

Office use only

Recd. Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Corporate Membership No.: \_\_\_\_\_

Appr. Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Group: \_\_\_\_\_



International Recreation Club Ltd.

### CORPORATE MEMBERSHIP APPLICATION

#### A. To be completed by the Chief Executive/Head

Name of corporate body: \_\_\_\_\_

Name of Chief Executive/Head: \_\_\_\_\_

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

Phone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Website: \_\_\_\_\_

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

Paid Up Capital of Company: BDT \_\_\_\_\_

Kind of Company: Local  Multinational

Number of executives to be nominated: 1  2  3

I hereby declare that all the information provided herein is true and accurate to the best of my knowledge.

Signature of Chief Executive/Head: \_\_\_\_\_

Date: 

D	D	M	M	Y	Y
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#### B. To be completed by the Proposer and Seconder.

We know the corporate body personally and certify that the information is true to the best of our knowledge.

Proposing Member's Full Name: \_\_\_\_\_

Membership No.: \_\_\_\_\_ Signature: \_\_\_\_\_

Seconding Member's Full Name: \_\_\_\_\_

Membership No.: \_\_\_\_\_ Signature: \_\_\_\_\_

**Required Supporting Documents – applications will not be processed if any documents are missing.**

1. Corporate body's incorporation certificate photocopy.
2. Supporting documents for each nominee, as detailed on the individual application forms.

#### Remarks:

1. Corporate Membership is valid for 3 years from the date the first nominee joins.
2. Approved nominees will be on probation for a period of 6 months. The Executive Committee holds the right to reject any application or to cancel any membership during this period without giving reason.

Executive Committee Approval



International Recreation Club Ltd.

**CORPORATE MEMBERSHIP NOTES AND FEE POLICY – 2015**

A corporate membership is valid for 3 years from the date the first nominee joins. Corporate membership may include up to 5 nominees. Membership of these nominees may be transferred to another foreign employee of the corporate body, but not to any individual outside of the organization. A nominee transfer fee (\$100 + \$400 contribution for Club facilities) will be applied in this situation.

Corporate members are expected to abide by all rules and regulations of the International Club. They may enjoy all the privileges of a permanent member, except the right to vote at Club meetings, to propose or second applicants for membership, and to sit on the executive committee.

Each nominee shall be billed separately for any food, bar and guest fees incurred. However, if any corporate nominee fails to pay their incurred charges, the nominating company shall be held liable for outstanding dues.

A corporate member shall cease to be a member if:

1. The company goes into liquidation, either voluntary or otherwise.
2. Any nominee of the company fails to pay incurred fees.
3. Any nominee refuses to comply with the rules and regulations of the Club.

**Fees**

Joining Fee ( Per Nominees )	\$10,000
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	Single Membership	Family Membership
Monthly Fee	\$150	\$200
Contribution for Children’s Facility Improvement (up to 2 children)	N/A	\$50
Contribution for Children’s Facility Improvement (per additional child)	N/A	\$25

All payments can be made in taka (BDT) or USD (\$) by credit card (Visa, Master, Amex), or by cheque made payable to International Recreation Club Ltd.

- I understand that once the entry fee has been paid it will not be refunded under any circumstances.
- I have read and accept the above Corporate Membership Notes and Fee Policy of the International Club.

**Applicant’s Signature:** \_\_\_\_\_

**Date:**

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International Recreation Club Ltd.

**CORPORATE MEMBERSHIP APPLICATION – Nominee 1**

Type of membership required:    Single        Family   

Main Applicant Photo	Spouse Photo	Child 1 Photo	Child 2 Photo	Child 3 Photo
Signature	Signature	Signature (if over 13 years)	Signature (if over 13 years)	Signature (if over 13 years)

**A. Personal Information (Corporate Nominee 1)**

First Name: \_\_\_\_\_  
Middle Name(s): \_\_\_\_\_  
Surname: \_\_\_\_\_  
Nationality at Birth: \_\_\_\_\_ Present Nationality: \_\_\_\_\_  
Present Residential Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone No.: \_\_\_\_\_ Cell No.: \_\_\_\_\_  
Name of Organization: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Work Address: \_\_\_\_\_  
\_\_\_\_\_

