

STEPS - NEW CLUB MEMBERSHIP

DIFFERENT TYPE OF CLUB MEMBERSHIP CATEGORY	
APPLICANT	
Duly Completed & Signed Application form	
Generic Authorisation Letter from the Club President (New BSJV Arrival - Expatriate Employees)	
Supporting document(s)	
2 passport sized photos - Applicant, Spouse and children aged above 14 years old	
STEP 1	
ADMINISTRATION MEMBERSHIP TEAM	CLUB OPERATIONS MANAGER
Verification of Application form & Supporting document(s)	Signs Application form
SCM to Verify on Contract with BSJV via Email (BSJV Contractor)	Signs Approval letter
Calculate/accumulate total number of Club membership years & Proof (Retiree)	Signs Club membership card
If Transfer, ensure in place: (Corporate)	
1) Approved Cancellation notice	HEAD OF CLUBS & CLUB PRESIDENT
2) Outstanding bills - Advice on Transfer or New	Signs Application form
3) Card deposit - Advice on Transfer or New	
4) Joining Fee Receipt	
Prepares Approval letter	
Prepares Club membership card	
STEP 2	
NEW MEMBER	ACCOUNTS TEAM
Approval letter	Advance Subscription Payment / Receipt
Generic Authorisation Letter	Joining Fee Payment / Receipt
Club Constitution & Rules	Deposits Payment / Receipt
Starter Pack	Automatic with Credit Facility
	Option on Credit or No Signing Facility:
	1) Credit Facility Deposit Payment / Receipt or
	2) None of above - No Signing Facility
	3) According to Parent's Status or Request
STEP 3	
NEW MEMBER	ADMINISTRATION MEMBERSHIP TEAM
Club membership card	ClubOn! - Membership Information
	Entry & Charging Process
	Club Website Registration
	For MCM:
	1) Update Immigration Registration list via ClubOn!
	2) Issuance of Car pass & Update list
	3) ROS P11 form for Police Registrar of Societies
	4) Section's Specimen Signature form where applicable
	5) Update MCM board
	6) For Club President - Update Club President's board