine / Mobile App / Online (<http://www.axs.com.sg/axsEstation.php>)
- PayNow:** Via Corporate PayNow and enter SPGG's **UEN:S71SS0002L**

**E-Statement of Accounts (e-SOA) IMPLEMENTATION**

- SPGG had switched from the paper-based statement to an electronic Statement of Account (e-SOA).
- Please ensure that your email address provided to us remains valid at all times.**
- If you are not ready for e-SOA, you can opt out and receive a paper-based statement be mail to your address.

I wish to **opt-out** of e-SOA and prefer to receive my statement via hardcopy mail to my mailing address.  
**\*An admin fee of \$1 per hardcopy printed by SPGG will be charged from 01 Jan 2020.**

### Family Privilege Details

I would like to apply for the **Family Privilege @ \$21.60** (please allow to process upon approval of the main applicant)  
(For Spouse and Junior(s) only / For Junior(s) when they turn 15 years old to the month they turn 21 years old)

No	Name	Relationship	Date of Birth (dd/mm/yy)
1		<input type="checkbox"/> Spouse	
2		<input type="checkbox"/> Son <input type="checkbox"/> Daughter	
3		<input type="checkbox"/> Son <input type="checkbox"/> Daughter	

### Account Information

Membership Transfer	<input type="checkbox"/> Family Member	<input type="checkbox"/> Non-Family Member
Transfer Fee	\$216.00	\$540.00
Monthly Subscription Fee (8% GST) <small>(subject to prevailing Rate – fee is collected one month in advance)</small>	\$48.60	
Refundable Deposit	\$200.00	
<input type="checkbox"/> <b>Total Amount (Single Membership)</b> (Inc. 8% GST)	<input type="checkbox"/> <b>\$464.60</b>	<input type="checkbox"/> <b>\$788.60</b>
Optional: Family Privilege (Monthly recurring fee)	\$21.60	
<input type="checkbox"/> <b>Total Amount (With Family Privilege)</b> (Inc. 8% GST)	<input type="checkbox"/> <b>\$486.20</b>	<input type="checkbox"/> <b>\$810.20</b>
F&B Minimum Spending Levy - Waived upon spending in F&B Outlets	\$30 per quarter	

### SPGG MEMBERSHIP INFORMATION

#### TERMS AND CONDITIONS

- a) Transferor holding the **Ordinary Membership (voting rights)** shall transfer to qualified person as stipulated in Article 10 of the Constitution. Transferor holding the **Associate Membership (no voting rights)** shall transfer to a qualified person as stipulated in Article 12 of the Constitution. This transfer is subject to the approval of the Executive Committee and full settlement of the prescribed Transfer Fee.
- b) The Guild reserves the right to render this application null and void at the sole and absolute discretion of the Executive Committee if there are any omissions or inaccuracies in the particulars of the applicant.
- c) Should the Transferee decide not to proceed with the transfer, he or she may do so within 3 working days (written notice) after submission of this Transfer of Membership Form and the transferor shall permit such withdrawal.
- d) All membership payments, including Transfer Fee, Monthly Subscription Fees, are not refundable unless otherwise stated.**
- e) All members of SPGG must abide by all provisions stipulated in the Constitution and also the rules and regulation of the Guild. This compliance is extended to the Spouse and Junior Member (s) of the member.
- f) Members are responsible for all expenses, charges, liabilities, acts, wrong-doings, behaviours of their
- 1) Spouse or Spouse Member and their Guest(s)
  - 2) Children or Junior Member(s) and their Guest(s)
  - 3) Guest(s).
- g) The Guild will not be held responsible or liable for any losses, damages or any other matters arising directly or indirectly from this Transfer.
- h) Member may resign from the Guild by giving the Secretary at least one **(1) month's notice** in writing to that effect, provided that any Member giving such notice shall be liable to pay his monthly Subscription Fee and all other debts, owing and unpaid up to the date of resignation. (Per Article 25 of the Constitution).

(Copy of the Constitution is also available online at [www.spgg.org.sg](http://www.spgg.org.sg))

#### DECLARATION

- 1 I, the undersigned, have read, understood and agree to abide by the said terms and conditions.
- 2 I, the undersigned, hereby declare that I am of sound mind and am not a bankrupt. I have not been convicted of any criminal offence or made any obligation or arrangement with creditors under the provision of any law.
- 3 I, the undersigned, declare that all the particulars given in this application form, to the best of my knowledge, are correct.

