

## Resignation from Membership Process

**NOTE:** All resignation requests must be sent via email correspondence. No verbal resignation requests will be accepted.

The member should write an official email request to the current OIC: ([natasha.rosle@gs1.org.sg](mailto:natasha.rosle@gs1.org.sg)) and CC Operations email address: ([contact@gs1.org.sg](mailto:contact@gs1.org.sg)).

Please note the following:

- Resignation process typically takes **6 to 8 weeks for completion**.
- All refunds (*if applicable*) will be remitted to the respective accounts within **the next 3 months upon resignation completion (month)**.
- The process for both resignation and refunds includes approval from management which requires some time.
- Should you be requesting waivers, kindly note that approval or disapproval for the waiver will be decided within 1 month by the management.
- **Kindly note that waivers for the 2025 Tax Invoice will only be reviewed if the resignation request was sent in the month of January 2025.**
- **Otherwise, resignation requests beyond January 2025 intending to appeal for waiver will not be accepted.**
- Any outstanding balance in the account must be settled. This is integral for the resignation and refund (*if applicable*) to be processed.
- Please note that forms for resignation will be provided for your completion. This is integral for the resignation and refund (*if applicable*) to be processed.

Please also read the Barcode Usage Terms that were provided in the License Agreement upon registration with GS1 Singapore.

### **Barcode Usage Terms**

If you are unaware, the barcode on your product is a service offered by GS1 Singapore. Thus, the membership you have with GS1 Singapore is for the barcode subscription.

Should you resign from this membership, your product bearing our barcode must no longer be on sale anywhere regardless online or in physical stores.

If it is still bearing our barcode, then your membership still needs to be active.

- **Upon termination of the membership, your barcodes will show as invalid when scanned against GS1 global database and you will no longer be able to use the barcode.**

- **Kindly note that if products are still bearing GS1 SG barcodes and are fully scannable, it will be deemed as an active membership and the payment will be pro-rated until the products are fully cleared off.**
- **Your products bearing your barcode prefix assigned to your company will have to be withdrawn, disposed or depleted in online/physical marketplaces.**
- **If the products bearing the GS1 barcode are still found available even after resignation and confirmation of stock clearance, we will move forward with further action which may include legal proceedings.**

Kindly read the GTIN/barcode Non-Reuse terms:

- When a **GTIN/barcode is allocated to a trade item, it SHALL NOT be reallocated to another trade item.** This applies to ALL trade items, regardless of sector.
- This is according to the GTIN Non-reuse standard.
- You may wish to refer to the link here, <https://gs1.org.sg/GetaBarcode/WhyChooseGS1Singapore/GTINNonReuseStandard.aspx> for more information.
- Once a GTIN/barcode has been generated and assigned, it will remain with the product even after the end of the product's life.
- Thus, you will not be able to reallocate the GTINs to another new/existing product.