



## Indian Association of Secretaries and Administrative Professionals

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**CHAPTERS:** Tamil Nadu, West Bengal, Delhi, Pune, Bangalore, Hyderabad  
**Affiliated to:** Association of Secretaries & Administrative Professionals in Asia-Pacific  
**LIFE / ASSOCIATE / ORDINARY / CORPORATE**

### Membership Application

Stamp Size  
Photograph

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

#### RESIDENTIAL ADDRESS

\_\_\_\_\_ TEL /MOBILE NO. \_\_\_\_\_

AGE \_\_\_\_\_ YEARS 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. Fifteen 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 years of age)

**Corporate Membership** open to Nominees having minimum 5 years working experience

The completed application form must be accompanied by one stamp size photos.

The 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.

**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.