

### Checklist for Re-election Applications

To assist the Secretariat with processing your application, please complete the following checklist. Incomplete applications received will not be submitted for approval unless substantiated with the appropriate information as requested by the Secretariat.

Items	Indicate "✓" when completed
<b>1. Fees Payable</b>	
i. Current, outstanding and election fee is to be paid upon approval of application	<input type="checkbox"/>
<b>2. Signature of Applicant</b>	
i. Answered, signed and dated in sections X and XI on pages 6 and 7 of the application form.	<input type="checkbox"/>
ii. Any amendments to the information as provided in this form has to be countersigned and dated.	<input type="checkbox"/>
<b>3. Employment History</b>	
i. Full career history from the year of lapsed membership to date has to be provided in chronological order, starting with the most current employment.	<input type="checkbox"/>
ii. Any promotions and/or re-designations during any employments should be stated in separate entries.	<input type="checkbox"/>
iii. For the current employment, to ensure that the referee has duly signed, dated and stamped on the relevant entries.  Past employments may be certified by either of the following methods: <ul style="list-style-type: none"> <li>- Signature of the referee duly dated, along with the company stamp</li> <li>- Reference letters: stating clearly the position(s) held and the exact dates of starting and ending.</li> </ul>	<input type="checkbox"/>
iv. Business profile from ACRA of the organisation of your current employment is enclosed.	<input type="checkbox"/>
v. Any employment entry without certification should be supported with an explanatory letter.	<input type="checkbox"/>
vi. Any gaps in between employments of more than 6 months should be addressed in section IV on pages 3 and 4 of the application form.	<input type="checkbox"/>

Items	Indicate "✓" when completed
<b>4. Educational and Professional Qualifications</b>	
i. Educational and professional qualifications attained are to be listed in chronological order in sections VI and VII respectively on page 5 of the application form.	<input type="checkbox"/>
ii. Certificates and transcripts for both educational and professional qualifications are enclosed.	<input type="checkbox"/>
<b>5. Active Involvement in Activities</b>	
i. Any information stated in section VI on page 5 of the application form should be substantiated with the appropriate supporting documents (if any).	<input type="checkbox"/>
<b>6. Sponsors' Recommendation</b>	
i. The sponsor must be senior officer of the organisation of the current employment.	<input type="checkbox"/>

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**THE COMPLETED FORM AND SUPPORTING DOCUMENTATION, SHOULD BE SENT TO:**  
 149 Rochor Road #04-05 Fu Lu Shou Complex Singapore 188425