

## **INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM FOR MEMBERSHIP**

*(Please read the Instructions & Form before you commence filling it)*

**Note:-** In case of any doubt, please contact the Secretary, Miss Carol Bornshin at Tel. No: +91 9962927250 (M).

### **Guidelines for Completing the Application Form**

1. Download Form. It is in 'Word' format and can be completed quite easily online. Tips are given below:-
  - 2.1. Commence typing / writing in the **right column** only.
  - 2.2. The 'Introducer' must be a member of the Association.
  - 2.3. Identification Proof is required as this has now become a mandatory requirement by the Registrar of Societies.
  - 2.4. Cheque Payment: Details of the cheque to be typed / written in the application form (next to 'Amount Payable').
2. **Couple (Husband & Wife)( provided both were Dovetonians)**: Please submit separate applications. Combined payment is acceptable.
3. Scan the completed form and send it as attachment by email to:- **dovetonpast.info@gmail.com**  
Or mail a hard copy to the following address:

Mr. Vishwanath N. Bhat,  
President,  
Doveton Corrie Past Students' Association,  
1 B, "Torfels", 6, Mohan Kumaramangalam Street,  
Nungambakkam,  
Chennai – 600 034.

### **Payment Details**

4. The Life Membership Fee **for a single person is Rs. 2,000/- (Rupees Two Thousand Only)** and for a **couple (husband & wife, provided both are Doveton Past Students) it is Rs. 3,000/- (Rupees Three Thousand Only)**. Payment may be made by cash, cheque or bank transfer. Cheque should be made payable to "*The Doveton-Corrie Past Students' Association*".
5. **Bank Transfer - Details**
  - 5.1 Name of Bank - Indian Bank, Kellys Branch.
  - 5.2 Address of Bank - No. 6, Harleys Road, Kilpauk, Chennai 600 010, INDIA.
  - 5.3 Savings Bank A/c No. - 6120336496.
  - 5.4 Account Name - The Doveton – Corrie Past Students' Association.
  - 5.5 IFSC Code - IDIB000K071.
  - 5.6 Swift Code - IDIBNBBPUR (Required by Foreign Residents Only).

### **Foreign Residents**

5. **The Association cannot accept foreign cheques / cash as it is against the Foreign Exchange Rules.** Hence, if you do not have a bank account in India, please send your cheque / cash to a friend / relative and she / he in turn can pay the Association either in cash or local cheque. **Inter-Bank**

**transfer** from abroad, using '*swift code*' is acceptable, though it is not recommended due to a high service charge.

6. You are required to pay approximately \$ 42/- (AUD), \$ 40/- (CND), Dirham 118/- (AED) or \$ 30/- (USD). Please note that payment will be accepted in INR and the receipt will also be issued in INR only. (Note - Kindly pay in INR in accordance with the current exchange rate).
7. If you have a bank account in India, you can either remit by bank transfer using '*IFSC Code*' (Sub Paragraph 5.5.) or issue a cheque in favour of: ***The Doveton-Corrie Past Students' Association.***
8. Scan the signed application form (If scanning facility is not available, type in your name in italics above the heading 'SIGNATURE'). Send the soft copy to:- **dovetonpast.info@gmail.com**



# The Doveton-Corrie Past Students' Association

CHENNAI

Registered No. 129 / 91 of 22 April 1991

## APPLICATION FOR MEMBERSHIP

TITLE & NAME (Title : Ms / Mrs / Mr / Dr / Rank – Defence Officers)	<i>Please Type / Write in This Column Only</i>		
FATHER'S NAME			
RESIDENTIAL ADDRESS			
ADDRESS FOR COMMUNICATION (Write '---do---' if same as above)	--do--		
TELEPHONE NUMBERS (Outstation Members - Include ISD / STD code)	Residence	Office	Mobile
E – MAIL ID (Personal)			
IDENTIFICATION PROOF (Passport No/ Aadhaar No./Driving Licence No.)			
YEARS & CLASSES AT SCHOOL (Eg.: Jun 1986 Std. VI To Mar 1993 Std. XII)	From: (Year & Class)		To: (Year & Class)
PRESENT EMPLOYMENT / DESIGNATION			
AREA OF SPECIAL INTEREST / SKILLS			
INTRODUCED BY (Introducer must be a member)			
AMOUNT PAYABLE: (Single : Rs. 2,000/-, Couple : Rs. 1,500/- Each) (Cheque Payable to:- "The Doveton – Corrie Past Students' Association")			
SIGNATURE OF APPLICANT	<b>Signature</b>		
<b>FOR OFFICE USE ONLY</b>			
Receipt No.:	Dated:	Signature of:-	
Date of Enrolment:	Secretary		
Membership Register Page No.:	Treasurer		
Welcome Letter Dated:	President		

