



Gan Clan Singapore Funeral Arrangement, Financial Assistance Provisions and Congratulatory Advertisement Guidelines

(A) Funeral Arrangement Guidelines

- 1.0 Purpose To enhance the relationship between Gan Clan Singapore and its members.
- 2.0 Entitlement
 - 2.1 Upon the demise of a Life Member:
 - 2.1.1 Gan Clan will send a wreath to express condolences.
 - 2.1.2 The deceased's family has to inform Gan Clan via phone, email or facsimile message with the deceased's membership number, address, contact phone number and death certificate etc.
 - 2.1.3 The deceased family has to notify the Secretariat two days prior to the funeral in order for any arrangements to be made.
 - 2.2 Upon the demise of member in the category comprising Honorary Advisors, Meritorious Life Presidents, Advisors, Honorary Life Presidents, past Executive Committee / Council Members, current Council and Committee Members:
 - 2.2.1 Gan Clan will send a wreath to express condolences.
 - 2.2.2 The Secretariat would also inform the Council members accordingly to attend the wake on behalf of Gan Clan.
 - 2.2.3 When the spouse or parents of a Life Member in this category passes away, Gan Clan would accord the same courtesy to them. However, such courtesies will cease when the Life Member is deceased.
 - 2.2.4 Any donations made towards the deceased's family would be out of the donor's own free will. Donors could in turn donate these monies to Gan Clan on behalf of the deceased's family.
 - 2.2.5 If the deceased's family would like to put up a condolence announcement bearing Gan Clan Singapore's name, the family will bear the full cost of the advertisement.
 - 2.2.6 Placement of condolence announcement must adhere to the content and format guidelines as specified by Gan Clan with the content approved by the Secretariat which would also be the liaison contact.
 - 2.3 Upon the death of Meritorious Life President, Advisor and President, the entitlement would be in accordance with (A) 2.2. In addition,
 - 2.3.1 Gan Clan will place a quarter-page condolence announcement in the local Chinese newspaper.



(B) Financial Assistance Provisions Guidelines

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| 1.0 | Name | Gan Clan Singapore financial assistance fund |
| 2.0 | Purpose | To assist the Gan clansmen who are elderly, poor/destitute, sick or unemployed. |
| 3.0 | Application | Gan Clan members and their immediate families are eligible to apply. Disbursement and amount of financial assistance is determined and dependent upon review of each case. |
| 4.0 | Entitlement | For emergency cases, the Honorary Secretary could give approval for financial assistance up to a maximum of S\$200 without having to seek the approval of the Council. |
| 5.0 | Funding | Source of Funds |
| | 5.1 | Gan Clan could seek and source for donations from clansmen |
| | 5.2 | The Council could decide if Gan Clan should tap on its accumulated funds. |

(C) Congratulatory Advertisement Guidelines

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| 1.0 | Name | Congratulatory Advertisement | | | | | | | | | | | | | | |
| 2.0 | Purpose | In conjunction with and to celebrate our members' various happy occasions, Gan Clan would support our members' interest to put up congratulatory advertisements in the newspapers using our logo and format. This would help to enhance the public's perception of Gan Clan Singapore (GCS). | | | | | | | | | | | | | | |
| 3.0 | Eligibility | All GCS members | | | | | | | | | | | | | | |
| 4.0 | Terms & Conditions | <table border="0"><tr><td>4.1</td><td>Congratulatory Advertisement</td></tr><tr><td></td><td>Member must submit application to the Secretariat for approval by Gan Clan. Upon approval, all advertisement expenses would be borne by the members, with no financial implication on GCS.</td></tr><tr><td>4.1.1</td><td>Upon receipt of the invoice, member has to settle full payment for the design and advertisement costs directly with their vendors.</td></tr><tr><td>4.1.2</td><td>Advertisement must abide by the guidelines laid down by GCS. GCS reserves the right to approve / reject the advertisement.</td></tr><tr><td>4.1.3</td><td>By allowing members to use the GCS branding does not equate to any partnership.</td></tr><tr><td>4.2</td><td>Congratulatory Letter</td></tr><tr><td></td><td>Congratulatory letters for Gan Clan would be signed by the President or Honorary Secretary.</td></tr></table> | 4.1 | Congratulatory Advertisement | | Member must submit application to the Secretariat for approval by Gan Clan. Upon approval, all advertisement expenses would be borne by the members, with no financial implication on GCS. | 4.1.1 | Upon receipt of the invoice, member has to settle full payment for the design and advertisement costs directly with their vendors. | 4.1.2 | Advertisement must abide by the guidelines laid down by GCS. GCS reserves the right to approve / reject the advertisement. | 4.1.3 | By allowing members to use the GCS branding does not equate to any partnership. | 4.2 | Congratulatory Letter | | Congratulatory letters for Gan Clan would be signed by the President or Honorary Secretary. |
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| 5.0 | Amendment | GCS reserves the right to amend these guidelines at its discretion and members are to abide by the revised guidelines accordingly. | | | | | | | | | | | | | | |

Note:

Funeral Arrangement and Financial Assistance (Revised Edition) has been officially approved at the 3rd Council Meeting by the 29th Executive Council on 9 Nov 2018 and takes effect immediately.

Advertisement guidelines were officially approved at the 6th Council Meeting by the 27th Executive Council on 17 May 2013.