



Estd.1970

# Indian Association of Secretaries and Administrative Professionals WEST BENGAL CHAPTER

C/o DHANALAXMI KALIRAM, SATURDAY CLUB, 7 WOOD STREET, KOLKATA 700016

HEAD QUARTERS: 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](mailto:iasapwb@gmail.com)

## MEMBERSHIP APPLICATION

Stamp size  
photograph

LIFE  ASSOCIATE  ORDINARY  CORPORATE

MISS / MRS. \_\_\_\_\_  
(SURNAME) (FIRST NAME) (MIDDLE NAME)

RESIDENTIAL ADDRESS \_\_\_\_\_

TELEPHONE / MOBILE NO: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ PERSONAL EMAIL: \_\_\_\_\_

**QUALIFICATIONS:** \_\_\_\_\_ **BLOOD GROUP:** \_\_\_\_\_

**ACADEMIC** \_\_\_\_\_

**PROFESSIONAL** \_\_\_\_\_

**PROFESSIONAL WORKING EXPERIENCE** \_\_\_\_\_ YEAR(S)

(Please furnish details of your past and current employment as an Annexure)

**OFFICE NAME & ADDRESS (CURRENT)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TEL NO: \_\_\_\_\_ OFFICIAL EMAIL ID \_\_\_\_\_

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
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_____	_____	_____
_____	_____	_____

**Important:** Please communicate any future address change (work and residential) to the Chapter via email: [iasapwb@gmail.com](mailto: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 \_\_\_\_\_

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### 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 \_\_\_\_\_

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### PARTICULARS OF MEMBERSHIP FEES

<b>TYPE OF MEMBERSHIP</b>	<b>REQUIRED WORK EXPERIENCE</b>	<b>ANNUAL FEE</b>	<b>ENTRANCE FEE</b> (includes Membership Kit)	<b>TOTAL FEE</b>
<b>ORDINARY</b>	<5 YEARS	₹ 400/-	₹ 500/-	₹ 900/-
<b>ASSOCIATE</b>	>5 YEARS	₹ 600/-	₹ 500/-	₹ 1,100/-
<b>LIFE</b>	>5 YEARS	--	--	₹ 5,000/-
<b>CORPORATE</b> (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.