

# Application for Event Organised at JCKL

To : The Secretary General  
 THE JAPAN CLUB OF KUALA LUMPUR  
 No.2 Jalan 1/86, Off Jalan Taman Seputeh,  
 58000 Kuala Lumpur.

**\*Please CRICLE the appropriate**

Date of Application: \_\_\_\_\_

|   |   |  |
|---|---|--|
| 1 | Applicant<br><br>(Organiser and applicant must be the same) | <div style="text-align: right;">(Incl. Katorea)</div> *Corporate / Individual / Associate / Family Member / Circle<br>Name or (Name of Circle & Person in Charge): _____<br>Membership No: _____<br>Tel: _____ Fax: _____<br>E-mail : _____ Signature: _____   |
| 2 | Form of Operation   | Organise (the above applicant) / Co-Organise / Co-operate / Sponsor / Etc  |
| 3 | Name of Event   |  |
| 4 | Date & Time of Event  | Date: _____ Time: _____ ~ _____  |
| 5 | Venue   | 1 <sup>st</sup> Hall / 2 <sup>nd</sup> Hall / Others (please specify _____)<br>* Please check availability of venue, make reservation and rental payment at the Admin. Office  |
| 6 | Estimated Number of Participants                            | #Member: _____ persons #Non-Member: _____ persons Total: _____ persons<br>#Must specify<br><b>【Participation of Non-members】</b><br>• Application for One-day Pass : Finished / Unfinished<br>• Approval of Sub-committee-in-charge, Admin. Committee Meeting or Committee Meeting is required except for the events that concerning medical, educational and welfare.   |
| 7 | Fees  | * None / RM _____/person<br><br>{If fee is collected}<br>• Collection shall be based on the actual cost and non-profit making.<br>• Item 9 must be filled in.<br>• Approval of Sub-committee in charge, Admin. Committee Meeting or Committee Meeting is required  |
| 8 | Estimated Revenue & Expenditure                             | Fill in this column only when Items 7 is applicable  |
| 9 | Others/ Remarks   |  |
|   | For office use  | 1. Approval by Office : Approved / To be discussed with Committee-in-charge<br>2. Notification to relevant Committee : Completed (Committee-in-Charge: _____)<br>3. Approval by Sub-committee-in-charge : Required(Date: _____) / Report Approved/Not Approved<br>(Sub-committee-in-Charge: _____)<br>4. Approval by Admin. Committee Meeting: Required(Date: _____) / Report Approved/Not Approved<br>5. Approval by Committee Meeting : Required(Date: _____) / Report Approved/Not Approved |