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TOKYO AMERICAN CLUB

## *Membership Requirements*

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**Members of Tokyo American Club shall be of good character, financial standing and reputation.**

- I. Qualified applicants must submit a completed application form and two completed recommendation forms from existing Members (Proposer and Secunder). A Proposer and Secunder must be Resident, Company Transferable, Term Regular or Senior/Emeritus Members in good standing for more than one year.
  - II. Qualified applicants are required to attend an interview reception with the Board of Governors and Membership Committee members and an orientation.
  - III. Acceptance to the Club is subject to the Membership Committee's review. Final approval of any application shall be by resolution of the Board of Governors.
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TOKYO AMERICAN CLUB

# Membership Options

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**Details & Benefits**

**Resident Membership**

Duration of membership is unlimited.  
Conversion to other categories is possible.  
Not transferable.  
There are three designations for membership: Single, Couple and Family. If Family is selected, all children under 21 years old are included.  
The membership belongs to the individual, who has reciprocal club and voting privileges (so long as the Member registers to vote).  
Membership includes access to Tokyo American Club Nihonbashi (adults only).  
*See fee structure for details.*

**Details & Benefits**

**Company Membership**

Duration of membership is unlimited.  
Conversion to other categories is possible.  
Allows for three-month overlap when transferring to succeeding applicant.  
There are three designations for membership: Single, Couple and Family. If Family is selected, all children under 21 years old are included.  
The membership belongs to the company. The incumbent has reciprocal club and voting privileges (so long as the Member registers to vote).  
The company has the option to sponsor other Members for short periods, whenever a membership is vacant.  
Membership includes access to Tokyo American Club Nihonbashi (adults only).  
*See fee structure for details.*

**Details & Benefits**

**Term Regular Membership (non-Japanese applicants only)**

Duration of Membership is three years.  
Membership can be extended after three years by paying six-month extension fees.  
Conversion to other categories is possible.  
Full credit on entry/extension fees if converting to Resident Regular Membership.  
Not transferable.  
If the individual wants to include his or her family, monthly term regular family dues will cover the individual, spouse and all children under 21 years of age.  
The Membership belongs to the individual, who has reciprocal club and voting privileges.  
Copy of resident card required.  
Membership includes access to Tokyo American Club Nihonbashi (adults only).  
*See new fee structure for details.*

**Details & Benefits**

**Junior Membership**

For sons and daughters of Members, between the ages of 21 and 29.  
The duration of membership is until the person reaches the age of 30.  
Conversion to other membership types is possible.  
The Junior Membership non-refundable entrance fee will be deducted from the regular entrance fee at the time of conversion to another membership type.  
There are three membership designations: Single, Couple and Family. The Family designation includes all children under 21 years old.  
The membership is not transferable.  
Membership includes access to Tokyo American Club Nihonbashi (adults only).  
*See fee structure for details.*



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**Details  
& Benefits**

**Senior/Emeritus Transfer Membership**

A Senior/Emeritus Member may transfer Regular membership to a son, daughter or grandchild.

When the child or grandchild's application is approved, the Senior/Emeritus Member must resign.

The Senior/Emeritus Member can become an Adult Family Member of the son, daughter or grandchild, without having to reside with that person.

Duration of membership is unlimited.

Conversion to other categories is possible.

There are three membership designations: Single, Couple and Family. The Family designation includes all children under 21 years old.

The membership belongs to the individual, who has reciprocal club privileges and voting privileges (so long as the Member registers to vote).

The membership is not transferable.

Membership includes access to Tokyo American Club Nihonbashi (adults only).

*See fee structure for details.*



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## *Financial Obligations*

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### **Building Maintenance Assessment**

All Members are charged a monthly building maintenance assessment of ¥1,500 to their membership account.

### **Entrance Fees Payment**

Entrance fees can be paid by either bank transfer or Diners Club credit card.

New Members must settle their monthly statement by Diners Club credit card.

