



Please tick (✓) appropriate block

Amendment Permanent Employed ☐

1. PARTICULARS OF MEMBER

2. CONTACT DETAILS OF MEMBER

NB: Please indicate an amendment with an asterix (*).

¹ Contract employees are not legible for membership to the Fund.

² Starting salary means the annual salary as per the salary notch.

3. DOCUMENTS REQUIRED

Please provide us with original certified copies of the following documents, whenever applicable, to enable us to finalize the request within the prescribed time.

Documents:	Admission	Amendment
Identity Document	x	x
Marriage Certificate / Affidavit (s) for Traditional Marriage		x
First Pay Slip / Remittance Advice	x	x
A copy of staff record card		x
Proof of change (eg Marriage Certificate)		x
Last pay certificate / last payslip at previous employer / first payslip at new employer		x

4. DECLARATION AND CERTIFICATION FOR AND ON BEHALF OF EMPLOYER

I, the undersigned, hereby certify that all particulars furnished in this form are true and correct.

Full Names _____

Official Designation _____

E-Mail Address _____

Telephone No. _____

Fax No. _____

Signature _____ Date _____

Official Date Stamp

NB: To be completed by an authorised HR Officer.

FOR OFFICIAL USE ONLY

Specimen Signature verified: ☐ Yes ☐ No ☐ Specimen Signature Matching: ☐ Yes ☐ No ☐

Verified and processed by: _____ Signature: _____

Date: _____