



# STAFF REQUEST TO UNLIST A MEMBER

**Please complete all sections and fax to Head Office on +65 6324 0968**

Account Name	.....
Account Number	.....
Licensee Area	.....
Reason for Unlisting	.....
	.....
	.....
	.....
	.....
	.....
	.....
	.....
Please unlist temporarily from ..... to .....	
(Note: a member with a debit balance in their account can not normally be unlisted)	
A reminder has been set in the notes programme for the relist date: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Remove from Promotional Email Lists:	General Promotions <input type="checkbox"/>
	Real Estate Promotions <input type="checkbox"/>
Unless this is a temporary unlisting, any Facility on this account will be reversed while a member is unlisted unless you request otherwise:	
Reason Facility is retained	.....
	.....
	.....
	.....
An entry has already been made in the Notes Programme:    Yes <input type="checkbox"/> No <input type="checkbox"/>	
Staff member:	.....
	(name)

## Head Office Use Only

Letter sent:	.....	Facility Removed:	.....
	(Date)		(Amount)
Licensee Advised	<input type="checkbox"/>	Membership Accounts Officer Advised	<input type="checkbox"/>
Unlisted by:	.....	Date	.....
Follow up on relisting by:	.....		.....
	(Date)		(Name)