Preferred Mailing Address:    Home        Work      
How long do you expect to reside in Bangladesh?    \_\_\_\_\_ years  
Why have you decided to join the Club? \_\_\_\_\_  
\_\_\_\_\_

Are you a diplomatic/privilege passbook holder, or have access to duty free goods? Yes     No   

**B. Family Information**    Single        Married   

Spouse/Partner's First Name: \_\_\_\_\_  
Middle Name(s): \_\_\_\_\_  
Surname: \_\_\_\_\_  
Nationality at Birth: \_\_\_\_\_ Present Nationality: \_\_\_\_\_

**Children under 25 years.** (Children aged 25 and over will not be included under a family membership)

Child 1's Full Name: \_\_\_\_\_

Date of Birth: 

D	D	M	M	Y	Y
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International Recreation Club Ltd.

Child 2's Full Name: \_\_\_\_\_

Date of Birth: 

D	D	M	M	Y	Y
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Child 3's Full Name: \_\_\_\_\_

Date of Birth: 

D	D	M	M	Y	Y
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C. Proposing Member's Details

Full Name: \_\_\_\_\_

IC Membership No.: \_\_\_\_\_ Signature: \_\_\_\_\_

Name of 2 additional Club members known to you:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_

Required Supporting Documents – applications will not be processed if any documents are missing.

- 1. Passport photocopies of applicant, spouse and children (as applicable under application) including photo page and Bangladeshi visa page.
- 2. 2 recent (within the last 6 months) passport sized photos of each individual under the application (1 photo attached to the first page of this form, the second submitted loose to the office).
- 3. Passbook photocopy (if applicable).
- 4. Proof of residence as listed address in Bangladesh, such as utility bills or bank statement. Utility bills may be in the residence owner's name.
- 5. Valid work permit and letter from organization/work place with confirmation of occupation.

Declarations

- I hereby declare that all the information provided herein is true and accurate to the best of my knowledge.
- I hereby authorize the International Club to communicate with my workplace/organization and proposing member in the event of any default of dues and/or any other Club related matters as required.
- I hereby authorize my spouse and children to use Club facilities and undertake to pay any incurred expenses or damages on a monthly basis.
- I agree that the International Club will not be responsible for any damages, injuries, accidents, losses, theft or mishaps at the Club premises.

Applicant's Signature: \_\_\_\_\_

Date: 

D	D	M	M	Y	Y
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Remarks:

- 3. Approved applicants will be on probation for a period of 6 months. The Executive Committee holds the right to reject any application or to cancel any membership during this period without giving reason.
- 4. Applicants not attending membership orientation will be placed back on the waiting list.

Executive Committee Approval



International Recreation Club Ltd.

**DUTY FREE CONTRIBUTION POLICY – 2015**

As per the constitution of the International Club, all members (passbook and non-passbook holders) are obliged to make an annual contribution of duty free goods to the Club. The minimum duty free contribution from the year 2014 will be **\$250 for passbook holders and \$150 for non-passbook holders**. This contribution can be made at once or in instalments during the year.

If you contribute more than your yearly obligation, you will receive a 30% premium on the value of the additional goods purchased.

Please note that contributions are not donations and hence the value of the contributions and any premiums will be credited to your membership account or reimbursed to you.

**A. Passbook Holders**

You can order and bring in the contribution items yourself or give an authorization letter to the IC Manager/Chief Operations Officer which will enable him to use your passbook. In this case, you should inform the Club office of how much of your passbook quota you would like to contribute. The office will then issue you with a receipt for this amount.

**B. Non-Passbook Holders**

You can purchase the items from duty free shops when travelling abroad or from duty paid shops. However, if purchased from duty paid shops, the Club will only credit your account with the prevailing rates of local duty-free warehouses.

**C. Notes**

Only goods listed in the Required Duty-Free Goods list (available from the accounts department) will be accepted.

