



Estd.1970

Indian Association of Secretaries and Administrative Professionals

WESTBENGAL CHAPTER

C/o LORRAINE WHITE GALSTAUN, CALCUTTA INTERNATIONAL SCHOOL, 724 ANANTAPUR, KOLKATA700107

HEADQUARTERS: C/o Sir J J College of Commerce, Ghanshyam Talwatkar Marg, Adjacent to Cathedral School, Mumbai 400001

AFFILIATED TO: Association of Secretaries & Administrative Professionals in Asia –Pacific

Website: <http://www.iasapindia.com/WestBengal/>

Email: iasapwb@gmail.com

MEMBERSHIPAPPLICATION

Stamp size
photograph

LIFE ASSOCIATE ORDINARY CORPORATE

MISS/MRS. _____
(SURNAME) (FIRSTNAME) (MIDDLENAME)

RESIDENTIAL ADDRESS _____
TELEPHONE/MOBILE NO: _____

DATE OF BIRTH: _____ PERSONAL EMAIL: _____

QUALIFICATIONS: _____ **BLOODGROUP:** _____

ACADEMIC _____

PROFESSIONAL _____

PROFESSIONALWORKINGEXPERIENCE _____ YEAR(S)
(Please furnish details of your past and current employment as an Annexure)

OFFICE NAME & ADDRESS (CURRENT)

TELNO: _____ OFFICIAL EMAIL _____

DESIGNATION _____

SALARY: Upto Two lacs Upto Six lacs Upto Ten lacs
(per annum) Upto Four lacs Upto Eight lacs Ten lacs & above

PREVIOUS EXPERIENCE:

NAME OF COMPANY	DESIGNATION	PERIOD OF SERVICE
_____	_____	_____
_____	_____	_____

Important: Please communicate any future address change(work and residential) to the Chapter via email: iasapwb@gmail.com.

(Applicant's signature)

RECOMMENDATIONS OF TWO LIFE/ASSOCIATE MEMBERS ONLY

PROPOSED BY: NAME _____ (LIFE/ASSOCIATE MEMBER)

MEMBER'S SIGNATURE _____

SECONDED BY: NAME _____ (LIFE/ASSOCIATE MEMBER)

MEMBER'S SIGNATURE _____

FOR OFFICE USE ONLY

Application form placed before the Managing Committee and accepted as a _____ member on _____

Member from _____ CHAIRPERSON'S SIGNATURE _____

PAYMENT DETAILS

Cash/Cheque No. _____ dated _____ bank drawn on _____
_____ for Rs. _____

Receipt No. _____ dated _____ posted on _____

PARTICULARS OF MEMBERSHIP FEES

TYPE OF MEMBERSHIP	REQUIRED WORK EXPERIENCE	ANNUAL FEE	ENTRANCE FEE (includes Membership Kit)	TOTAL FEE
ORDINARY	<5 YEARS	₹ 400/-	₹ 500/-	₹ 900/-
ASSOCIATE	>5 YEARS	₹ 600/-	₹ 500/-	₹ 1,100/-
LIFE	>5 YEARS	--	--	₹ 5,000/-
CORPORATE (Three Secretaries/ Administrative Assistants Only)	MIN. 5 YEARS	₹ 3,500/-*		₹ 3,500/-

*(inclusive of Membership Kit & Entrance fee)

The above subscription fee will be subject to periodic review by the Governing Council of IASAP.

Ordinary Membership is open to Secretaries /Administrative Assistants with less than 5 years working experience.

Associate & Life Membership is open to Secretaries / Administrative Assistants with over 5 years working experience(not more than 55 years of age).

Corporate Membership is open to individuals having a minimum of 5 years working experience.

The Completed application form must be accompanied by two stamp size photos.
The decision of the Managing Committee will be final and binding for Membership.

Renewal: Ordinary / Associate / Corporate members are required to renew their membership between April and June of each year, irrespective of the month of enrolment during the preceding year. Membership will be cancelled of any member who does not renew by June 30.

Termination of Membership As per Item No.9 of MOU and Rules & Regulations of IASAP, a Member of the Institute shall cease to be a Member, if the Governing Council, by a majority of not less than three-fourths of the Members present and voting, resolve that her membership is prejudicial to the interests of the Institute.