INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM FOR MEMBERSHIP

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

**Note:-** In case of any doubt(s), please contact the **Mrs DONATA MARY R**, Secretary

Tel. Nos.: +91 98842 64652 (Mob. / Whatsapp).

**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:-

1.1. Commence typing / writing in the **right column** only.

1.2. The ‘Introducer’ must be a member of the Association.

1.3. Identification Proof is a mandatory requirement by the Registrar of Societies.

1.4. Cheque Payment: Details of the cheque to be typed / written in the application form

(next to ‘Amount Payable’).

2. **Couple (Husband & Wife):** Please submit separate applications. Combined payment is acceptable.

3. Print a copy, sign the form and send the hard copy to:- **Mrs DONATA MARY R**

12/8, Francis Colony 1st Main Road, Madhavaram, Chennai – 600 060.

Outstation / Foreign Members: Please send by email to [**dovetonpast.secretary@gmail.com**](mailto:dovetonpast.secretary@gmail.com).

**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) 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$ 36/- (AUD), $ 33/- (CND), Dirham 93/- (AED) or$ 26/- (USD). Please note that payment will be acceptedin INR and the receipt will also be issued in INR only.Further, 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**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| C:\Users\user\Downloads\DCPSA Logo bw 2013 ver3.jpgC:\Users\user\Downloads\DCPSA Letter Monogram 2013 Ver3.jpg  **CHENNAI**  **Registered No. 129 / 91 of 22 April 1991**  **APPLICATION FOR MEMBERSHIP** | | | | | |
| TITLE & NAME  (*Title* :*Ms / Mrs / Mr / Dr / Rank – Defence Officers*) | ***Please Type / Write in This Column Only*** | | | | |
|  | | | | |
| E – MAIL ID (*Personal)* |  | | | | |
| RESIDENTIAL ADDRESS |  | | | | |
|  | | | | |
|  | | | | |
| ADDRESS FOR COMMUNICATION  (*Write ‘---do---’ if same as above*) |  | | | | |
|  | | | | |
|  | | | | |
| TELEPHONE NUMBERS  (*Outstation Members - Include ISD / STD code*) | Residence | Office | | Mobile | |
|  |  | |  | |
| 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 (*Introducermust 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  (*Outstation/Foreign applicants: Type in your name.*) | **Signature** | | | | |
| ***FOR OFFICE USE ONLY*** | | | | | |
| ***Receipt No.: Dated:*** | ***Signature of:-*** | | | | |
| ***Date of Enrolment:*** | ***Treasurer*** | | | | |
| ***Secretary*** | | | | |
| ***Welcome Letter Dated:*** | ***President*** | | | | |