- **A bill/invoice must be submitted with any goods you purchase. In the case of the Club making purchases on your behalf, The Club will provide the invoice. The amount shown on this invoice will be credited to your International Club account or Reimbursed directly to you, as preferred.**
- **The yearly contribution must be made before 31<sup>st</sup> December each year and failure to do so will result in a \$400 penalty.**
- **Members joining the Club after 1<sup>st</sup> October of any year do not need to contribute for that year.**

I have read and accept the above Duty-Free Contribution Policy of the International Club.

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Applicant's Signature: \_\_\_\_\_

Date:



International Recreation Club Ltd.

**CORPORATE MEMBERSHIP APPLICATION – Nominee 2**

Type of membership required:      Single                       Family

Main Applicant Photo	Spouse Photo	Child 1 Photo	Child 2 Photo	Child 3 Photo
Signature	Signature	Signature (if over 13 years)	Signature (if over 13 years)	Signature (if over 13 years)

**A. Personal Information (Corporate Nominee 2)**

First Name: \_\_\_\_\_  
Middle Name(s): \_\_\_\_\_  
Surname: \_\_\_\_\_  
Nationality at Birth: \_\_\_\_\_ Present Nationality: \_\_\_\_\_  
Present Residential Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone No.: \_\_\_\_\_ Cell No.: \_\_\_\_\_  
Name of Organization: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Work Address: \_\_\_\_\_  
\_\_\_\_\_

Preferred Mailing Address:      Home                       Work   
How long do you expect to reside in Bangladesh?      \_\_\_\_\_ years  
Why have you decided to join the Club? \_\_\_\_\_  
\_\_\_\_\_

Are you a diplomatic/privilege passbook holder, or have access to duty free goods?      Yes  No

**B. Family Information**                      Single                       Married

Spouse/Partner's First Name: \_\_\_\_\_  
Middle Name(s): \_\_\_\_\_  
Surname: \_\_\_\_\_  
Nationality at Birth: \_\_\_\_\_ Present Nationality: \_\_\_\_\_  
**Children under 25 years.** (Children aged 25 and over will not be included under a family membership)  
Child 1's Full Name: \_\_\_\_\_  
Date of Birth: 

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International Recreation Club Ltd.

Child 2's Full Name: \_\_\_\_\_

Date of Birth: 

D	D	M	M	Y	Y
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Child 3's Full Name: \_\_\_\_\_

Date of Birth: 

D	D	M	M	Y	Y
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**C. Proposing Member's Details**

Full Name: \_\_\_\_\_

IC Membership No.: \_\_\_\_\_ Signature: \_\_\_\_\_

Name of 2 additional Club members known to you:

3. \_\_\_\_\_

4. \_\_\_\_\_

**Required Supporting Documents – applications will not be processed if any documents are missing.**

- 6. Passport photocopies of applicant, spouse and children (as applicable under application) including photo page and Bangladeshi visa page.
- 7. 2 recent (within the last 6 months) passport sized photos of each individual under the application (1 photo attached to the first page of this form, the second submitted loose to the office).
- 8. Passbook photocopy (if applicable).
- 9. Proof of residence as listed address in Bangladesh, such as utility bills or bank statement. Utility bills may be in the residence owner's name.
- 10. Valid work permit and letter from organization/work place with confirmation of occupation.

**Declarations**

- I hereby declare that all the information provided herein is true and accurate to the best of my knowledge.
- I hereby authorize the International Club to communicate with my workplace/organization and proposing member in the event of any default of dues and/or any other Club related matters as required.
- I hereby authorize my spouse and children to use Club facilities and undertake to pay any incurred expenses or damages on a monthly basis.
- I agree that the International Club will not be responsible for any damages, injuries, accidents, losses, theft or mishaps at the Club premises.

Applicant's Signature: \_\_\_\_\_

Date: 

D	D	M	M	Y	Y
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Remarks:

- 5. Approved applicants will be on probation for a period of 6 months. The Executive Committee holds the right to reject any application or to cancel any membership during this period without giving reason.
- 6. Applicants not attending membership orientation will be placed back on the waiting list.

