



# SAF Yacht Club

*More Than Just Yachting!*

UEN: S96SS0021A

To : Membership Service Department

## **MEMBERSHIP ACCOUNT TERMINATION FORM**

I wish to terminate my membership account with the following details. Please find attached my/our Membership Card(s).

For official use	
Received by	Date
Verified by MSO (sign w/ date) :	

<b>Membership No.</b>		<b>Submission Date</b>	
<b>Membership Type</b>		<b>Mobile No.</b>	
<b>Email Address</b>			
<b>Mailing Address</b>			
		<b>Postal Code</b>	
<b>Reason(s)</b>	<input type="checkbox"/> No longer sailing. <input type="checkbox"/> No longer boating / berthing. <input type="checkbox"/> Seldom visit the club. <input type="checkbox"/> Lost of Changi Clubhouse & its facilities. <input type="checkbox"/> Other (pls state below) : <hr/> <hr/> <hr/>		

By submitting this form, I agreed to all T&Cs apply.

\_\_\_\_\_  
Signature

Name : \_\_\_\_\_ (NRIC: \_\_\_\_\_)

**For enquiry on termination status, please email us at [membership@safyc.org.sg](mailto:membership@safyc.org.sg).**



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## General Terms and Conditions:

1. Termination of membership account is subjected to regulation from the Club's Constitution and Bye-Laws.
2. Member is required to provide at least **one month termination notice** via the Membership Account Termination Form to the Club along with ALL Membership Card(s) issued, to resign from membership.
3. All fees will continue to be payable after the submission of Termination Form until the Club reverts the acceptance of termination in writing to the Member. The acceptance of termination will usually take 7 – 10 working days from the day the Termination Form is received.
4. All outstanding sums must be settled in full for termination to be deemed effective.
5. Any credit/deposit will be refunded after due settlement. Deposit fee cannot be used to off-set any current outstanding amount.
6. Once all dues are settled, the Membership Account is deemed to be closed. The Membership Service Department will inform Member in writing within 7 – 10 working days thereupon on the official closure of the Membership Account.
7. Unless an official notice is given by the Club in writing on the account closure, otherwise the membership account is deemed to be still active.
8. Membership validity and related privileges shall lapse when the Principal member resign, cease to be a member, or when membership is being suspended/undergo legal process.
9. Under the circumstances where resigning Member does not respond to payment request or other request from the Club, the Membership Account Termination request shall lapse after 7 days from the day the request is sent.

## For Official Use : Termination Approval

For respective parties to  $\surd$  and fill-in/sign accordingly.

<b>Confirmation of Membership Card(s) received by Membership Service Officer.</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No membership card received after 7 days from request. Termination request lapse on _____.
<b>Confirmation of Outstanding due by Membership Billing Officer.</b>	<input type="checkbox"/> No outstanding due.	<input type="checkbox"/> Total due \$ _____ Breakdown : i. Marina : \$ _____ ii. Seasports : \$ _____ iii. Membership : \$ _____ iv. Others : \$ _____
<b>Notify acceptance of Termination Notice to Member by Membership Service Officer.</b>	<input type="checkbox"/> Notified in writing on _____.	
<b>Confirmation of refund amount by Membership Billing Officer.</b>	<input type="checkbox"/> No credit to refund.	<input type="checkbox"/> Total refund \$ _____ Breakdown : i. Marina : \$ _____ ii. Seasports : \$ _____ iii. Membership : \$ _____ iv. Others : \$ _____



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<b>Confirmation of Final Payment receipt by Membership Billing Officer.</b>	<input type="checkbox"/> Full payment of \$ _____ received on _____.	<input type="checkbox"/> No payment received after 7 days from request. Termination request lapse on _____.
<b>Refund proposal by Events &amp; Marketing Manager.</b>	Proposed refund of \$ _____ on _____.  Signature: _____	Refund rejected. Reason :
<b>Refund approval by Finance Manager.</b>	Approved refund of \$ _____ on _____.  Signature : _____	Refund rejected. Reason :
<b>Credit payment by Membership Billing Officer</b>	Credit of \$ _____ paid via cheque no. _____.  Date : _____	
<b>Confirmation of Account closure by Membership Service Officer.</b>	<input type="checkbox"/> Account closed on _____	<input type="checkbox"/> Account still active, due to termination notice lapse.
<b>Notification of Account closure to Member by Membership Service Officer.</b>	<input type="checkbox"/> Notified in writing on _____.	

**PLEASE FILL THIS FORM AND ALL SUPPORTING DOCUMENTS IN MEMBER'S FILE UPON COMPLETION.**