



## Singapore Association of Administrative Professionals

20 Maxwell Road, #08-06 Maxwell House, Singapore 069113

Tel : 65-6323 7523 Fax : 65-6323 7591

Email : admin@saap.org.sg Website : www.saap.org.sg

### Membership Application Form

**PLEASE COMPLETE THE FORM AND RETURN WITH 2 RECENT PHOTOGRAPHS TO:  
SAAP, Membership Chairman**

#### PERSONAL DATA

Name: \_\_\_\_\_

NRIC No: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Nationality: \_\_\_\_\_ Race: \_\_\_\_\_

Address: \_\_\_\_\_

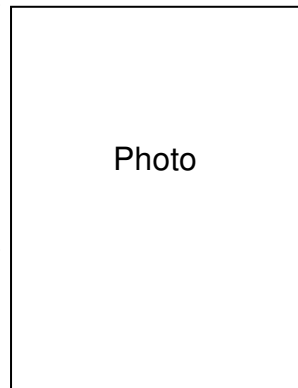
\_\_\_\_\_ Postal Code \_\_\_\_\_

Preferred Mailing Address:  Home  Office

Contact: (Home ) \_\_\_\_\_ (HP) \_\_\_\_\_

Email \_\_\_\_\_

Marital Status:  Single  Married  Divorced  Widowed



#### EMPLOYMENT HISTORY

Current position \_\_\_\_\_

Name & address of present employer: \_\_\_\_\_

\_\_\_\_\_ Postal Code \_\_\_\_\_

Name & position of immediate boss: \_\_\_\_\_

Nature of Business: \_\_\_\_\_ Office Tel No: \_\_\_\_\_ Fax: \_\_\_\_\_

Your salary range:  Below \$2000  \$2000~\$4000  Above \$4000

**Working Experience** (please attach copies of Testimonials)

From (mm/yyyy)	To(mm/yyyy)	Company Name & Address	Position
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**OTHER INFORMATION**

**Administrative/Secretarial/Professional Qualifications** (State year obtained and attach copies of certificates)

Year of Award	Qualification (e.g , Dip in Business Admin, PSD)	Name of Examination Board
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Member of other Club/Professional Association:**

Name of Association	Position Held	Year Joined
_____	_____	_____
_____	_____	_____
_____	_____	_____

Language \_\_\_\_\_ (spoken) \_\_\_\_\_ (written)

Hobbies \_\_\_\_\_

**Service in Committee**

Are you interested to serve as a committee member in SAAP? If yes, please tick the committee of your choice and we will contact you. Thank you

- Education     Membership     Programmes     Public Relations

**DECLARATION**

I wish to apply for membership with the **SINGAPORE ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS (SAAP)** and accordingly agree to abide by the SAAP Constitution as set out by the Association and such amendments as may be made from time to time.

I will forward hard copies of the following documents :

- 1 Certificates to verify my qualifications
- 2 Testimonials from past employers to support my administrative/secretarial experience
- 3 A letter from my current employer confirming my designation and date of commencement

I declare that all particulars furnished by me in this application are true and accurate.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**OFFICIAL USE ONLY**

Date Interviewed \_\_\_\_/\_\_\_\_/\_\_\_\_ Type of Membership \_\_\_\_\_

Date of Acceptance Letter \_\_\_\_/\_\_\_\_/\_\_\_\_ Date Inaugurated \_\_\_\_/\_\_\_\_/\_\_\_\_

Entrance Fee \_\_\_\_\_ Subscription Fee \_\_\_\_\_ Office Maintenance Fee \_\_\_\_\_

**Proposed by Membership Committee****Approved by**\_\_\_\_\_  
**Signature of Chairman & Date**\_\_\_\_\_  
**Signature of President & Date****MEMBERSHIP CRITERIA****Fellow (Prefix : F)**

- 1 A person who has a Diploma/Degree in Business Studies/Administration or its equivalent and has been employed as a full-time administrative personnel for not less than one (1) year, or
- 2 A person who has documentary evidence of having been employed in an administrative role for not less than seven (7) years.

**Auxiliary (Prefix : J)**

- 1 A person who has a Certificate in Business Studies/Administration or its equivalent and has been employed as a full-time administrative personnel for not less than one (1) year, or
- 2 A person who has no administrative experience but has documentary evidence of pursuing relevant courses at an approved institution; or
- 3 A person who has documentary evidence of having been employed in an administrative role for not less than three (3) years.

**MEMBERSHIP FEE**

The fees payable are as follows:

<b>Membership Type</b>	<b>Entrance Fee</b>	<b>Annual Subscription</b>	<b>Annual Office Maintenance</b>	<b>Total</b>
<b>Fellow/Auxiliary</b>	S\$50.00	S\$40.00	S\$35.00	S\$125.00