Executive Committee Approval



International Recreation Club Ltd.

**DUTY FREE CONTRIBUTION POLICY – 2015**

As per the constitution of the International Club, all members (passbook and non-passbook holders) are obliged to make an annual contribution of duty free goods to the Club. The minimum duty-free contribution from the year 2014 will be **\$250 for passbook holders and \$150 for non-passbook holders**. This contribution can be made at once or in instalments during the year.

If you contribute more than your yearly obligation, you will receive a 30% premium on the value of the additional goods purchased.

Please note that contributions are not donations and hence the value of the contributions and any premiums will be credited to your membership account or reimbursed to you.

**D. Passbook Holders**

You can order and bring in the contribution items yourself or give an authorization letter to the IC Manager/Chief Operations Officer which will enable him to use your passbook. In this case, you should inform the Club office of how much of your passbook quota you would like to contribute. The office will then issue you with a receipt for this amount.

**E. Non-Passbook Holders**

You can purchase the items from duty free shops when travelling abroad or from duty paid shops. However, if purchased from duty paid shops, the Club will only credit your account with the prevailing rates of local duty-free warehouses.

**F. Notes**

Only goods listed in the Required Duty-Free Goods list (available from the accounts department) will be accepted.

- **A bill/invoice must be submitted with any goods you purchase. In the case of the Club making purchases on your behalf, The Club will provide the invoice. The amount shown on this invoice will be credited to your International Club account or Reimbursed directly to you, as preferred.**

- **The yearly contribution must be made before 31<sup>st</sup> December each year and failure to do so will result in a \$400 penalty.**
- **Members joining the Club after 1<sup>st</sup> October of any year do not need to contribute for that year.**

I have read and accept the above Duty-Free Contribution Policy of the International Club.

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Applicant's Signature: \_\_\_\_\_

Date:





International Recreation Club Ltd.

**CORPORATE MEMBERSHIP APPLICATION – Nominee 3**

Type of membership required:    Single                          Family   

Main Applicant Photo	Spouse Photo	Child 1 Photo	Child 2 Photo	Child 3 Photo
Signature	Signature	Signature (if over 13 years)	Signature (if over 13 years)	Signature (if over 13 years)

**A. Personal Information (Corporate Nominee 3)**

First Name: \_\_\_\_\_  
Middle Name(s): \_\_\_\_\_  
Surname: \_\_\_\_\_  
Nationality at Birth: \_\_\_\_\_ Present Nationality: \_\_\_\_\_  
Present Residential Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone No.: \_\_\_\_\_ Cell No.: \_\_\_\_\_  
Name of Organization: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Work Address: \_\_\_\_\_  
\_\_\_\_\_

Preferred Mailing Address:            Home                          Work      
How long do you expect to reside in Bangladesh?    \_\_\_\_\_ years  
Why have you decided to join the Club? \_\_\_\_\_  
\_\_\_\_\_

Are you a diplomatic/privilege passbook holder, or have access to duty free goods? Yes        No   

**B. Family Information**                      Single                          Married   

Spouse/Partner's First Name: \_\_\_\_\_  
Middle Name(s): \_\_\_\_\_  
Surname: \_\_\_\_\_  
Nationality at Birth: \_\_\_\_\_ Present Nationality: \_\_\_\_\_  
**Children under 25 years.** (Children aged 25 and over will not be included under a family membership)  
Child 1's Full Name: \_\_\_\_\_  
Date of Birth:    

D	D	M	M	Y	Y
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International Recreation Club Ltd.

Child 2's Full Name: \_\_\_\_\_

Date of Birth: 

D	D	M	M	Y	Y
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Child 3's Full Name: \_\_\_\_\_

Date of Birth: 

D	D	M	M	Y	Y
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C. Proposing Member's Details

Full Name: \_\_\_\_\_

IC Membership No.: \_\_\_\_\_ Signature: \_\_\_\_\_

Name of 2 additional Club members known to you:

- 5. \_\_\_\_\_
- 6. \_\_\_\_\_

Required Supporting Documents – applications will not be processed if any documents are missing.

