

CLAIM FORM 2013

Ref.: SOCEH/AGM2013/Form01-02

(Pls fill out this Form in a legible way, and submit it together with the Travel Documents. The Form or Travel Documents that are ineligible or incomplete may result in delay or rejection of the entire claim.)

To: Society of Environmental Health (Singapore)

(1) I ("name of member as in NRIC/bank records"),

....., a member of the Society, hereby submit my claim for S\$..... (Dollars.....),

being the subsidy for my overseas trip, made in accordance with the motion approved at the AGM held on 11 May 2013. The particulars of the trip are as follows.

(a) Travel dates:

(b) Destination(s):

(c) Amount paid: S\$.....

(d) Issuer of invoices:
(Name of travel company or agent)

Currency conversion	
_____ X _____	(exchange rate)
= S\$ _____	

_____ X _____	(exchange rate)
= S\$ _____	

(2) Enclosed are copies of my Travel Documents (viz. invoice/ documentary proof of travel, currency exchange record, etc.) to support my claim.

(3) Following are my additional comments regarding my trip/claim (if any):

.....
(Use a separate sheet or the back of this Form if necessary.)

(4) I have read and understood the Guidance Note 2013 (Ref.: SOCEH/AGM2013/GN01-02) issued by the Society.

(5) I declare that the enclosed documents and the information stated in this Claim Form are factual and true to my best knowledge. I also fully understand that if any member is found to have obtained the subsidy fraudulently, the Society reserves the right to recover all money paid to the member, and any cost incurred in the process of recovering such payment, legal or otherwise, shall be borne by the member.

(6) If the subsidy is approved (pls tick the relevant box below):

I'll arrange for collection of cheque from the Society, by contacting the relevant personnel.

Please mail the cheque to me at the following address:

.....
.....

(7) The Society may also contact me at:

HP no:.....Tel no:.....E-mail address:

.....
Signature of Member (claimant)

.....
Date

For Society's use

Approved

KIV

Rejected

Claim processed by, and comment if any: