



Indian Association of Secretaries and Administrative Professionals

Sir J. J. College of Commerce, Ghanshyam Talwatkar Marg, Opp. D.B.S. House, Fort, Mumbai 400 001
Tel : 22016697 • www.iasapindia.com

CHAPTERS : Tamil Nadu, West Bengal, Delhi, Pune, Bangalore, Hyderabad

Affiliated to : Association of Secretaries & Administrative Professionals in Asia-Pacific • International Association of Administrative Professionals U.S.A.

Membership Application

Stamp Size
Photograph

LIFE/ ASSOCIATE/ ORDINARY/ CORPORATE

MISS / MRS. _____
SURNAME FIRST NAME FATHER'S/ HUSBAND'S/ SECOND NAME

RESIDENTIAL ADDRESS _____
TEL NO. _____

AGE _____ DATE OF BIRTH _____ BLOOD GROUP _____

QUALIFICATIONS :

ACADEMIC _____

PROFESSIONAL _____

PROFESSIONAL WORKING EXPERIENCE _____ YEARS.

(Please furnish details of your past & current job profile as annexure.)

OFFICE NAME & ADDRESS (CURRENT)

TEL. NO. _____ FAX NO. _____ EMAIL ID. _____

DESIGNATION _____

SALARY : Upto Rs. Two lacs Upto Rs. Six lacs Upto Rs. Ten lacs
(PER ANNUM) Upto Rs. Four lacs Upto Rs. Eight lacs Rs. Ten lacs and above

PREVIOUS EXPERIENCE :

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

(PLEASE INTIMATE ANY FUTURE ADDRESS CHANGE TO THE GOVERNING COUNCIL)

(Applicant's Signature)

P.T.O.

RECOMMENDATION 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 GOVERNING COUNCIL AND ACCEPTED

AS A _____ MEMBER ON _____

MEMBER FROM _____ PRESIDENT'S SIGNATURE _____

PAYMENT DETAILS

CASH / CHEQUE NO. _____ DATED _____ BANK DRAWN ON _____

AMOUNT _____ RECEIPT NO. _____ DATED _____ POSTED ON _____

PARTICULARS OF MEMBERSHIP FEE

Type of Membership	Required Work Experience	Annual Fee	Entrance Fee (Includes Membership Kit)	Total Fee
Ordinary	< 5 years	Rs.400/-	Rs.500/-	Rs. 900/-
Associate	> 5 years	Rs.600/-	Rs.500/-	Rs. 1,100/-
Life	> 5 years			Rs. 5,000/- *
Corporate (Three Secretaries/ Administrative Assistants Only)	Min. 5 years	Rs. 3,500/-*		Rs. 3,500/- *

* (Inclusive of Membership kit & Entrance fee)

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

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

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

Corporate Membership open to Nominees having minimum 5 years working experience

The Completed **application form must be accompanied by two stamp size photos. Form should reach any Governing Council Member latest by 7th of each month.**

The decision of the Governing Council will be final & binding for membership.

Renewal : Ordinary / Associate / Corporate members are required to renew their membership in April of each year, irrespective of the month in which they enrolled during the preceding year.