- 11. Passport photocopies of applicant, spouse and children (as applicable under application) including photo page and Bangladeshi visa page.
- 12. 2 recent (within the last 6 months) passport sized photos of each individual under the application (1 photo attached to the first page of this form, the second submitted loose to the office).
- 13. Passbook photocopy (if applicable).
- 14. Proof of residence as listed address in Bangladesh, such as utility bills or bank statement. Utility bills may be in the residence owner's name.
- 15. Valid work permit and letter from organization/work place with confirmation of occupation.

Declarations

- I hereby declare that all the information provided herein is true and accurate to the best of my knowledge.
- I hereby authorize the International Club to communicate with my workplace/organization and proposing member in the event of any default of dues and/or any other Club related matters as required.
- I hereby authorize my spouse and children to use Club facilities and undertake to pay any incurred expenses or damages on a monthly basis.
- I agree that the International Club will not be responsible for any damages, injuries, accidents, losses, theft or mishaps at the Club premises.

Applicant's Signature: \_\_\_\_\_

Date: 

D	D	M	M	Y	Y
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Remarks:

- 7. Approved applicants will be on probation for a period of 6 months. The Executive Committee holds the right to reject any application or to cancel any membership during this period without giving reason.
- 8. Applicants not attending membership orientation will be placed back on the waiting list.

Executive Committee Approval



**International Recreation Club Ltd.**

**DUTY FREE CONTRIBUTION POLICY – 2015**

As per the constitution of the International Club, all members (passbook and non-passbook holders) are obliged to make an annual contribution of duty free goods to the Club. The minimum duty-free contribution from the year 2014 will be **\$250 for passbook holders and \$150 for non-passbook holders**. This contribution can be made at once or in instalments during the year.

If you contribute more than your yearly obligation, you will receive a 30% premium on the value of the additional goods purchased.

Please note that contributions are not donations and hence the value of the contributions and any premiums will be credited to your membership account or reimbursed to you.

**G. Passbook Holders**

You can order and bring in the contribution items yourself or give an authorization letter to the IC Manager/Chief Operations Officer which will enable him to use your passbook. In this case, you should inform the Club office of how much of your passbook quota you would like to contribute. The office will then issue you with a receipt for this amount.

**H. Non-Passbook Holders**

You can purchase the items from duty free shops when travelling abroad or from duty paid shops. However, if purchased from duty paid shops, the Club will only credit your account with the prevailing rates of local duty-free warehouses.

**I. Notes**

Only goods listed in the Required Duty-Free Goods list (available from the accounts department) will be accepted.

- **A bill/invoice must be submitted with any goods you purchase. In the case of the Club making purchases on your behalf, The Club will provide the invoice. The amount shown on this invoice will be credited to your International Club account or Reimbursed directly to you, as preferred.**
- The yearly contribution must be made before 31<sup>st</sup> December each year and failure to do so will result in a \$400 penalty.
- **Members joining the Club after 1<sup>st</sup> October of any year do not need to contribute for that year.**

I have read and accept the above Duty-Free Contribution Policy of the International Club.

Applicant's Signature: \_\_\_\_\_

Date:

D	D	M	M	Y	Y
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International Recreation Club Ltd.

