

Date : _____

Name : _____

The Japanese Association, Singapore
Attention : Room Reservation Office
Email : room-reservation@jas.org.sg

Card No : _____

Contact No : _____

RE: APPLICATION FOR LOAN ITEMS

a) APPLICATION

	ITEMS REQUESTED	QUANTITY
1		
2		
3		
4		
5		

c) ACKNOWLEDGEMENT by Office

Items collected in order by	Date	Items returned in order (checked by)	Date
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~~~~~			
~~~~~			
~~~~~			
~~~~~			

DURATION OF LOAN Date : (14 days) From: _____ To: _____  
Timing : _____

b) REASONS FOR LOAN:


Terms and Conditions

- 1) Applications will be subject to approval of the Secretary-General of the Association.
- 2) All payments have to be paid on the day of collection
- 3) Applicants will be responsible for all costs incurred for any damages or lost of the item/s borrowed.
- 4) All items should be returned to the Association after proper laundry. (Wash & Iron)
- 5) Charges will apply for late return date

Thank you.

Please bring along Membership card for verification  
\$3+GST x ( ) sets

Agreed & Acknowledgement

By Charge to membership card

.....  
Name & Signature of Member

.....  
Date

*****  
For Office Use

MODE OF PAYMENT: Member's Card

Amount : S\$ _____ ( chit No: _____ )