



SINGAPORE INSURANCE EMPLOYEES' UNION

(Registered Under Trade Union Act No. 331/1955)

190 Middle Road, #10-07 Fortune Centre, Singapore 188979. TEL: 6337 0273 FAX: 6336 2008

To : **The H.R. / Finance Department**

Date: _____

Co : _____

AUTO AUTHORISATION FOR CHECK-OFF

I wish to request you to deduct from my salary and annual wage supplement, where applicable, the following sums as payment of my union membership subscriptions, levies and contributions as follows:-

- a) **Membership Subscription** \$ 8.00 per month on GIRO
(Delete, if not applicable)
- b) **Welfare Benefit Subscription** \$ 1.00 per month
- c) **Special Levy Subscription** \$ 2.00 per month
- d) **Contributions**
 - SLF / Annual Wage Supplement \$ 8.00 per annual on GIRO
(same rate as (a) Membership Subscription) (Delete, if not applicable)

I further authorise you to increase the rate of the above membership subscription in the event of any adjustment in my salary. This request is valid for a period from _____ to _____. The amount deducted is to be sent to the Singapore Insurance Employees' Union of which I am a member. If I wish to stop such deductions before the end of the period, I shall inform you in writing through my union giving you one month advance notice. The deduction should cease on the expiry of the notice period or earlier as my union may advice you accordingly.

Name : _____

Dept/Branch : _____

NRIC No : _____

Name of Witness : _____

Signature : _____

Signature : _____

Tel No : _____

Tel. No : _____

Family Details

Name of Spouse : _____ NRIC No. : _____

Children's Name : _____ NRIC No. : _____

_____ NRIC No. : _____

Father's Name : _____ NRIC No. : _____

Mother's Name : _____ NRIC No. : _____

Name of Beneficiary : _____
(in the event of Member's death)