THE TANGLIN CLUB
FOUNDED 1865

NOTICE TO BE PLACED ON THE ABSENT MEMBERS' LIST

Attention: Membership Department

I, _____, Membership No. _____, hereby apply to be placed on the Absent Members' List under Rule 22(i) of the Club Rules for the following reason(s): _____

_____

Period of Absence: From _____ to _____

My contact information during my absence is:

Overseas Address:

_____

_____

Mobile No.: _____ Email: _____

(NB: All hard-copy correspondence will be sent to the overseas address provided above. The Statement of Account shall be sent to the Member's last notified email on the Club's records.)

IMPORTANT NOTES

- Please read the Club Rules governing the Absent Members' List to understand the applicable terms, conditions and obligations.
- All relevant sections of the Notice must be duly completed and signed. Incomplete, inaccurate or non-compliant applications will not be accepted. All applications are subject to the Club's approval.
- Ordinary Members are required to submit a duly **completed and signed Notice to be Placed on the Absent Members' List**, along with any **two** of the following supporting documents relevant to their circumstances:
  1. Overseas Employment Pass or letter from employer confirming overseas employment.
  2. Overseas tenancy agreement or utility bill.
  3. Overseas telecommunications bill.
  4. Overseas school acceptance letter.
- Members are required to settle all outstanding charges in their membership accounts before their applications can be approved.
- Applications may be submitted in person or email to **membership@tanglinclub.org**. Members are responsible for ensuring that their completed applications and supporting documents are received by the Club.
- Placement on the Absent Members' List is subject to satisfactory documentary evidence and the Club's formal approval. The Membership Department will issue written confirmation by email once approved. Until then, the Member's existing membership status and subscription obligations remain unchanged.

THE TANGLIN CLUB
FOUNDED 1865

NOTICE TO BE PLACED ON THE ABSENT MEMBERS' LIST

I hereby provide my consent and confirm my understanding by checking the box below, acknowledging the following Club Rules and conditions:

I confirm that I will be absent from Singapore for a continuous period of no less than 6 calendar months and agree to pay the prevailing annual subscription fee for each calendar year. I understand that I must settle all outstanding amounts in my membership account before my name can be placed on the Absent Members' List. I agree that if I return to Singapore during the initial six (6) months, and I wish to use the Club, my application to be placed on the Absent Members' List shall be rescinded and I will pay the backdated subscriptions in full amount from the time my name was put on the Absent Members' List.	
I confirm that my name shall be placed on the Absent Members' List, subject to the payment of an annual subscription fee, as stipulated in the Rules for each calendar year. The annual subscription fee is due for payment in January, and onus is on me to pay the fee by 31 March every year. Pursuant to Rule 22(i), I shall be deemed to have resigned and have ceased to be Member or included in the Absent Members' List if I fail to pay the annual subscription by the payment deadline. The Club will send a Statement of Account requesting payment of subscription fee to your last notified address in the Club's records, in January every year.	
All parking privileges will be terminated, and any parking labels must be returned to the Club before my departure from Singapore. All Sports and Recreation section memberships will be automatically cancelled.	
If I am placed on the Absent Members' List, I acknowledge that I will not be permitted to use the Club for the first six (6) months from the commencement date of my Absent Status. From the seventh month onwards, in accordance with Rule 22(v), I will be entitled to use the Club's amenities and facilities for a maximum of twenty-eight (28) days in aggregate per calendar year, subject to a daily fee of $20. I understand that I must complete the required form and make payment of the daily fee at the Main Clubhouse Reception Desk each time I visit the Club under Rule 22(v). I further acknowledge that this concession extends to my spouse, who is a registered Associate Member. My children, if registered as Household Affiliates, may accompany either myself or the registered Associate Member during such visits. Household Affiliates aged 18 and above may also use the Club's facilities independently, subject to payment of the applicable daily fee of $20.	
I understand and agree that the onus is on me to notify the Club should there be any changes to my overseas mailing/residential address and my email address.	
I understand that an Ordinary Member whose name is included on the Absent Members' List shall have the same rights privileges and obligations as an Ordinary Member EXCEPT as follows:- (a) the right of attending and/or voting at General Meeting; (b) the right of election or appointment to the Committee; (c) the right of proposing or seconding a candidate for admission as a Member; (d) the right of proposing or seconding a Member for election to the Committee; (e) the right of proposing a resolution at a General Meeting; and the right of proposing any amendment to any resolution at a general meeting; (f) the right of participation in the distribution of the Club's assets; (g) a liability for any debts of the Club;	

