



Estd. 1970

# Indian Association of Secretaries and Administrative

West Bengal Chapter, C/o HSBC Electronic Data Processing I Pvt Ltd, HSBC House-DJ-6, Sector 2, Salt Lake, Kolkata - 700091

Tel : 9831956826 website : 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
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(PLEASE INTIMATE ANY FUTURE ADDRESS CHANGE TO THE MANAGING COMMITTEE)

(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 MANAGING COMMITTEE AND ACCEPTED

AS A \_\_\_\_\_ MEMBER ON \_\_\_\_\_

MEMBER FROM \_\_\_\_\_ CHAIR PERSON'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
<b>Ordinary</b>	< 5 years	Rs.400/-	Rs.500/-	Rs. 900/-
<b>Associate</b>	> 5 years	Rs.600/-	Rs.500/-	Rs. 1,100/-
<b>Life</b>	> 5 years			Rs. 5,000/-*
<b>Corporate</b> (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 Managing Committee

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 Managing Committee Member latest by 7th of each month.

The decision of the Managing Committee 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.