



**APPLICATION FOR ORDINARY MEMBERSHIP**

(REGISTERED: 20<sup>TH</sup> MAY 1932)

Applicant's NRIC No: \_\_\_\_\_ Nationality: Singapore Citizen / Permanent Resident

Name: Dr/Mr/Mrs/Mdm/Ms: \_\_\_\_\_  
(as in NRIC)

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender: M / F Marital Status: \_\_\_\_\_ Race: \_\_\_\_\_

Institution/School: \_\_\_\_\_ CPO Code: \_\_\_\_\_

Highest Academic Qualification: \_\_\_\_\_ Employment Status: Perm/Temp/Contract

Designation: GEO I/II, SEO I/II, Lecturer 1/2/3 etc (Pls specify) \_\_\_\_\_

Home Address: \_\_\_\_\_ Singapore ( )

Home Telephone: \_\_\_\_\_ Office Telephone: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Date Joined Service: \_\_\_\_\_ Present Gross Salary: \$ \_\_\_\_\_ **(Please submit latest pay-slip)**

(A) i) I have read and understood the Society's By-Laws on membership, as printed on the reverse, and do agree to be bound by them and by such amendments as may from time to time be made to them.

ii) I also agree to abide by the Rules and Regulations formulated by the Committee of Management.

**(B) I declare that I am not a member of another credit co-operative**

(C) I authorize my Head of Department/Central Pay Office, Ministry of Finance to deduct all my dues and credit them to the Society OR I authorize that the following deductions be made through my GIRO account.

(D) I agree to the following obligatory deductions as required by the By-laws of the Society:-

i) Entrance Fee : \$10.00

ii) Minimum payment of \$20.00 per month, or \$ \_\_\_\_\_ per month towards the purchase of 2000 shares at \$1.00 per share. (Multiples of ten shares)

iii) A subscription of \$1.00 per month towards the Common Good Fund.

**OPTIONAL**

iv) General Savings of \$ \_\_\_\_\_ per month. (Minimum \$10.00, Maximum \$1000.00)

v) Bonus Savings(1) of \$ \_\_\_\_\_ per month. (Minimum \$20.00, Maximum \$500.00)

Bonus Savings(2) of \$ \_\_\_\_\_ per month. (Minimum \$20.00, Maximum \$500.00)

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

\* Name of Proposer: \_\_\_\_\_

\* Name of Seconder: \_\_\_\_\_

NRIC No: \_\_\_\_\_

NRIC No: \_\_\_\_\_

Institution/School: \_\_\_\_\_

Institution/School: \_\_\_\_\_

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

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

\* Existing Members of the Society

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Approved / Rejected:

ADMISSION NO: \_\_\_\_\_

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
DATE

## ORDINARY MEMBERSHIP

### Qualification for membership

1. Membership of the Society shall be open to all teaching staff / instructors and related officers in the Education Service and Institutes related to the Ministry of Education, or serving in any other organisation or institution approved by the Committee of Management.

### Application for Membership

2. Application for membership shall be submitted on a form prescribed by the Committee of Management. Every application for membership shall be proposed by one member and seconded by another member.

### Obligatory Dues

3. The following dues shall be payable by members:-
  - (a) An Entrance fee of \$10.00
  - (b) A minimum monthly instalment of \$20.00 to purchase a maximum of 2000 shares in the Society **by the Ordinary Members.**
  - (c) A subscription of \$1.00 per month by the **Ordinary Members** towards the Common Good Fund.
4. All members shall agree to pay all their dues to the Society by normal deductions from their salaries through their employers who shall place such sums so deducted to the credit of the Society OR authorize such deductions from their bank accounts
5. Any member who has retired/resigned from his employment shall pay his dues directly to the Society.

### Election to membership

6. The Committee of Management shall have power to approve or reject any application without assigning any reason thereof provided that an applicant so rejected may appeal in writing to a general meeting of the Society.
7. For the admission to membership by a general meeting a majority of two-thirds of those present and voting shall be necessary.
8. The election or rejection of any application shall be notified to such applicant without delay.

### Member not to exercise rights until due payment made

9. Every member who has been elected to the membership of the Society shall, on payment of all obligatory dues, be deemed to have acquired all the rights, duties and liabilities of a member of the Society as laid down in the By-laws.

### Supply of By-laws

10. Every member shall, on admission, be provided with a copy of the By-laws free of charge.

### Statement of Account

11. Statement of accounts shall be sent to every member at least once a year.

### Nominee

12. Every member may, in writing, nominate in the presence of at least two witnesses (need not to be a member of the Society), one person to whom sums due to him shall be paid on his death.

### Change of Address of member

13. Every member shall keep the Honorary Secretary informed of any change in his address. All notices posted or sent to his last known address shall be deemed to be duly served.