**CORPORATE MEMBERSHIP APPLICATION – Nominee 4**

Type of membership required: Single  Family

Main Applicant Photo	Spouse Photo	Child 1 Photo	Child 2 Photo	Child 3 Photo
Signature	Signature	Signature (if over 13 years)	Signature (if over 13 years)	Signature (if over 13 years)

**A. Personal Information (Corporate Nominee 4)**

First Name: \_\_\_\_\_  
Middle Name(s): \_\_\_\_\_  
Surname: \_\_\_\_\_  
Nationality at Birth: \_\_\_\_\_ Present Nationality: \_\_\_\_\_  
Present Residential Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone No.: \_\_\_\_\_ Cell No.: \_\_\_\_\_  
Name of Organization: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Work Address: \_\_\_\_\_  
\_\_\_\_\_

Preferred Mailing Address: Home  Work   
How long do you expect to reside in Bangladesh? \_\_\_\_\_ years  
Why have you decided to join the Club? \_\_\_\_\_  
\_\_\_\_\_

Are you a diplomatic/privilege passbook holder, or have access to duty free goods? Yes  No

**B. Family Information** Single  Married

Spouse/Partner's First Name: \_\_\_\_\_  
Middle Name(s): \_\_\_\_\_  
Surname: \_\_\_\_\_  
Nationality at Birth: \_\_\_\_\_ Present Nationality: \_\_\_\_\_  
**Children under 25 years.** (Children aged 25 and over will not be included under a family membership)  
Child 1's Full Name: \_\_\_\_\_

Date of Birth: 

D	D	M	M	Y	Y
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International Recreation Club Ltd.

Child 2's Full Name: \_\_\_\_\_

Date of Birth: 

D	D	M	M	Y	Y
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Child 3's Full Name: \_\_\_\_\_

Date of Birth: 

D	D	M	M	Y	Y
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**C. Proposing Member's Details**

Full Name: \_\_\_\_\_

IC Membership No.: \_\_\_\_\_ Signature: \_\_\_\_\_

Name of 2 additional Club members known to you:

- 1. \_\_\_\_\_
- 3. \_\_\_\_\_

**Required Supporting Documents – applications will not be processed if any documents are missing.**

- 3. Passport photocopies of applicant, spouse and children (as applicable under application) including photo page and Bangladeshi visa page.
- 4. 2 recent (within the last 6 months) passport sized photos of each individual under the application (1 photo attached to the first page of this form, the second submitted loose to the office).
- 3. Passbook photocopy (if applicable).
- 6. Proof of residence as listed address in Bangladesh, such as utility bills or bank statement. Utility bills may be in the residence owner's name.
- 7. Valid work permit and letter from organization/work place with confirmation of occupation.

**Declarations**

- I hereby declare that all the information provided herein is true and accurate to the best of my knowledge.
- I hereby authorize the International Club to communicate with my workplace/organization and proposing member in the event of any default of dues and/or any other Club related matters as required.
- I hereby authorize my spouse and children to use Club facilities and undertake to pay any incurred expenses or damages on a monthly basis.
- I agree that the International Club will not be responsible for any damages, injuries, accidents, losses, theft or mishaps at the Club premises.

Applicant's Signature: \_\_\_\_\_

Date: 

D	D	M	M	Y	Y
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Remarks:

- 5. Approved applicants will be on probation for a period of 6 months. The Executive Committee holds the right to reject any application or to cancel any membership during this period without giving reason.
- 6. Applicants not attending membership orientation will be placed back on the waiting list.

Executive Committee Approval



International Recreation Club Ltd.

**DUTY FREE CONTRIBUTION POLICY – 2015**

As per the constitution of the International Club, all members (passbook and non-passbook holders) are obliged to make an annual contribution of duty free goods to the Club. The minimum duty-free contribution from the year 2014 will be **\$250 for passbook holders and \$150 for non-passbook holders**. This contribution can be made at once or in instalments during the year.

If you contribute more than your yearly obligation, you will receive a 30% premium on the value of the additional goods purchased.

Please note that contributions are not donations and hence the value of the contributions and any premiums will be credited to your membership account or reimbursed to you.

**H. Passbook Holders**

You can order and bring in the contribution items yourself or give an authorization letter to the IC Manager/Chief Operations Officer which will enable him to use your passbook. In this case, you should inform the Club office of how much of your passbook quota you would like to contribute. The office will then issue you with a receipt for this amount.

**H. Non-Passbook Holders**

You can purchase the items from duty free shops when travelling abroad or from duty paid shops. However, if purchased from duty paid shops, the Club will only credit your account with the prevailing rates of local duty-free warehouses.

