



ORDINARY MEMBERSHIP TRANSFER PROCEDURES

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MEMBERSHIP TRANSFER FAQs

Q1 How do I sell my membership?

*Firstly, your membership account must not be in arrears. **An application will not be processed if the Seller's account is in default.** You should source for a buyer and agree on the membership price that should include the transfer fee and prevailing GST.*

Q2 Can the Club help me to sell my membership?

Yes, the Club can be your agent but shall not guarantee success. A fee of \$800 shall be chargeable for a successful transfer.

Q3 If I am an Ordinary Individual member looking to sell my membership, must I look for a buyer with the same intention?

Yes, an Ordinary Individual member must inform prospective Buyers the membership category that is being sold.

Q4 How do I sell my membership if I am stationed overseas?

You need to get a power-of-attorney to give your representative in Singapore the authority to sell your membership on your behalf. Alternatively, the signing of the transfer form may be done in the presence of a Notary Public. An authorisation letter from the transferor stating the representative's full name and NRIC number who would execute the transfer on behalf is also required.

Q5 What if the Buyer's application for membership is rejected and will there be any fee charged?

There is no fee charged for rejected application. The Seller must find a new Buyer and in the meantime, the membership account will be reinstated.

Q6 How long is the processing time for the whole process?

The entire process should take between six (6) to eight (8) weeks from the date the application is received provided all forms are duly filled and signed and both parties are present on the appointment date set by the Club.

Q7 What do I need to bring for the Transfer Appointment?

The Seller must bring his Membership Cards, car park labels and locker keys (whichever is applicable), Transfer Fee and all dues to the Club including the subscription for the month the transfer is transacted.

The Buyer must bring his IC, marriage certificate, birth certificates of children under 21 years old, 2 passport photos for each family member and a cheque of \$500 for Refundable Deposit together with the completed Membership Application form.

Q8 Where can I obtain the forms?

Forms can be collected at the Front Office or you may call Membership Department at 65465204/209 to arrange for the forms to be mailed to you.

INFORMATION FOR BUYERS

Q9 How much are the monthly dues?

The monthly subscription fees for Ordinary Family membership is \$75.00 (not inclusive of GST) inclusive of spouse and children below 16 years of age.

Children between 16 and 21 years of age may be enrolled as Junior Members with a monthly subscription of \$15.00 (not inclusive of GST). Children in this age group who does not enrol as a Junior Member will be required to pay Guest Fee whenever he/she uses the Club's facilities and must be accompanied by a parent.

For Ordinary Individual membership, spouse and family members are not included. The monthly subscription fee is \$65.00 (not inclusive of GST).

For further enquiries and clarifications; you may email alice@changibc.org.sg or contact the following officers during office hours:

Ms Lindawati (Executive-Membership Admin) Tel: 65465209

Ms Alice Ong (Manager-Membership Admin) Tel: 65465204



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Transfer Procedures

1. The transferor (henceforth called the “Seller”) shall complete and submit the transfer form which is obtainable from the Membership Department or the Front Office. The transfer form must be duly completed and signed by all parties concerned. The Transferee (henceforth called the “Buyer”) must also ensure that all sections of the Membership Application Form are duly completed.
2. The Membership Department shall acknowledge the receipt of the documents within 5 working days of the receipt of such submission by email or by post.
3. The Buyer’s application will be forwarded to the Management Committee for approval.
4. Upon completion of processing, the Membership Department shall arrange an appointment and both the Seller and the Buyer must be physically present on the date of appointment. The Seller shall ensure that the Buyer will be available on the appointment date.
5. On the transfer appointment date, the Seller must settle his/her outstanding balance inclusive of subscription fee for the current month and transfer fee, surrender his/her membership cards, and where applicable, the car park label(s) and any other collaterals. The Buyer must submit a copy of marriage certificate, identity card of each family member, birth certificates of all children under the age of 21 years, two (2) photographs of each family member and vehicle particulars together with proof of vehicle(s) ownership.
6. Once the transaction is successfully completed, the Club will process refunding the Seller’s deposit after deduction of other dues if any and Membership Department will send the membership card(s) and welcome package to the Buyer.

