

MEMBERSHIP APPLICATION FORM

PLEASE TYPE OR WRITE CLEARLY IN BLOCK LETTER

PART 1 (FORM A) / 2012 - To be Completed by Applicant

IC NO _____
NAME (AS IN IC) _____
DATE OF BIRTH _____ SEX M F
PLACE OF BIRTH _____ MARITAL STATUS _____
NATIONALITY _____ RACE _____

EMPLOYER

BANK / FINANCE COMPANY _____
BRANCH _____
TOWN _____ POSTCODE _____
TELEPHONE _____
DATE EMPLOYED _____
DATE CONFIRMED _____
BASIC SALARY _____
Salary Increase Date
 1st January 1st July

DESIGNATION (Please Tick ✓)
 NON CLERICAL
 CLERK / TELLER
 SPECIAL GRADE
 CSB
 CLASS 2/3 OFFICERS
 E4
 OTHERS _____

HOME ADDRESS

ADDRESS _____
TOWN / CITY _____ POSTCODE _____
TEL (H) _____ H/P : _____
E-MAIL _____

BENEFICIARY DETAILS

NAME _____
I/C NO: _____ RELATIONSHIP _____
ADDRESS _____
TOWN _____
TEL (H) _____ H/P : _____

(signature of applicant) Date :

I, the undersigned confirmed the above particulars are correct and wish to apply for membership to the Sarawak Bank Employees' Union and I agree to abide by the Rules and Constitution of the Union. I understand that if my membership application is approved I will automatically qualify for benefits under SBEU Benevolent Fund. I nominate the above named as the beneficiary of all benefits in the event of my demise. I enclosed cheque for RM10.00 being entrance fee.

PART II - To be Completed by SBEU Branch Secretary

TO : THE GENERAL SECRETARY
SBEU HQ
SIGNED _____
By SBEU REGION
SECRETARY _____
Date _____

We recommend and submit the above applicant together with the entrance fee for your approval.

PART III - FOR SBEU HQ use

DATE RECEIVED _____ APPROVED _____
MEMBERSHIP NO. _____ DATED _____
SIGNED _____
SBEU GENERAL SECRETARY

Exco meeting / circular decision

REGISTERED HEAD OFFICE

2nd Floor, Lot 79, Block B, QUEEN'S COURT, Jalan Wan Alwi, 93350 Kuching, Sarawak
Tel : 082 • 453 027 H/P: 019 • 886 0819 Fax : 082 • 461 829
E-mail : headoffice@sbeu.org.my

SOUTHERN REGION

2nd Floor, Lot 79, Block B, QUEEN'S COURT, Jalan Wan Alwi, 93350 Kuching, Sarawak
Tel : 082 • 453 027 H/P: 019 • 878 1311 Fax : 082 • 461 829
E-mail : sbeukg@sbeu.org.my

CENTRAL REGION

3rd Floor, 6E Kampong Dato, 96000 Sibul
Tel : 084 • 330 819 Fax : 084 • 312 748 H/P : 012 • 888 3752
E-mail : sbeusb@sbeu.org.my / sbeusk@sbeu.org.my

NORTHERN REGION

2nd Floor, Lot 2441 Block 5 MCLD Boulevard Commercial Centre 98000 Miri
Tel : 085 • 438 027 H/P : 016 • 875 2328 E-mail : sbeumr@sbeu.org.my

41J-3 (2nd Floor), Medan Jaya, Jalan Tun Hussein Onn, 97000 Bintulu
Tel : 086 • 312 118 H/P : 012 • 878 1179 E-mail : sbeuvt@sbeu.org.my

PART IV (FORM B) 1/2012 - To be Completed by Applicant

The Manager
Dear Sir,

DEDUCTIONS OF TRADE DUES

"PLEASE DEDUCT DIRECT FROM MY PAYROLL"
MONTHLY

SBEU MEMBERSHIP SUBSCRIPTION

1% of my basic salary upon payment of my salary every month. (Please round up to the nearest ringgit)

SBEU BENEVOLENT FUND PREMIUM

RM30 (Ringgit Malaysia Thirty Only)
from my salary upon payment of my salary every month.

OR ALTERNATIVELY DEDUCT THE ABOVE
AMOUNT FROM MY

A/C NO: _____ BRANCH _____

PLEASE REMIT THE TOTAL AMOUNT TO

THE GENERAL TREASURER
SARAWAK BANK EMPLOYEES' UNION - HQ
2nd FLOOR, LOT 79, BLOCK B, QUEEN'S COURT
JALAN WAN ALWI, 93350 KUCHING, SARAWAK.

NAME _____

IC NO _____ DATE _____

APPLICANT SIGNATURE _____

MEMBERSHIP APPLICANT PROCEDURES

i. FOR APPLICANTS

- Complete 1 copy Form A/ Application Form
- Complete Part I & IV
- Submit with entrance fee of RM10.00 and photocopy of IC to your IRC.
- Upon approval, you will receive a copy of the handbook and membership card.

ii. FOR IRCs

- Ensure that the application form is properly completed by member and forward to respective REGION SECRETARY together with the entrance fee within one week of receipt from applicant.
- Monitor the approval of the application from SBEU HQ which should not take more than one month from date of submission.

iii. FOR BRANCH SECRETARIES

- Keep a register (Register BR-A) of all application forms received.
- Recommend and forward the application form together with the entrance fee to HQ for approval, within two weeks.
- Entrance fee must be remitted using cheque or Bank draft. Do not use cash. Complete Part II.
- Monitor approval from HQ which should not be more than 2 weeks from date of submission by Branch.