

## ABSENT STATUS APPLICATION FORM (Terms and conditions overleaf)

To: Honorary Secretary  
 NUS Society  
 9 Kent Ridge Drive  
 Singapore 119241  
 Email: mship@nuss.org.sg

### PARTICULARS OF MEMBER

Mr  Mrs  Ms  Mdm  Dr  Prof  Assoc. Prof

Surname: \_\_\_\_\_ Given Name: \_\_\_\_\_

Membership No: \_\_\_\_\_ Absent From: \_\_\_\_/\_\_\_\_/\_\_\_\_ Absent To: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(dd / mm / yyyy) (dd / mm / yyyy)

Tel No: \_\_\_\_\_ (H) \_\_\_\_\_ (O) \_\_\_\_\_ (H/P)

Email Address: \_\_\_\_\_

<b>Required Documents:</b>			
<input type="checkbox"/> <b>For Salaried Employee:</b>  Copies of: 1) Visa / Permit / Exit Permit / PR Card / Overseas ID; <u>and</u> 2) Employment letter; <u>or</u> 3) Overseas income document / Annual tax returns  <i>*Note: (1) and either (2) and (3) are compulsory</i>	<input type="checkbox"/> <b>For Self Employed Person:</b>  Copies of: 1) Visa / Permit / Exit Permit / PR Card / Overseas ID; <u>and</u> 2) Company's Registration Certificate or equivalent; <u>or</u> 3) Overseas income document / Annual tax returns  <i>*Note: (1) and either (2) and (3) are compulsory</i>	<input type="checkbox"/> <b>For Accompanying Spouse:</b>  Copies of: 1) Dependent pass; <u>and</u> 2) Spouse's employment letter  <i>*Note: (1) and (2) are compulsory</i>	<input type="checkbox"/> <b>For Overseas Education / Exchange or Internship Program:</b>  Copies of: 1) Visa / Permit / Exit Permit / PR Card / Overseas ID; <u>and</u> 2) School / Company letter  <i>*Note: (1) and (2) are compulsory</i>
<input type="checkbox"/> Others (e.g. retirees), please specify: _____			

**Payment:** Subscription Fee during absent period

NUSS-DBS Platinum Card\*                       GIRO\*  
 Cheque^ No: \_\_\_\_\_                       NETS^ Transaction No: \_\_\_\_\_  
 Cash^ (O/R No: \_\_\_\_\_ )                       Internet Banking^ (Transaction No: \_\_\_\_\_ )

*\*Application forms available at our NUSS website  
 ^Only for initial payment*

**Preferred Correspondence Address (please tick one):**

Local (compulsory to indicate; P.O. Box is not applicable)

\_\_\_\_\_

\_\_\_\_\_

Overseas:

\_\_\_\_\_

\_\_\_\_\_

## Application for Absent Status

Please familiarise yourself with Article 19 of the Society's Constitution on Absent status:

### Article 19: Absent Status

- (1) A member who intends to leave Singapore for a continuous period of more than six (6) months but not exceeding thirty six (36) months may apply in writing to the Honorary Secretary to be placed as an Absent Member. If such member wishes to extend the Absent Member status, the member shall apply in writing and the Committee, may at its sole discretion, approve such application.
- (2) An application must be submitted at least thirty (30) days prior to the intended period of absence and must be accompanied by documentary proof of the appropriate period of absence.
- (3) The Committee may, at its sole discretion, approve such application provided the member has paid up all monies due to the Society at the time that such application is submitted.
- (4) The Committee may charge the member an administrative fee as determined from time to time.
- (5) An Absent Member shall be required to pay one third of the prevailing subscription fee for the full period of absence or at such rate as the Committee may decide from time to time.
- (6) Absent Members returning to Singapore shall notify the Honorary Secretary in writing immediately upon return and the member shall resume payment of subscription at the prevailing monthly rate. The member may be required to submit documentary proof of his date of return to Singapore.
- (7) An Absent Member may utilise the facilities or participate in the activities of the Society for a period not exceeding thirty (30) days in a year or such period as the Committee may decide from time to time.
- (8) An Absent Member shall be deemed to have returned to Singapore and shall be liable to resume payment of normal subscriptions upon the expiry of the period of absence for which approval was originally granted unless the member applies in writing to the Honorary Secretary and is granted approval of Absent Membership in accordance with Article 19(1).
- (9) Absent Members shall at all times keep the Society informed in writing of changes in the member's correspondence address, failing which correspondence delivered to the member's last known address shall be deemed to be valid.
- (10) The Society shall not be obliged to communicate with the member or extend any of the privileges of the Society whilst the member is not in Singapore.

### Points to Note:

#### 1. Application for Absent Status

A complete application for Absent status will require the following:

##### Documents

- Completed application form
- Copy of documentary proof (eg. work permit, exit permit, visa etc) stating the intended period of absence

##### Fees

- Payment for all monies due to the Society
- 20% of prevailing subscription fee for the full period of absence

Please allow 30 working days for processing.

### Declaration by Applicant:

I \_\_\_\_\_ (name), Membership No: \_\_\_\_\_ hereby declare that the information provided above is true and confirm that I will be **based overseas** for a continuous period of more than six (6) months.

I understand that the Society is relying on my declaration that I will be **based overseas** to grant me the absent status.

I agree and undertake that I will, within fourteen (14) days from ceasing to be based overseas, notify the Society of such cessation.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**The National University of Singapore Society**

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