Important Notes

1. A “Transferable Membership” shall either be an Ordinary or a Corporate Membership as defined in Rule 15(ii) 15(iii), 15(v), 15(ix) and in accordance to Rule 15(x).
2. The prospective Buyer **must** be 21 years of age or above and his/her application shall be subject to the approval of the Management Committee as defined in Rule 15(ii), 15(iii), 15(iv) and 15(vii).
3. Members are advised to source for their own prospective buyers and agree on the membership price before submitting their applications to the Club. Members should inform their prospective buyers in advance whether the “selling price” agreed upon includes or excludes the Transfer Fee and prevailing GST.
4. The Club **will not** be involved in any dispute between the Seller and the Buyer.
5. An estimated time of between six (6) to eight (8) weeks from the day the application is submitted is required to complete the transfer process.
6. An administration fee of \$200 (not inclusive of GST) will be charged to the Seller if the application is withdrawn for whatever reasons after the submission to the Club.
7. All fees are subject to prevailing Goods & Services Tax.



APPLICATION FOR TRANSFER OF ORDINARY MEMBERSHIP

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Section I

(To be completed by **SELLER**)

I wish to transfer my Ordinary (*Family/Individual) Membership and agree to pay the Transfer Fee and all dues to execute this Transfer. (*Please delete as necessary)

Name: _____ NRIC / Passport No: _____
(Principal Member)

Membership Number: _____

Mailing Address: _____
_____ Singapore (_____)

Tel No: _____ (R) _____ (O) _____ (HP)

Fax: _____ Email: _____

Sales price of this Transfer: S\$ _____ (the Club requires you to disclose the total fee including GST)

I return herewith the following items:

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Membership cards (including cards for spouse and junior members) |
| <input type="checkbox"/> | Spouse membership card |
| <input type="checkbox"/> | Car decal |
| <input type="checkbox"/> | Others (please specify) _____ |

I understand and accept the following Terms and Conditions:

- a. To effect upon this Transfer, I must pay the Club the Transfer Fee and all outstanding dues including the monthly subscription fee for the month this transfer is transacted.
- b. I agree to pay an administration fee of \$200 (not inclusive of GST) if I withdraw this application for whatever reasons after the submission to the Club.
- c. I understand that the Management Committee has the absolute discretion in approving the Buyer's application for membership and agrees that the decision by the Management Committee is final and binding and I will not appeal or seek for a review.
- d. I understand that once the transfer has been approved, no withdrawal requests will be accepted.

Signature of Seller

Date

**Note: Cheque should be crossed and made payable to "Changi Beach Club".
Payment by major credit card is acceptable.**



APPLICATION FOR TRANSFER OF ORDINARY MEMBERSHIP

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Section II

(To be completed by **BUYER**)

I wish to acquire the Ordinary (* Family/Individual) Membership from:

(Dr/Mr/Miss/ Mrs /Ms) _____ M'ship No: _____

(*Please delete as necessary)

I agree to pay a refundable deposit of \$500.00 and any other charges, if needed, to execute this Transfer. I also understand that the Transfer will be effective only upon the approval by the Management Committee.

Name: _____ NRIC/Passport No: _____
(Full Name as in NRIC/Passport)

Mailing Address: _____
_____ Singapore (_____)

Tel No: _____ (R) _____ (O) _____ (HP)

Fax No: _____ Email: _____

I submit herewith the following items:

- Completed Application Forms
- Two passport-sized photographs of Applicant, Spouse and children (if applicable)
- Copy of NRIC-both sides - Applicant and Spouse (if applicable)
- Copy of marriage certificate (if applicable)
- Vehicle car registration number together with proof of vehicle ownership (if applicable)
- Copy of birth certificates / identity cards of children below 21 years of age (if applicable)

I declare that all the above information is true and correct and if accepted as a Member, I will abide by the Rules and Bye-laws of the Club.

Signature of Buyer

Date

Note: Cheque should be crossed and made payable to "Changi Beach Club".
Payment by credit card is acceptable.

FOR OFFICIAL USE ONLY	
Received By:	Date:
Processed By:	Date: