

# 各種届出について

以下、各種届出については電話その他の方法による申し出は受け付けられません。

## 各種変更の届出（会則第 11 条・第 12 条）

- ◆ 登録情報が変更になりましたらフロントにてお手続きください。
- ◆ 会員種類は会費支払い期間の満了日をもって変更できるものとしますが、会社指定の届出書を会費支払い期間満了日の 1 ヶ月前（前月末）までにご提出ください。
- ◆ 会員種類の変更は手数料 3,300 円（税込）が必要です。

## 休会・復会の届出（会則第 13 条）

- ◆ 休会希望月の前月末日までにフロントにてお手続きください。
- ◆ 休会費は 1 ヶ月 2,200 円（税込）とし、期間は 1 ヶ月以上 6 ヶ月以内とします。
- ◆ 休会期間中に復会を希望する場合は復会月より所定の月会費をいただきます。
- ◆ 休会を短縮・延長する場合は、終了月末日までに再度手続きをするものとします。
- ◆ 前項の届出がない場合は休会期間満了の翌日から自動復会となり、会費が発生するものとします。

## 退会の届出（会則第 15 条）

- ◆ 退会を希望される場合は、希望月の 10 日（休業日の場合は前営業日）までに会員証と印鑑をご持参の上、フロントにてお手続きください。
- ◆ ご利用の有無に関わらず、退会届が提出されない限り、会費はご請求させていただきます。
- ◆ 会費の未納分がある場合には、これを完納し退会希望月の末日に退会するものとします。
- ◆ お支払方法や届出の提出日によって請求がかかる場合があります。納入された会費は別途定める算定式に基づき返還いたします。

# Regarding the Various Notification

For following various notifications, requests by phone call or other method are not accepted.

## **Notification of various changes** (Article 11, Article 12 of the Constitution)

- ◆ If your registered personal information is changed, please notify staff at the reception desk.
- ◆ The membership category can be changed on the expiration date of the membership payment period. In that case, an appropriate notification form specified by esforta is required. The deadline for the procedure is one month prior to the expiration date of the membership fee payment period (end of the previous month).
- ◆ You will be required an administrative fee of ¥3,300 (tax included) depending on the procedure content.

## **Notification of leave of absence / readmission** (Article 13 of the Constitution)

- ◆ Please apply a leave of absence at the reception desk by the end of previous month of the desired month of recess.
- ◆ The recess fee is ¥2,200(tax included) per month. The period is longer than 1 month and less than 6 months.
- ◆ When ending the leave of absence during the recess period, predetermined monthly membership fee will be charged from the month of readmission.
- ◆ In the case of shortening / extending the recess period, the procedure shall be carried out again by the end of expiration month of the recess period.
- ◆ If there is no notification described the above, readmission is automatically accepted from the next date of expiration of recess period.

## **Notification of Withdrawal** (Article 15 of the Constitution)

- ◆ If you wish to withdraw membership, please bring your membership card and personal seal with the reception desk by the 10th (In the case of closed, previous business day is accepted) of the desired month of withdrawal.
- ◆ Unless a form is submitted, membership fees will be charged regardless of whether the member uses the club facilities.
- ◆ If there is an unpaid membership fees, you cannot withdraw membership. Only accepted withdrawal on the end of the desired month by full payment.
- ◆ After withdrawal, fees may be charged due to the payment method or the filing date of the notification. In that case, the fees will be refunded based on a separately determined formula.