



INSTRUCTIONS ON MEMBERSHIP APPLICATION PROCEDURE

ELIGIBILITY

Membership of the Association is opened to an applicant for membership that is a subsidiary or a holding company (both as defined under the Companies Act 1965); sharing the same controlling shareholder(s); or is the same entity, as an existing member. However, when such relationship with the existing member concerned no longer exist or where such existing member ceases to be a member of the Association, the said member shall pay an additional Ringgit Malaysia Three Thousand and Five Hundred only (RM3,500.00) in compliance to Clauses 6(2)(A) and 6(5)(A).

CONDITIONS

- I. Kindly complete the particulars in the appropriate section of the Membership Application Form.
- II. Please enclose the following documents upon submission of your application:-
 1. Certified true copy of a valid Trading Licence;
 2. Certified true copy of Housing Developer's Licence and Advertisement & Sale Permit (if any);
 3. Certified true copies of Form 24, Form 49 and Certificate of Registration of Company (for limited Co.);
 4. Photocopied NRIC of representative(s);
 5. Certification of Paid-up Capital (*a minimum of RM250,000.00*);
 6. Property owned, if any (project brochures);
 7. Membership Application shall be signed by any one (1) Director of the Company in accordance to their Form 49 in its own company's letterhead (refer to *Sample A* attached); and
 8. New Ordinary Membership Application Total Fees is RM2,500.00 being

(i)	Entrance Fee	RM1,000.00
(ii)	Subscription Fee	RM1,000.00
(iii)	Building Fund	RM 500.00

(The above sum is Refundable if the application is unsuccessful).
 9. Renewal of Annual Membership Subscription Fee including Building Fund is RM1,100.00 being

(i)	Subscription Fee	RM1,000.00
(ii)	Building Fund	RM 100.00

NOTES:

Annual Subscription Fee for membership is due and payable in January for each current year.



PROJECT DETAILS

SECTION A: DETAILS OF CURRENT & ON GOING PROJECTS

Name of Project & Location (Commencement Date and Expected Completion Date)	Approval No.	Total Land Area	Total No. Of Units	Type of Development (No. of Units)			
				Residential	Commercial	Industrial	Others

SECTION B: COMPLETED PROJECTS

Name of Project & Location	Total Land Area	No. of Units	Date Commenced & Date Completed

SECTION C: PROJECT UNDER PLANNING / SUBMITTED FOR PLANNING APPROVAL

Name of Project & Location (Expected Commencement and Completion Dates)	Total Land Area	No. of Units	Type of Development



MEMBERSHIP APPLICATION FORM

A. COMPANY/PARTNERSHIP

- I. Name of Company/Partnership : _____
 Registered Address : _____

 Business Address : _____

 Correspondence Address : _____

 Telephone No(s). : _____ Fax: _____
 E-Mail : _____
 Website : _____
 Paid Up-Capital as at _____ : RM _____
 Date of Formation of Company : _____

- II. Names of Representative and Alternate Representative of Company/Partnership. Please attach photocopied NRIC of representative(s).

Representative:

- Name : _____
 NRIC No. : _____ Sex : _____
 Designation : _____
 Mobile No : _____

Alternate Representative:

- Name : _____
 NRIC No. : _____ Sex : _____
 Designation : _____
 Mobile No. : _____

B. COMPANY/PARTNERSHIP OF EXISTING SHAREDADA MEMBER

(IN COMPLIANCE TO CLAUSE 6(2)(A))

1. Name of Company : _____
 2. Membership No : SHAREDADA/ _____
 (Company Chop) :



C. PROPOSER & SECONDER

The proposer and seconder must be Sabah Housing And Real Estate Developers Association's [formerly Sabah Housing Developers' Association (1992)] member companies.

I. PROPOSER:

We, _____ (Name of Company)
hereby propose the above application for membership.

Signature : _____
Name : _____
Mobile No : _____ (Company Chop)
Membership No: SHAREDA/_____

II. SECONDER:

We, _____ (Name of Company)
hereby second the above application for membership.

Signature : _____
Name : _____
Mobile No : _____ (Company Chop)
Membership No: SHAREDA/_____

FOR OFFICE USE ONLY

1. Date of Approval of Membership : _____
2. Membership No. : SHAREDA/_____
3. Remarks for non-approval (if any) : _____

PRESIDENT

SECRETARY-GENERAL

Dated this _____ day of _____, _____

Applicant's Company Letterhead
" **SAMPLE A** "

Ref :

Date :

To: Hon. Secretary-General
Sabah Housing And Real Estate Developers Association
Lot 1-3(F), 3rd Floor, Beverly Hills Plaza, Jalan Bundusan, 88300 Kota Kinabalu
P. O. Box 15405, 88863 Kota Kinabalu

Dear Sir / Madam

DECLARATION

I/We, the undersigned with my/our designation described below, hereby apply to be an Ordinary member of Association and, if admitted, agree to abide by the Constitution and Rules of the Association.

I/We hereby declare both on behalf of the company and in our personal capacities that save as disclosed to you together with this letter, **that this company, its officers and members have not directly or indirectly been in control of, or involved in any capacity in a development project that has been abandoned.**

We enclose herewith Cheque No. _____ for the sum of RM2,500.00 being payment of entrance fee, subscription fee and building fund for the year _____ which is refundable if the application is unsuccessful.

Yours faithfully

Signature

Name : _____

NRIC No : _____

Mobile No : _____

Designation: Director

Company Chop: