

ROYAL SELANGOR CLUB

MEMBERSHIP APPLICATION GUIDE FOR CIVIL SERVANT'S MEMBERSHIP





Getting Started

We attach the Application Form for Ordinary Membership of the Royal Selangor Club. Please read the instructions carefully prior to completing the Form.

Any person above the age 21 years shall be eligible to be an Ordinary Member (Rule 7.1 in the Constitutional Rules of the Club). Civil Servant Members are entitled to participate in, be elected and vote at General Meetings of the Club and shall be considered “Members of the Club”. Please note that the Constitutional Rules of the Club stipulate that non-Malaysian Members will have to secure the prior approval of the Registrar of Societies before offering themselves for an elected position in the Club.

ENTRANCE FEES, REFUNDABLE DEPOSIT AND SUBSCRIPTION

Civil Servant's Membership Entrance Fee is RM8,000.00 + SST. Additionally, applicants would have to lodge a **refundable deposit of RM5,000.00** for the duration of their membership. The monthly subscription for Temporary Members and Civil Servant's membership is RM225.00 + SST per month. **(RM8,640.00 + RM5000.00 = RM13,640.00)**

Conditions:

Letter from Employer (stating the date of commencement and retirement)

The entrance fee and the refundable deposit will be refunded upon receipt of clearance letter from the employer.

THE APPLICATION FORM

All applicants should read this Guide before completing all sections of the Application Form by using a black ink fountain pen/ink ball pen.

Block letters are recommended and all the required supporting documents must be submitted together with the completed Application Form. Please note that the Club will not process incomplete Application Forms.

The required documents are:

- i) Photocopy of I/C / Passport (Applicant & Spouse)
- ii) Photographs (Passport Size) Blazer/Jacket with Tie
 - a. Applicant - 3 copies
 - b. Spouse - 1
 - c. Children (above 12 years) 1 + their copies of Birth Certificates & IC
- iii) Marriage Certificate (if applicable)
- iv) Business Card
- v) Proposer's & Secunder's recommendation letters. Every application must be supported by a Proposer and Secunder with both having been full Members of the Club for more than 3 years.
- vi) Cheque or Bank Draft to cover the Entrance Fee and Refundable Deposit
- vii) Supporting documents for applicants with qualifications or titles.
 - a. Those who have been conferred with awards by the *DYMM Seri Paduka Baginda Yang di-Pertuan Agong* and/or State awards which carry the honorifics of Tan Sri, Dato' Sri, Dato' or Datuk should provide copies of the gazette notifications for such award.
 - b. Medical doctors, dental surgeons and veterinary surgeons should provide copies of their registration with the appropriate professional bodies e.g. Malaysian Medical Association, Malaysian Dental Council or Malaysian Veterinary Council.
 - c. Applicants with a Doctor of Philosophy, Doctor of Business Administration, Doctor of Education and equivalent doctoral qualifications should provide a certified copy of their testamur and the official transcript from the awarding university, which has to be recognised by the Malaysian Qualification Agency (MQA). Those with overseas degrees e.g. from Australia, the United Kingdom, the United States, Singapore and India must show documentary evidence that their qualification is accredited by the respective national accreditation authority.

- d. Consistent with the guidelines of the Malaysian Ministry of Higher Education, applicants who seek to have the title Professor /Professor Emeritus on their membership card should attach copies of the appointment letter from their university, which must also be recognised by the MQA for Malaysian Universities and the respective national accreditation authority in respect of overseas appointments.

Please note that in keeping with conventional academic protocol Visiting Professors and Adjunct Professors will not be eligible to use their title on the RSC membership card.

The completed forms should be sent to the Membership Department either by post or delivered by hand.

THE MEMBERSHIP APPLICATION PROCESS

This involves 3 steps.

The first is the processing of the application form by the Membership Department.

The second is the Interview for eligible candidates that appear to meet the entrance requirements. The dress code is jacket and tie for gentlemen and appropriate attire for ladies. The Proposer and Secunder must be present at the interview to introduce the candidate to the Club. Successful candidates will subsequently be issued a Temporary Membership Card.

The third is the Introduction Night which serves as the avenue for qualified Temporary Members to meet with the General Committee for election as Ordinary Members. The dress code is jacket and tie for gentlemen and appropriate attire for ladies.

An Ordinary Membership Card will be issued after the formal endorsement by the General Committee.

Please contact the Membership Department for further clarification or assistance at 603-26927166.