### **Domestic bank transfer**

Mitsui Sumitomo Bank (0009)

Nadeshiko Branch (971)

Savings account: 1092990

Ippan Shadan Hojin Tokyo American Club

### **International bank transfer**

Mitsui Sumitomo Bank (0009)

Shinjuku-Nishiguchi Branch (259)

Savings account: 2670848

Ippan Shadan Hojin Tokyo American Club

SWIFT: SMBCJPJT

Address: 2-1-1 Nishi-Shinjuku, Shinjuku-ku, Tokyo 163-0402



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## Fee Structure

The following entrance fees apply to applications received from **July 1, 2021**.

| I. Resident Membership                  | Foreign Nationals  | Japanese National  |          |
|---|--|--|----------|
| 1) Entrance fee                         | ¥1.5 million   | ¥3.5 million   |          |
| 2) Refundable deposit                   | ¥200,000   | ¥200,000   |          |
| 3) Monthly fees                         | ¥27,500 for Single<br>¥36,000 for Couple<br>¥44,000 for Family                   | ¥27,500 for Single<br>¥36,000 for Couple<br>¥44,000 for Family |          |
| 4) Building maintenance assessment      | ¥1,500   | ¥1,500   |          |
| II. Company Membership                  | Foreign Nationals  | Japanese National  |          |
| 1) Entrance fee                         | ¥1.5 million   | ¥3.5 million   |          |
| 2) Refundable deposit                   | ¥200,000   | ¥200,000   |          |
| 3) Monthly fees                         | ¥27,500 for Single<br>¥36,000 for Couple<br>¥44,000 for Family                   | ¥27,500 for Single<br>¥36,000 for Couple<br>¥44,000 for Family |          |
| 4) Company transfer                     | ¥750,000   | ¥1.75 million  |          |
| 5) Building maintenance assessment      | ¥1,500   | ¥1,500   |          |
| III. Term Regular Membership            | Single   | Couple   | Family   |
| 1) Entrance fee                         | ¥750,000   | ¥750,000   | ¥750,000 |
| 2) Refundable deposit                   | ¥200,000   | ¥200,000   | ¥200,000 |
| 3) Monthly fees                         | ¥50,000  | ¥56,500  | ¥63,000  |
| <b>Duration (valid for three years)</b> |  |  |          |
| Six-month extension                     | ¥250,000   | ¥250,000   | ¥250,000 |
| Conversion                              | Full credit on entry/extension fees if converting to Resident Regular Membership |  |          |
| 4) Building maintenance assessment      | ¥1,500   | ¥1,500   |          |
| IV. Junior Membership                   | Foreign Nationals  | Japanese National  |          |
| 1) Entrance fee                         | ¥750,000   | ¥1.75 million  |          |
| 2) Refundable deposit                   | ¥200,000   | ¥200,000   |          |
| 3) Monthly fees                         | ¥27,500 for Single<br>¥36,000 for Couple<br>¥44,000 for Family                   | ¥27,500 for Single<br>¥36,000 for Couple<br>¥44,000 for Family |          |
| 4) Building maintenance assessment      | ¥1,500   | ¥1,500   |          |
| V. Senior/Emeritus Transfer Membership  | Foreign Nationals  | Japanese National  |          |
| 1) Entrance fee                         | ¥750,000   | ¥750,000   |          |
| 2) Refundable deposit                   | ¥200,000   | ¥200,000   |          |
| 3) Monthly fees                         | ¥27,500 for Single<br>¥36,000 for Couple<br>¥44,000 for Family                   | ¥27,500 for Single<br>¥36,000 for Couple<br>¥44,000 for Family |          |
| 4) Building maintenance assessment      | ¥1,500   | ¥1,500   |          |



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# Application Procedures

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## 1. Application materials

Please submit all application materials as detailed below to the Club's Membership Office:

- Membership application form with the applicant's signature and a passport-size photograph.
- Recommendation by Proposer form.
- Recommendation by Secunder form.  
*The Proposer and Secunder must hold a Resident, Company Transferable, Term Regular or Senior/Emeritus Membership, be in good standing, have been Members for at least one year.*
- All applicants applying as a Foreign National must provide a valid passport as proof of citizenship
- Copy of valid passports for applicants and all family members applying for couple or Family Membership.  
Marriage certificates (if applicable). Residence Card copy or Juminhyo (required for domestic partnerships in lieu of marriage certificates).
- Diners Club card registration form, together with a copy of the applicant's driver's license or national health insurance card (for Japanese applicants) or a copy of the applicant's residence card (for non-Japanese applicants).

## 2. Interview reception

Once completed application materials have been submitted to the Membership Office, applicants will be invited to an interview reception at Tokyo American Club. The interview reception will be conducted in English.

## 3. Orientation

Applicants are required to attend an orientation at which they will learn about Club facilities, services, procedures and rules and have the chance to ask questions.