**J. Notes**

Only goods listed in the Required Duty-Free Goods list (available from the accounts department) will be accepted.

- **A bill/invoice must be submitted with any goods you purchase. In the case of the Club making purchases on your behalf, the Club will provide the invoice. The amount shown on this invoice will be credited to your International Club account or Reimbursed directly to you, as preferred.**
- The yearly contribution must be made before 31<sup>st</sup> December each year and failure to do so will result in a \$400 penalty.
- **Members joining the Club after 1<sup>st</sup> October of any year do not need to contribute for that year.**

I have read and accept the above Duty-Free Contribution Policy of the International Club.

Applicant's Signature: \_\_\_\_\_

Date:

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International Recreation Club Ltd.

**CORPORATE MEMBERSHIP APPLICATION – Nominee 5**

Type of membership required: Single  Family

Main Applicant Photo	Spouse Photo	Child 1 Photo	Child 2 Photo	Child 3 Photo
Signature	Signature	Signature (if over 13 years)	Signature (if over 13 years)	Signature (if over 13 years)

**A. Personal Information (Corporate Nominee 5)**

First Name: \_\_\_\_\_  
 Middle Name(s): \_\_\_\_\_  
 Surname: \_\_\_\_\_  
 Nationality at Birth: \_\_\_\_\_ Present Nationality: \_\_\_\_\_  
 Present Residential Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone No.: \_\_\_\_\_ Cell No.: \_\_\_\_\_  
 Name of Organization: \_\_\_\_\_  
 Job Title: \_\_\_\_\_  
 Work Address: \_\_\_\_\_  
 \_\_\_\_\_

Preferred Mailing Address: Home  Work   
 How long do you expect to reside in Bangladesh? \_\_\_\_\_ years  
 Why have you decided to join the Club? \_\_\_\_\_  
 \_\_\_\_\_

Are you a diplomatic/privilege passbook holder, or have access to duty free goods? Yes  No

**B. Family Information** Single  Married

Spouse/Partner's First Name: \_\_\_\_\_  
 Middle Name(s): \_\_\_\_\_  
 Surname: \_\_\_\_\_  
 Nationality at Birth: \_\_\_\_\_ Present Nationality: \_\_\_\_\_  
**Children under 25 years.** (Children aged 25 and over will not be included under a family membership)  
 Child 1's Full Name: \_\_\_\_\_

Date of Birth: 

D	D	M	M	Y	Y
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International Recreation Club Ltd.

Child 2's Full Name: \_\_\_\_\_

Date of Birth: 

D	D	M	M	Y	Y
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Child 3's Full Name: \_\_\_\_\_

Date of Birth: 

D	D	M	M	Y	Y
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C. Proposing Member's Details

Full Name: \_\_\_\_\_

IC Membership No.: \_\_\_\_\_ Signature: \_\_\_\_\_

Name of 2 additional Club members known to you:

- 1. \_\_\_\_\_
4. \_\_\_\_\_

Required Supporting Documents – applications will not be processed if any documents are missing.

- 5. Passport photocopies of applicant, spouse and children (as applicable under application) including photo page and Bangladeshi visa page.
6. 2 recent (within the last 6 months) passport sized photos of each individual under the application (1 photo attached to the first page of this form, the second submitted loose to the office).
3. Passbook photocopy (if applicable).
8. Proof of residence as listed address in Bangladesh, such as utility bills or bank statement. Utility bills may be in the residence owner's name.
9. Valid work permit and letter from organization/work place with confirmation of occupation.

Declarations

- I hereby declare that all the information provided herein is true and accurate to the best of my knowledge.
I hereby authorize the International Club to communicate with my workplace/organization and proposing member in the event of any default of dues and/or any other Club related matters as required.
I hereby authorize my spouse and children to use Club facilities and undertake to pay any incurred expenses or damages on a monthly basis.
I agree that the International Club will not be responsible for any damages, injuries, accidents, losses, theft or mishaps at the Club premises.

