

Indian Association of Secretaries and Administrative Professionals WESTBENGAL CHAPTER

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

MISS/MRS	(SURNAME)	(FIRSTNAME	(MID)	DLENAME)
DECIDENTIAL		•		DELIVINIE
	ADDRESS			
	TI	ELEPHONE/MOBILE NO):	
DATE OF BIRTI	H:	PERSONAL EMAIL:_		
QUALIFICATIO	<u>ONS:</u>	BLOODGROUP:		
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PROFESSIONA (Please furnish OFFICE NAME TELNO: DESIGNATION	LWORKINGEXPERIEN details of your past and & ADDRESS (CURREN)	CEYE I current employment a (CIAL EMAIL	CAR(S) s an Annexure)	
PROFESSIONA (Please furnish OFFICE NAME TELNO: DESIGNATION SALARY:	LWORKINGEXPERIEN details of your past and & ADDRESS (CURRENOFF)	CEYE I current employment a CIAL EMAIL Upto Six lacs	CAR(S) s an Annexure)	

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/ASSC	CIATE MEMBER)
	MEMBER'S SIGNATURI	Е		
SECONDED BY:	NAME		(LIFE/ASSC	CIATE MEMBER)
	MEMBER'S SIGNATURI	E		
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Member from		CHAIRPERSON'SSI	NATURE	
		PAYMENT DET	AILS	
Cash/Cheque No		_dated	bank drawn d	on
	for Rs.			
Receipt No	dated_		_posted on	

PARTICULARS OF MEMBERSHIP FEES

TYPE OF MEMBERSHIP	REQUIRED WORK EXPEREINCE	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. 5YEARS	₹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 Apriland 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 byJune 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 theInstitute.