THE TANGLIN CLUB
FOUNDED 1865

NOTICE TO BE PLACED ON THE ABSENT MEMBERS' LIST

(h) the right to enjoy or make use of the Club facilities or amenities save as provided in Rule 22(v); (i) the right to apply to convert his membership to Silver Membership in accordance with the Membership Conversion Scheme; and (j) the right to apply to relinquish his membership in accordance with the Membership Relinquish Scheme.	
In accordance with Rule 22(iv), I understand and agree that upon my returning to Singapore to resume residence in Singapore, I shall give written notice to the Club, and shall supply all such documentary evidence of my residency in Singapore, including but not limited to proof of residential address (such as utility bills, tenancy agreement, or other official correspondence) and evidence of date of return (such as passport entry stamps or travel records), or such further documents as the Club may from time to time reasonably require. If I fail or has failed to give such written notice to the General Manager within six (6) months of my return to Singapore, I shall be deemed to have resigned and have ceased to be an Ordinary Member or to be included on the Absent Members' List.	
I understand and agree that the re-admission of an Ordinary Member on the Absent Members' List returning to Singapore as an Ordinary Member within the Planned Total Membership (PTM) is subject to the availability of room within the PTM limit of 4,000 Ordinary Members and if the limit has reached, the member for re-admission shall be entered into a queue based on the date of re-commencement of his/her residency in Singapore (Rule 11(v) and (vi)).	
I confirm that my name is presently not on the waitlist for Membership Relinquish Scheme or Membership Conversion Scheme to become a Silver Member.	

ABSENT MEMBERS' LIST

Notice

22(i) An Ordinary Member who is absent or is about to be absent from Singapore for an unbroken period of not less than six (6) calendar months may advise the date of his departure to the General Manager. On receipt of such advice and payment of all outstanding sums due to the Club, the name of such Member shall be placed on the Absent Members' List, subject to the payment of an annual subscription of $300 for each calendar year. When a Member's name is placed on the Absent Members' List during a calendar year the subscription payable shall be proportionate to the number of unexpired months remaining in that year. Subscriptions shall be due on the date of placement of the Member's name on the Absent Members' List and in the second month of each calendar year as appropriate, on receipt of a demand from the Club, which shall be deemed to have been received if sent to the Member's last notified address or email in the Club's records.

For the avoidance of doubt, an Ordinary Member whose name is on the Absent Members' List who has failed to pay his subscription within three (3) months of the last of two (2) reminders sent to him by post at his last known address or email shall be deemed to have resigned and have ceased to be Member or included on the Absent Members' List provided always that the Committee may at its absolute discretion re-admit such former Member to the class of membership to which he previously belonged upon such terms and conditions as the Committee thinks proper.

Conditions

22(ii) An Ordinary Member whose name is included on the Absent Members' List shall have the same rights, privileges and obligations as an Ordinary Member except as follows:-

(a) the right of attending and/or voting at General Meeting;
(b) the right of election or appointment to the Committee;
(c) the right of proposing or seconding a candidate for admission as a Member;
(d) the right of proposing or seconding a Member for election to the Committee;
(e) the right of proposing a resolution at a General Meeting; and the right of proposing any amendment to any resolution at a general meeting;
(f) the right of participation in the distribution of the Club's assets;
(g) a liability for any debts of the Club;
(h) the right to enjoy or make use of the Club facilities or amenities save as provided in Rule 22(v);

NOTICE TO BE PLACED ON THE ABSENT MEMBERS' LIST

(i) the right to apply to convert his membership to Silver Membership in accordance with the Membership Conversion Scheme;
(j) the right to apply to relinquish his membership in accordance with the Membership Relinquish Scheme.