Applicant's Signature: \_\_\_\_\_

Date: 

D	D	M	M	Y	Y
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Remarks:

- 7. Approved applicants will be on probation for a period of 6 months. The Executive Committee holds the right to reject any application or to cancel any membership during this period without giving reason.
8. Applicants not attending membership orientation will be placed back on the waiting list.

Executive Committee Approval





International Recreation Club Ltd.

**DUTY FREE CONTRIBUTION POLICY – 2015**

As per the constitution of the International Club, all members (passbook and non-passbook holders) are obliged to make an annual contribution of duty free goods to the Club. The minimum duty-free contribution from the year 2014 will be **\$250 for passbook holders and \$150 for non-passbook holders**. This contribution can be made at once or in instalments during the year.

If you contribute more than your yearly obligation, you will receive a 30% premium on the value of the additional goods purchased.

Please note that contributions are not donations and hence the value of the contributions and any premiums will be credited to your membership account or reimbursed to you.

**I. Passbook Holders**

You can order and bring in the contribution items yourself or give an authorization letter to the IC Manager/Chief Operations Officer which will enable him to use your passbook. In this case, you should inform the Club office of how much of your passbook quota you would like to contribute. The office will then issue you with a receipt for this amount.

**H. Non-Passbook Holders**

You can purchase the items from duty free shops when travelling abroad or from duty paid shops. However, if purchased from duty paid shops, the Club will only credit your account with the prevailing rates of local duty-free warehouses.

**K. Notes**

**Only goods listed in the Required Duty-Free Goods list (available from the accounts department) will be accepted.**

- **A bill/invoice must be submitted with any goods you purchase. In the case of the Club making purchases on your behalf, The Club will provide the invoice. The amount shown on this invoice will be credited to your International Club account or Reimbursed directly to you, as preferred.**

- **The yearly contribution must be made before 31<sup>st</sup> December each year and failure to do so will result in a \$400 penalty.**
- **Members joining the Club after 1<sup>st</sup> October of any year do not need to contribute for that year.**

I have read and accept the above Duty-Free Contribution Policy of the International Club.

Applicant's Signature: \_\_\_\_\_

Date:

D	D	M	M	Y	Y
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# INTERNATIONAL RECREATION CLUB

## MEMBERSHIP APPLICATION

### ELIGIBILITY CHECKLIST

Application Number: \_\_\_\_\_

Submitted in person  by mail

Application Type:

Permanent (Regular)   
 Corporate (New)   
 NV   
 Temporary

Permanent (Privileged)   
 Corporate (Nominee Change)  Mem # \_\_\_\_\_  
 Yearly Pass

Applicant Name / Company: \_\_\_\_\_

Nationality: \_\_\_\_\_ Quota Group: \_\_\_\_\_

Passport Copies of

Applicant	<input type="checkbox"/>	Spouse	<input type="checkbox"/>	Children	<input type="checkbox"/>
		N/A	<input type="checkbox"/>	N/A	<input type="checkbox"/>

Bangladesh Visa Copies of

Applicant	<input type="checkbox"/>	Spouse	<input type="checkbox"/>	Children	<input type="checkbox"/>
		N/A	<input type="checkbox"/>	N/A	<input type="checkbox"/>

Recent Photos of

Applicant	<input type="checkbox"/>	Spouse	<input type="checkbox"/>	Children	<input type="checkbox"/>
		N/A	<input type="checkbox"/>	N/A	<input type="checkbox"/>

Applicant's

Work Permit	<input type="checkbox"/>	Letter from Organization	<input type="checkbox"/>
Passbook (If applicable)	<input type="checkbox"/>	Proof of Residence	<input type="checkbox"/>
Membership Policy	<input type="checkbox"/>	Contribution Policy	<input type="checkbox"/>
Incorporation Certificate (If applicable)	<input type="checkbox"/>		

Checked by: \_\_\_\_\_ Date: \_\_\_\_\_

EC    
  ACC    
  IT    
  SCAN    
  CReq    
  Clss    
  OFF