### Rights of member

14. Every **Ordinary Member** shall, unless otherwise disqualified under the Act or the By-laws they have the right to: -
  - (a) exercise one vote irrespective of the number of shares held by him;
  - (b) avail himself of all services of the Society;
  - (c) stand for election to office;
  - (d) be co-opted to hold office in the Society;
  - (e) participate at a general meeting; and
  - (f) enjoy all other rights provided under the By-laws.
15. Any member who intends to resign from his membership of the Society shall notify by giving 12 months' notice of his intention in writing to the Society. The Society may accept a shorter notice of resignation at its discretion.

### Liabilities of member

16. The liability of a member, present or past, of the Society shall not exceed the nominal value of the shares held or subscribed by him and the nominal value of any bonus certificates or bonus shares held by him. The liability of a past member for the debts of the Society as they existed on the date on which he ceased to be a member shall not continue for a period of more than two years reckoned from that date.

### Cessation of membership

17. Membership shall cease by: -
  - (a) resignation subject to By-law 4.11.3 and 4.16.1;
  - (b) insanity;
  - (c) expulsion subject to By-law 4.15;
  - (d) conviction of an offence punishable with imprisonment;
  - (e) bankruptcy;
  - (f) termination of employment;
  - (g) permanent removal of residence beyond Singapore; or
  - (h) death.
18. Any member who is not liable to the Society may resign from the Society on giving 12 months' notice of resignation in writing. The Committee of Management may accept a shorter notice of resignation at its discretion. The effective date of membership by resignation shall in any case be upon the expiry of the 12 months' notice or such shorter notice approved in writing by the Committee, as the case may be. During the period of notice such members shall not be eligible to vote or to incur fresh liabilities with the Society.
19. If any member contravenes any provisions of the Act, the Rules of these By-laws or acts in any way detrimental to the interests of the Society, he may be expelled by the Committee of Management provided that he is given a reasonable opportunity to show cause as to why he should not be expelled. An expelled member may, however, appeal in writing to the next general meeting, which may reverse the decision of the Committee of Management if not less than two-thirds of the members present and voting so decide.

### Retirement, Resignation From Service

20. Any member who retires or resigns from his employment shall seek the Committee's approval for continuation of membership with the Society. A resigned member shall be accorded the status of an Associate Member.
22. Notwithstanding his rights of membership, a retired member is eligible to take a loan or stand as surety on the security of his savings with the Society.
23. The Committee shall have the power to cease the membership of such a member if he becomes delinquent in the payment of his dues for a period of two consecutive months.
24. Such a member may write to the Committee requesting suspension of the payment of his dues for a period of time stating his reasons for such suspension.
25. The Committee reserves the right to accept or to reject such a request. The decision of the Committee shall be final.



**THE SINGAPORE TEACHERS' CO-OPERATIVE SOCIETY LIMITED**  
150 CHANGI ROAD #02-06 GUTHRIE BUILDING  
SINGAPORE 419973 TEL: 64404393/64405393 FAX NO: 64403382

**DECLARATION OF NOMINEE**

NAME OF MEMBER : \_\_\_\_\_

NRIC NO : \_\_\_\_\_ DATE OF BIRTH : \_\_\_\_\_

HOME ADDRESS : \_\_\_\_\_

SINGAPORE ( ) CONTACT NO : \_\_\_\_\_

**PARTICULARS OF NOMINEE**

NOMINEE	DATE OF BIRTH	NRIC/BC NO.	RELATIONSHIP
NAME:			
HOME ADDRESS:			
SINGAPORE ( )			

**PARTICULAR OF GUARDIAN WHOSE NOMINEE IS MINOR (AGE BELOW 21 YEARS OLD)**

GUARDIAN	DATE OF BIRTH	NRIC/BC NO.	RELATIONSHIP TO NOMINEE
NAME:			
HOME ADDRESS:			
SINGAPORE ( )			TEL NO:

\_\_\_\_\_  
Date of Nomination

\_\_\_\_\_  
Signature of Member

**SIGNATURE OF 2 WITNESSES TO NOMINATION**

	NAME	NRIC NO.	SIGNATURE
1.			
2.			

**FORMS WITH ERASURES, CORRECTION FLUID OR CANCELLATION WILL NOT BE ACCEPTED.**

1. Complete Nomination Form should be submitted to the Society's Secretary for registration.
2. This declaration is made under the provisions of the Societies By-Law 4.9.
3. Sums due to member will be paid to Nominee on death of member.
4. Guardianship of Nominee will cease when minor Nominee attains the age of 21 years.
5. Applicant should not be guardian.
6. Applicant and Nominees should not sign as witness.
7. This Form supersedes the previous Nominee Form.

**FOR OFFICE USE**

Membership No.	Date Approved:	Remarks:
Date Nominee(s) Registered:	Hon Secretary:	