## 4. To be issued with a temporary membership card, applicants must first meet the following criteria:

- Submitted all the necessary application materials, including a Diners Club application form.
- Attended an interview reception and orientation.
- Completed payment of the entrance fee and deposit before the interview reception and within 90 days of the initial application.

5. After official approval by the Board of Governors, applicants will be notified in writing. If an application is not accepted or is withdrawn by an applicant prior to approval, it will be returned to the applicant, along with any deposits made, less any money owed to Tokyo American Club.



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# Membership Application

Tokyo American Club is a private members' club, owned and run by the Members for the benefit of the Members. Members shall be persons of good character, financial standing and reputation and, if elected to the Membership, will join the Club as an individual or family Member in their own right.

Attach photo here

## Membership Category

Please circle one from each column:

### Membership Type

- Resident
- Company (New)
- Company (Transfer)
- Term Regular
- Senior/Emeritus Transfer
- Junior

### Category

- Single
- Couple
- Family

I was previously a Club Member. Membership no: \_\_\_\_\_ Resignation date: \_\_\_\_\_

Monthly dues paid by:  Company  Self  
Entrance fee paid by:  Company  Self

Senior/Emeritus Membership Transfer/Junior. Parent's name: \_\_\_\_\_ Membership no: \_\_\_\_\_

**Full Name:** \_\_\_\_\_

Nationality: \_\_\_\_\_ Date of birth: M \_\_\_\_\_ D \_\_\_\_\_ Y \_\_\_\_\_

### Current Employment Information (please print)

Name of company: \_\_\_\_\_

Type of business: \_\_\_\_\_

Position and title: \_\_\_\_\_

Business address in Japan: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Zip code: \_\_\_\_\_

Tel: \_\_\_\_\_ E-mail: \_\_\_\_\_



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# Membership Application

## Personal Information

Home address in Japan: \_\_\_\_\_  
\_\_\_\_\_ Zip code: \_\_\_\_\_

Tel: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_

**English Language Ability** (please circle) Native          Fluent          Good          Minimal          None  
Years spent in the United States: \_\_\_\_\_ Years spent in other English-speaking countries: \_\_\_\_\_

Please supply the information below only if you are applying for Couple/Family membership.

| Name                 | Gender | Date of birth      | Nationality |
|----------------------|--------|--------------------|-------------|
| Spouse: _____        |        | M    D    Y        |             |
| Spouse e-mail: _____ |        | Spouse cell: _____ |             |
| Children: _____      |        | M    D    Y        |             |
| Children: _____      |        | M    D    Y        |             |
| Children: _____      |        | M    D    Y        |             |

## Employment History

| Name of company | Location | Dates | Position |
|-----------------|----------|-------|----------|
| _____           |          |       |          |
| _____           |          |       |          |

## Education

| Name of school | Location | Dates | Degree |
|----------------|----------|-------|--------|
| _____          |          |       |        |
| _____          |          |       |        |

## Club and Association Membership

\_\_\_\_\_  
\_\_\_\_\_

## Personal Statement

Reasons for wishing to join Tokyo American Club:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Disclosure of Body Markings and Tattoos

Do you or anyone covered under this application have body markings or tattoos? If yes, please state name of person.

\_\_\_\_\_  
*The presence of a body marking or tattoo does not imply any negative or positive impact on a prospective Member's application.*



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# Membership Application

## How did you find out about Tokyo American Club?

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Company             | <input type="checkbox"/> Magazine           | <input type="checkbox"/> Club website                            |
| <input type="checkbox"/> Reciprocal club     | <input type="checkbox"/> Relocation company | <input type="checkbox"/> Tokyo American Club Member              |
| <input type="checkbox"/> Chamber of commerce | <input type="checkbox"/> Advertisement      | <input type="checkbox"/> Direct contact from Tokyo American Club |

## Why do you want to join the Club? Please check all that apply.

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Business activities           | <input type="checkbox"/> Dining outlets                    | <input type="checkbox"/> Event, meeting and catering service |
| <input type="checkbox"/> Family activities             | <input type="checkbox"/> Recreation and fitness facilities | <input type="checkbox"/> Socializing and networking          |
| <input type="checkbox"/> Other (please specify): _____ |  |  |

I certify that all the statements made in this application are true to the best of my knowledge and, if I am elected to the Membership, I pledge to abide by the Club Articles of Association, General Rules, House Rules and any other applicable regulations and policies.

