



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 : 2201 6697 • www.iasapindia.com

Estd. 1970

PUNE CHAPTER

CHAPTERS : Mumbai, Chennai, Kolkata, Delhi, Pune, Bangalore, Hyderabad
AFFILIATED TO : Association of Secretaries & Administrative Professionals in Asia-Pacific
International Association of Administrative Professionals U.S.A.

MEMBERSHIP FORM

STAMP
SIZE
PHOTO

MEMBERSHIP NO. _____

Membership Type : Life Associate Ordinary Corporate

Miss / Mrs. _____
(Surname) (First Name) (Middle Name)

Residential Address _____

Personal Email id. : _____

Mobile No. : _____ Whatapp No. : _____ Tel No. : _____

Age ____ Date of Birth _____ Blood Group _____ Work Experience _____ yrs.

Academic Qualification : _____

Professional Qualification : _____

Current Job Details :

Company Name & Address : _____

Tel No. _____ (Ext.) _____ Official email id. : _____

Designation _____ Working since : _____

SALARY : Upto Rs. Two Lacs Upto Rs. Six Lacs Upto Rs. Ten Lacs
(per annum) Upto Rs. Four Lacs Upto Rs. Eight Lacs Above Ten Lacs

Previous Experience :

Name of Company	Designation	Period of Service
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Recommendation of Two Life / Associate Member only

Proposed By : Name _____ (Life / Associate Member)

Member's Signature _____

Seconded By : Name _____ (Life / Associate Member)

Member's Signature _____

Applicant's Signature

Date

FOR OFFICE USE ONLY

Application form placed before the Governing Council and accepted as a _____

Member on _____ President's /Chairperson's Signature _____ Date _____

PAYMENT DETAILS

Cash / NEFT*/ Cheque No. / _____ Dated _____ Amount _____

Bank Drawn on _____ Receipt No. _____ Dated _____

***DETAILS FOR NEFT**

Indian Association of Secretaries & Administrative Professionals(Pune Chapter)
Punjab National Bank
A/c No. 01412010030400 IFSC Code : PUNB0014110

PARTICULARS OF MEMBERSHIP FEE

TYPE OF MEMBERSHIP	REQUIRED WORK EXPERIENCE	ANNUAL FEE	ENTRANCE FEE	TOTAL FEE
Ordinary	<5 yrs	Rs.400/-	Rs.500/-	Rs. 900/-
Associate	>5 yrs	Rs.600/-	Rs.500/-	Rs.1,100/-
Life	>5 yrs	NIL	NIL	Rs.5,000/-*
Corporate (Three Secretaries / Administrative Assistants Only)	Min 5 yrs	NIL	NIL	Rs.3,500/-*

*(Inclusive of 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 work experience.

Associate & Life Membership open to Secretaries/Administrative Assistants with over 5 years work 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 and 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 Clause No. 9 of MOU & Regulations of IASAP : A member of the Association 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 Association.

PLEASE INTIMATE THE MANAGING COMMITTEE IF THERE IS ANY CHANGE IN YOUR ADDRESS / CONTACT / EMAIL OR YOU ARE RELOCATED TO ANOTHER CITY /COUNTRY IN FUTURE.