

Resignation Form

Name: _____

Membership No: _____ Resignation Date: _____

For the future

Would you like to consider remaining a Member of the Club? Yes No

If yes, you may become Life Member.

Would you like to receive information on Life Membership? Yes No

Reinstatement

Regular Members (except Corporate and Term Members) who wish to reactivate a resigned Membership may do so within six months by paying back dues, bonus dues and refundable deposit, as established by the Membership Committee. Please contact the Membership Office for more information.

I have been apprised for the future Membership options and have chosen not to apply. I further understand that by not electing to go on Life Membership status I will pay the full joining fee at the prevailing rates if I wish to rejoin the Club.

Final Billing Options

Direct debit from my bank account

Charge all final charges to my credit card:

Type of card: MasterCard VISA American Express Card Expiration: _____

Name on card: _____

Card No: _____

Send my final statement to: My new address below My company

Members are reminded that the Club's Articles of Association stipulate that resignation will not be accepted if there is an unpaid balance on the Member's account. Those Members leaving Japan can satisfy this requirement by settling the final statement by credit card.

Deposit Refund Options

Note: Any outstanding balance must be settled before the deposit can be refunded.

Send the deposit or remainder of deposit to:

My bank account Corporate bank account

Bank name: _____ Branch: _____

Bank account type and number: _____

Account holder's name exactly as registered with the bank: _____

My company (contact person) _____

Corporate Membership Only

Will your Corporate Membership be kept vacant? Yes No Corporate Life

If yes, please note that a vacancy fee (¥20,000 per month) will apply.

New Assignee name: _____

If no, please contact the Membership Office for a "Corporate Slot Cancellation Form."

For Corporate Members, take advantage of "Corporate Transition Privileges" to continue your Membership. For details, contact the Membership Office.

New Address: _____

E-mail: _____ Tel: _____ Fax: _____

If all the information above is correct, please sign your name below.

Signature: _____

Exit Questionnaire

What is the reason for your resignation? Reassignment Repatriation Other

If you could in the future, would you like to rejoin the Club? Yes No



Bonus Dues for Resigning Members

Dear Member,

We would like to inform you of the approval by Members of the Board-recommended change to the article concerning the twice-annual charge of one month's dues for the employees' bonus fund (normally called bonus dues). The bonus dues will now be prorated for resigning Members, as is currently the practice for new Members upon joining. This change provides consistency and fairness.

Members approved the amendment of General Rule II A4 and II B6, "Assessment for Employees' Bonus Fund," at the Annual General Meeting on November 24, 2009. It will be effective for all resignations from January 1, 2010.

The proration for resigning Members is as follows:

December–February: Half bonus dues
March–May: Full bonus dues
June–August: Half bonus dues
September–November: Full bonus dues

We thank you for your understanding.

Sincerely,
The Membership Office

