



Estd.1970

Indian Association of Secretaries and Administrative Professionals

Regd. Office : 104, Ashoka Shopping Centre, 2nd floor, G.T.Hospital Complex, L.T.Marg, Mumbai 400001.

Corresp. Address : Sir J.J.College of Commerce, Ghanshyam Talwatkar Marg, Opp. D.B.S. House, Fort, Mumbai 400001

Tel : 22016697 • www.iasapindia.com

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

Affiliated to : Association of Secretaries & Administrative Professionals in Asia-Pacific

Membership Application

Stamp Size
Photograph

LIFE / ASSOCIATE / ORDINARY / CORPORATE

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 Clause No.9 of MOU and Rules & 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..