22(iii) An Ordinary Member who is resident in Singapore shall not be entitled to have his name placed on, or remain on, the Absent Members' List. During the period that a Member's name is on the Absent Members' List, neither the Member nor his spouse or Household Affiliate children shall be entitled to enjoy or make use of the Club's facilities or amenities, save as provided in Rule 22(v), and his spouse and Household Affiliate children shall not be required to pay subscriptions in accordance with Rule 30(i).

22(iv) An Ordinary Member who elects to have his or her name placed on the Absent Members' List shall remain on the Absent Members' List until and unless he or she returns to Singapore to resume residence in Singapore. An Ordinary Member whose name is on the Absent Members' List returning to Singapore to resume residence in Singapore shall give written notice to the General Manager and shall supply documentary evidence of his or her residency in Singapore, including but not limited to proof of residential address (such as utility bills, tenancy agreement, or other official correspondence) and evidence of date of return (such as passport entry stamps or travel records), or such further documents as the Club may from time to time reasonably require. In addition, such Ordinary Member shall be required to attend personally at the Club for physical verification of identity and residence before his or her name is removed from the Absent Members' List. An Ordinary Member who fails or has failed to give such written notice to the General Manager within six (6) months of his return to Singapore shall be deemed to have resigned and have ceased to be an Ordinary Member or to be included on the Absent Members' List provided always that the Committee may at its discretion re-admit such former Member to the class of membership to which he previously belonged on such terms and conditions as it thinks proper.

22(v) An Ordinary Member whose name is on the Absent Members' List shall be entitled to enjoy or make use of the amenities or the facilities of the Club for a maximum of four (4) weeks in aggregate in any calendar year upon payment of a daily fee of $20. This concession shall extend to the spouse who is a registered Associate Member. Children who are registered as Household Affiliates, may accompany the Member who is on the Absent Members' list or registered Associate Member on these visits Household Affiliates aged 18 and above may enjoy or make use of the facilities of the Club not in the company of their parents upon the payment of the daily fee of $20.

22(vi) Notwithstanding the provisions of the Rules, an Ordinary Member whose name is on the Absent Members' List shall not be required to pay any subscription under Rule 30(i) for every complete period of one (1) calendar month that his name remains on the Absent Members' List.

11(v) The Planned Total Membership shall comprise only Life and Ordinary Members whose names are not on the Absent Members' List and shall be determined by the Committee within a maximum of four thousand (4,000) or such other number as may be determined from time to time by the affirmative vote of seventy-five per cent (75%) of the Members present and voting in a General Meeting.

11(vi) Rule 11(v) providing for the Planned Total Membership to be a maximum number of four thousand (4,000) shall prevail over each and every other Rule until and unless the number is determined otherwise by the affirmative vote of seventy-five percent (75%) of the Members present and voting in a General Meeting.

NOTICES
Addresses
39. All Members shall keep the General Manager informed of their office and private addresses and of all changes thereto.

Despatch
40. Save as otherwise herein provided notices or communications under these Rules may be sent to any Member at his last known address and upon the dispatch of such notices and communications, they shall be deemed to have been received by such Member for any purpose required by these Rules in due course of post.

I confirm that I will abide by the Club Rules, and I have read and fully understand the terms and conditions on this form governing the Absent Members' List and the removal of my name from the Absent Members' List as well as the application for re-admission as an Ordinary Member within the Planned Total Membership.

Signature of Ordinary Member: _____ Date: _____