I hereby declare that neither I nor anyone within my application have been convicted of any crimes or pled guilty or nolo contendere (no contest) to any crimes in Japan or elsewhere.

I also certify that neither I nor anyone within my application has never had any dealings with any organized crime group or with persons related to any organized crime group.

I certify that I will keep the Club informed of any change of status regarding the information provided in this application.

I hereby give my consent to a full background check by the Club.

Signature of applicant: \_\_\_\_\_  
*The information I have provided is accurate and in adherence with the General Rules and Articles of Association of the Club.*

## Billing and Mailing Information

|  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
|  | <i>Home</i>              | <i>Business</i>          | <i>Not required</i>      |
| Mailing address for Club magazine (check one):     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Monthly statement by e-mail (PDF)    E-mail: _____ | @ _____                  |                          |                          |

## Company Transferable Membership (Only) - Company Guarantee

Company: \_\_\_\_\_  
Club applicant's name: \_\_\_\_\_

- New Company Transferable Membership (disregard the "Replacing" and "Membership no." details).  
 Replacing Company Transferable Member (please fill out below)

Company no.: \_\_\_\_\_

Replacing (name): \_\_\_\_\_      Membership no: \_\_\_\_\_

The company agrees to be fully responsible for the behavior and all debts incurred by the Member and his or her family.

Name of company representative (other than applicant):

\_\_\_\_\_      Signature: \_\_\_\_\_  
Title: \_\_\_\_\_      Tel: \_\_\_\_\_

Should you have any questions regarding the application process, please contact the Membership Office at **03-4588-0687** or e-mail **membership@tac-club.org**.

## For office use only

Check       Cash       Bank Remittance

Date Received: \_\_\_\_\_      Fee Amount: \_\_\_\_\_      Deposit Amount: \_\_\_\_\_

Date Completed Application Received: \_\_\_\_\_



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## Recommendation by Proposer

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Dear Proposer,

Thank you for your cooperation in this important step in completing an application for Membership. As a reminder, you must have been a Resident, Company Transferable, Term Regular, Senior/Emeritus Member for at least one year and not be planning to resign within 60 days, to act as a Proposer. Only one family relation may propose or second an applicant for membership.

Name of applicant: \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

In what context? Business: \_\_\_\_\_ Social: \_\_\_\_\_

English language ability of the applicant (*please circle one*):

Native                  Fluent                  Good                  Minimal                  None

**Declaration by Proposer** (*read carefully before signing*)

To the best of my knowledge and belief, this applicant, whom I have met, is of good character, financial standing and reputation. I believe that the applicant, if selected, would be a good and active Member of the Club, pay his or her obligations promptly and abide by the Club's Articles of Association, General Rules and other rules and regulations of Tokyo American Club.

Additional comments about the applicant (obligatory):

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I therefore recommend this applicant for membership of Tokyo American Club.

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

Membership no: \_\_\_\_\_ Date: \_\_\_\_\_

Should you have any questions regarding the application process, please contact the Membership Office at **03-4588-0687** or e-mail **membership@tac-club.org**.

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## Recommendation by Seconder

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Dear Seconder,

Thank you for your cooperation with this important step in completing an application for Membership. As a reminder, you must have been a Resident, Company Transferable, Term Regular, Senior/Emeritus Member for at least one year and not be planning to resign within 60 days, to act as a Seconder. Only one family relation may propose or second an applicant for membership.

Name of applicant: \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

In what context? Business: \_\_\_\_\_ Social: \_\_\_\_\_

English language ability of the applicant (*Please circle one*):

Native

Fluent

Good

Minimal

None

**Declaration by Seconder** (*Read carefully before signing*)

To the best of my knowledge and belief, this applicant, whom I have met, is of good character, financial standing and reputation. I believe that the applicant, if selected, would be a good and active Member of the Club, pay his or her obligations promptly and abide by the Club's Articles of Association, General Rules and other rules and regulations of Tokyo American Club.

Additional comments about the applicant (obligatory):

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I therefore recommend this applicant for membership of Tokyo American Club.

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

Membership no: \_\_\_\_\_ Date: \_\_\_\_\_

Should you have any questions regarding the application process, please contact the Membership Office at **03-4588-0687** or e-mail **membership@tac-club.org**.

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