



# VEHICLE PARTICULARS UPDATE FORM

<input type="checkbox"/> <b>REGISTRATION OF NEW VEHICLE</b> (Pls tick)			
New Vehicle No.:		IU No.:	
Effective Date of Change:	<i>(Please note it will take one (1) working day for changes to take effect)</i>		
Old Vehicle No.:	<i>(Only applicable if new vehicle is replacing another vehicle)</i>		

<input type="checkbox"/> <b>CHANGING OF IU NUMBER ONLY</b> (Pls tick)			
Current Vehicle No.:		New IU No.:	
Effective Date of Change:	<i>(Please note it will take one (1) working day for changes to take effect)</i>		

<input type="checkbox"/> <b>DE-REGISTRATION OF VEHICLE</b> (Pls tick)			
Car Park Label No.:		Vehicle No.:	
Effective Date of Change:	<i>(Please note it will take one (1) working day for changes to take effect)</i>		

**DOCUMENTS REQUIRED**

- For new vehicle registration/changing of IU number only, a copy of the vehicle registration document as proof of ownership is required. The Vehicle registration document is available for download at One Motoring Website, [http://www.onemotoring.com.sg/publish/onemotoring/en/lta\\_e\\_services/services\\_for\\_assets.html](http://www.onemotoring.com.sg/publish/onemotoring/en/lta_e_services/services_for_assets.html)
- For de-registration of vehicle, the **existing car park label must be returned** to the Club, otherwise a \$54.00 w/GST charge will be imposed

**IMPORTANT NOTES**

- Vehicle must be registered to the name of the member or his / her spouse. If the vehicle is registered under any other person, special approval by the Management is needed. Kindly send an email to Manager (Membership) at [membership@sgcc.com.sg](mailto:membership@sgcc.com.sg) stating the reasons for the request
- Each membership is entitled to one free vehicle registration. Registration for subsequent vehicles will be charged to your account as follows:
  - 2<sup>nd</sup> Vehicle - \$50.00 refundable deposit
  - 3<sup>rd</sup> Vehicle - \$54.00 w/GST per month
  - 4<sup>th</sup> Vehicle - \$108.00 w/GST per month
- Member must display the car park label for entry to the Club. Only vehicles with valid car park labels are allowed to park at the designated members' car park lots. Members found not displaying the car park labels may be refused entry or be directed to park their vehicles in the visitors' parking lots (as per Bye-Laws Clause 10c)
- Please note that if your vehicle number has been changed (e.g. sold your vehicle or using a different vehicle to enter the Club), you are required to return your old car park label in exchange for a new label, at our Main Reception counter, open daily from 9am – 10pm
- It will take 1 working day upon receipt of this application form and all the required documents for change of IU number to take effect
- It will take 1 working day upon receipt of this application form and all the required documents to de-register your vehicle and to cease the monthly charges for the third or fourth vehicle registered with the Club. For refund of deposit for the second vehicle, the money will be credited into the membership account in the next Statement of Accounts
- You are given a 2-week probationary period from the submission date of this form to fulfil all other required documentation for full processing. During this period, your car will have full access to the Members' car park lots. Failing to submit all documentation by this period will result in **automatic barring of access to Members' car park lots**.

Name of Member:		M'ship No.:	
Contact:	(Mobile)	(Home)	(Office)
Email:			

I confirm that the information supplied above is correct. Kindly update the new information with effect of \_\_\_\_\_ (pls indicate date). I understand that upon signing this application form, I shall accept the terms and conditions as set out in this application form and as prescribed in the Club's Constitution and Bye-Laws. I hereby give consent to SGCC to collect, use, and/or disclose my Personal Data for the purpose of administering my SGCC membership and/or processing service request initiated by me. I also acknowledge and consent SGCC to keep me posted on Club announcements, events, news, promotional information related to existing or future products, through the Club publicity channels (eg. email, SMS and direct mailers). SGCC is in full compliance with the Personal Data Protection Act (PDPA).

_____ <b>Signature of Member</b>	_____ <b>Date</b>
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<b>OFFICIAL USE</b>			
Vehicle Registration Document:	<input type="checkbox"/> Yes <input type="checkbox"/> Pending <input type="checkbox"/> NA		
Old Car Park Label Returned:	<input type="checkbox"/> Yes – Car Park Label No.: _____ <input type="checkbox"/> Pending <input type="checkbox"/> No (\$50 charge for non-returned labels) <input type="checkbox"/> NA		
Refundable Deposit of \$50.00 w/GST for 2 <sup>nd</sup> Vehicle:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA		
Cease Monthly Charges of \$54.00 w/GST for 3 <sup>rd</sup> Vehicle:	<input type="checkbox"/> Yes <input type="checkbox"/> NA	Cease Monthly Charges of \$108.00 w/GST for Fourth Vehicle:	<input type="checkbox"/> Yes <input type="checkbox"/> NA
Vehicle De-registered:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA		
Car Park Label Issued:	<input type="checkbox"/> Yes – Car Park Label No.: _____ <input type="checkbox"/> NA		
Received & Processed By:		Date Received:	