*By signing this membership application form, you agree and consent Singapore Polytechnic Graduates' Guild ("SPGG") in collecting, using, disclosing and sharing amongst themselves your Personal Data, in accordance to the Personal Data Protection Act 2012. More information of our data protection policy is available on our website [www.spgg.org.sg/privacy-policy](http://www.spgg.org.sg/privacy-policy)*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Transferee's Signature  
(New Member)

\_\_\_\_\_  
SPGG Staff's Name & Signature

DOCUMENTS FOR SUBMISSION		
Main Applicant (Ordinary / Associate)	Family Privilege (optional)	
<input type="checkbox"/> Colour Photo of Main Member (in Jpeg)	<input type="checkbox"/> Colour Photo of Spouse (in Jpeg)	
<input type="checkbox"/> Academic Certificate	<input type="checkbox"/> Colour Photo of Junior(s) (in Jpeg)	
<input type="checkbox"/> Proof of Billing Address		
<b>Please show the following document(s) to our staff to check on your identity.</b> (where applicable)		
<input type="checkbox"/> Unique Photo Identification Card	<input type="checkbox"/> Marriage Certificate (Spouse)	<input type="checkbox"/> Birth Certificate (Junior)
_____	_____	_____
(Name & Signature of STAFF)	(Name & Signature of STAFF)	(Name & Signature of STAFF)
FOR OFFICIAL USE ONLY		
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <p>_____</p> <p><b>Lydia Jacob</b> Marketing &amp; Membership Manager</p> </div> <div style="text-align: center;"> <p>_____</p> <p><b>Loon Yeong Tai</b> General Manager</p> </div> </div>		
Frequently Asked Questions (FAQ)		
<p><b>Q1) Who can I transfer my Membership to?</b></p> <p>a. Transferor holding the Ordinary Membership (with Voting Rights) shall transfer to a qualified Singapore Polytechnic graduate as stipulated in Article 10 of the Constitution.</p> <p>b. Transferor holding the Associate Membership (with No Voting rights) shall transfer to a qualified person as stipulated in Article 12 of the Constitution.</p> <p><b>Q2) How does an eligible and qualified member execute a transfer of membership?</b></p> <p>As per our Constitution, the Guild shall be paid a transfer fee to facilitate / administer the transfer of membership from the Transferor to the Transferee.</p> <p><b>Q3) What are the criteria for transfer of membership?</b></p> <p>c. Transferor must be eligible and qualified for the transfer, has paid the full prevailing subscription fees for at <b>least 3 years and has settled all outstanding arrears prior to any transfer.</b></p> <p>d. Both Transferor and Transferee must complete the prescribed form.</p> <p>e. The transfer is subject to the Executive Committee's approval and the payment of a transfer fee to the Guild.</p> <p><b>Q4) What is this transfer fee for?</b></p> <p>The transfer fee is an administrative fee that the Guild collects to process the legal transfer of SPGG membership from the Transferor to the Transferee.</p> <p><b>Q5) Who is liable for the payment of the transfer fee?</b></p> <p>As the Guild is not a party to the transaction other than to process the legal transfer of SPGG membership, either party may settle the payment of transfer fee prior to the execution of this transfer process.</p> <p><b>Q6) How much is the transfer fee?</b></p> <p>Our Executive Committee has deliberated and approved the Transfer Fee as <b>\$500</b>, which is subject to review in subsequent years.</p> <p><b>Q7) If the transferee is a family member, do I pay a lower transfer fee?</b></p> <p>For immediate family members, the transfer fee is <b>\$200</b>.</p> <p><b>Q8) Who qualifies as my immediate family member in the terms of transferability of membership? Do I need to submit any relevant documents to support?</b></p> <p>Your parents, spouse, children, brother or his spouse, sister or her spouse. You will also be required to submit the relevant Birth / Marriage Certificates where applicable.</p> <p><b>Q9) Who determines the Membership selling price and how payment is to be made?</b></p> <p>As it is a private arrangement between a willing Transferor and a willing Transferee, the Transferee may pay directly to the Transferor without informing the Guild of the selling price. In any event, the Guild will not be held responsible or liable for any losses, damages and any other matters arising from such a private arrangement.</p> <p><b>Q10) What are my rights and privileges upon completion of the transfer of membership?</b></p> <p>Upon completion of membership transfer by the Guild, all rights and privileges of the Transferor shall cease and be assumed by the Transferee.</p> <p><b>Q11) If I wish to sell my eligible and qualified membership, can the Guild help?</b></p> <p>As this is a commercial transaction between a willing Transferor and willing Transferee, the Guild is unable to assist such a private arrangement. The Guild's role is only to facilitate the transfer of membership in accordance with our Constitution.</p> <p><b>Q12) If I have further queries, who do I contact?</b></p> <p>You can contact the Membership Department at <b>67969988</b> or drop us an email at <b>membership@spgg.org.sg</b>.</p>		