

# Singapore Karate-Do Federation



Registry of Societies, UEN No. S71SS0055B

Date of Registration: 7th December 1971

Affiliated to:

Singapore National Olympic Council

Singapore Sports Council

World Karate Federation

Asian Karatedo Federation

262 Bishan St 22 #B1-287 Singapore 570262

Hon Secretary e-mail: [skfhonorarysecretary@gmail.com](mailto:skfhonorarysecretary@gmail.com)

[www.singaporekarate.org](http://www.singaporekarate.org)

## APPLICATION FOR PROVISIONAL MEMBERSHIP

### **INSTRUCTIONS:**

This application form will take you about 10 -15minutes to complete.

All the information provided must be true and accurate in every aspect.

The applications may take up to 180 days to process and you will be notified of the outcome in writing.

Kindly take note that any incomplete form or failure to submit the required documents will result in a rejection of the application. All rejected applications may submit fresh applications only after expiry of one year after said notice of rejection.

### **CRITERION TO BE A PROVISIONAL MEMBER**

1. Only clubs, societies and such body or organizations which are registered under the laws of Singapore governing the registration of such clubs, societies, bodies or organizations and which are established with the principal or ancillary object of promoting the sport of Karate-Do in line with the Federation may apply to be affiliated as a Provisional Member.
2. Applicants will submit and accept unconditionally, the by-laws and constitution of the SKF and agree to the terms and conditions of admission as set by the Management Committee.
3. Applicant must submit a non-refundable application fees of \$150 together with a complete dossier giving detailed information on their organization and activities.
4. Applicants for Provisional Membership should be an established Karate-Do Club in the Republic of Singapore for at least 2 years with at least 50 active paying members in their organization.
5. All new applicants which met with the application and admission criterion will be admitted as Provisional Member without voting rights after its application is approved by the Management Committee. They

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must pay an annual fee of \$150 upon acceptance as a Provisional Member of the Federation.

6. Applicants must submit the following:
  - a. The Constitution and By Laws of your organization;
  - b. The complete profile of your Head Coach/Chief examiner and the Management Committee. (Please include photocopies of their qualifications with signature certifying them to be true copies);
  - c. A complete name list of your members and their Karate-Do qualification;
  - d. Details structure and organization of your Club;
  - e. A detail list of your organization activities;
  - f. An audited financial statement of accounts for the past three years by a certified public accountant;
  - g. A detailed commitment proposal on how the organization can add values and/or contributes to the Federation.

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## APPLICATION FOR PROVISIONAL MEMBERSHIP

Name of Karate Club: \_\_\_\_\_

Date of Establishment: \_\_\_\_\_

Documents:		For Official Use Only
(a) Certified true copy of ROS registration documents;	<input type="checkbox"/>	
(b) The Constitution and By Laws of your organization;	<input type="checkbox"/>	
(c) The complete profile of your Head Coach/Chief examiner and the Management Committee. (Please include photocopies of their qualifications with signature certifying them to be true copies);	<input type="checkbox"/>	
(d) A complete name list of your members and their Karate-Do qualification;	<input type="checkbox"/>	
(e) The structure and organization of your Club;	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
(f) A complete report of the organization activities;	<input type="checkbox"/>	
(g) An audited financial statement of accounts for the past three years by a certified public accountant;	<input type="checkbox"/>	
(h) A commitment proposal on how the organization can add value and/or contribute to the Federation;		
<b>1</b>	<b>Application Fees \$150</b>	
1.1	Cheque must be crossed and payable to	Bank:

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	“Singapore Karate-do Federation”. Please write “non-refundable application fees for affiliated membership” behind the chq.		Cheque No.:
1.2	Current & Previous membership with any other Karate-Do organization:		
1.3	Any Disciplinary action taken against your club or any of your members? (If any): Date: _____ Name: _____		

Items	If yes, please mark ( )	For Official Use Only
<b>2 Submission of Various Documents</b>		
<b>2.1 Student Membership Records</b>		
2.1.1	Complete list of venues (schools, community centers, Dojo(s), etc), which the club is teaching and has taught at.	
2.1.2	Complete student register and records	
2.1.3	Testimonials by members, education institutes, etc (if any)	
<b>2.2 Audited accounts of Club for the past 3 years.</b>		
2.2.1	Name of Auditor: _____	
2.2.2	Name of Audit firm: _____	
2.2.3	Annual Report	
2.2.4	Audited Statement of Accounts for the Year preceding to the year of application	
2.2.5	Report of last AGM	
2.2.6	Budget for the year	
2.3	Club affairs	

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2.3.1	Management structure		
2.3.2	Election proceedings and club rules		
2.3.3	Club list of activities in the past three years		
<b>2.4</b>	<b>S.O.P, Rules and Regulations, Coaching information</b>		
2.4.1	Association S.O.P (Standard Operating Procedures)		
2.4.2	Rule & Regulations		
2.4.3	Coaches records and qualifications		
2.4.4	Testimonial of coaches (if any):		
2.4.5	Sample coaching reports, documents		
2.4.6	SEP program (if any):		

Items	If yes, please ( )	For Official Use Only
<b>3</b>	<b>Club's standing and progress for the past and the future</b>	
<b>3.1</b>	<b>Achievements by Club in the last 3 years</b>	
3.1.1	Athlete's achievements	
3.1.2	Athlete's participations and involvements	
3.1.3	Official's achievements	
3.1.4	Official's participations and involvements	
3.1.5	Letters/ Commendations on activities/ persons in the club related to the art of Karate-Do.	
3.2	4 year plan for club progress and development: (Inclusive of athletes and officials)	
<b>3.3</b>	<b>Expected participation with the SKF</b>	
3.3.1	A commitment statement on how your organization can add value and/or contribute to the Federation; ( <i>You may submit it on a separate A4 size letter head of your club</i> )	

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<b>4</b>	<b>Application submitted by:</b>
I, (Name): _____, (NRIC number) _____, the (Your appointment in your club) _____ of the above association, certify that all the above information has been submitted and made available to the Singapore Karate-do Federation (SKF) on _____ and I affirmed that all the information submitted are true and accurate in every aspect.	
4.1	Signature: _____ Date: _____
5. For official use:  Application approved: _____  Application rejected: _____	