

Office use only

Serial No.: _____/_____/_____

Recd. Date: _____/_____/_____

Membership No.: _____

Appr. Date: _____/_____/_____

Group: _____



International Recreation Club Ltd.

Permanent Membership Application

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 (Main Applicant)

First Name : _____

Middle Name : _____

Surname : _____

Nationality at Birth: _____ Present Nationality: _____

Present Residential Address : _____

Name of Organization : _____

Job Title : _____

Work Address : _____

Work Phone No : _____

Primary Email : _____

Preferred Mailing Address: Home Work

How Long Do You Expect To Reside In Bangladesh? _____ Years

Are You A Diplomatic/Privilege Passbook Holder, Or Have Access To Duty Free Goods? Yes No

Father's Name : _____ Mother's Name : _____

Middle Name : _____ Middle Name : _____

Surname : _____ Surname : _____

Nationality at Birth : _____ Nationality at Birth : _____

Present Nationality : _____ Present Nationality : _____



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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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:

1. 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.
2. Applicants not attending membership orientation will be placed back on the waiting list.

Executive Committee Approval



International Recreation Club Ltd.

PERMANENT MEMBERSHIP FEE POLICY – 2016

This application form covers applicants seeking both permanent membership and non-voting membership. Non-voting members have the same access and rights as a voting member, but may not vote in elections or stand for election to the Executive Committee. Both types of members may bring up to 25 guests per month and have credit facility (monthly billing).

Permanent membership is limited to 300 memberships and is subject to regional quota system. There are separate sections for diplomatic passbook holders and regular members. Permanent memberships are valid for as long as the member is resident in Dhaka.

If space is available in the permanent quota, applicants will be offered places there. However, if there is no vacancy in normal membership, the applicant will be offered a place in the non-voting membership (subject to availability). The applicant may choose to take the non-voting membership or to wait for a chance at voting membership (which may take significantly longer). Non-Voting members will have their memberships commuted to permanent voting memberships as spaces arise in the quotas.

PERMANENT MEMBERSHIP FEES

A. One Time Entry Fee

	Passbook Holder	Non Passbook Holder
Joining Fee (Non-Refundable)	\$100	\$100
Security Deposit (Refundable)	\$500	\$500
Contribution for Club Facility Improvement	\$400	\$900

B. Monthly Fee

	Single Membership	Family Membership
Administration Fee/Monthly Fee	\$125	\$175

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

Monthly bills are issued at the beginning of each month and are due for payment by the last day of the issuing month. Overdue bills are subject to a 5% late payment charge.

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 Membership Fee Policy of the International Club.

Applicant's Signature: _____

Date:

D	D	M	M	T	Y
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International Recreation Club Ltd.

DUTY FREE CONTRIBUTION POLICY – 2016

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 2016 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 31st December each year and failure to do so will result in a \$400 (BDT 32,000) penalty.
- Members joining the Club after 1st 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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