# 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, Mr. Ramesh Raghavan at Tel. No: +91 9840099972 (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:-

* 1. Commence typing / writing in the **right column** only.
	2. The ‘Introducer’ must be a member of the Association.
	3. Identification Proof is required as this has now become a mandatory requirement by the Registrar of Societies.
	4. Cheque Payment: Details of the cheque to be typed / written in the application form

(next to ‘Amount Payable’).

1. **Couple (Husband & Wife)( provided both were Dovetonians):** Please submit separate applications. Combined payment is acceptable.
2. 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

1. 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 DovetonPast 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"***.

# Bank Transfer - Details

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| 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**

1. **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.

1. You are required to pay approximately$ 42/- (AUD), $ 40/- (CND), Dirham 118/- (AED) or$ 30/- (USD). Please note that payment will be acceptedin INR and the receipt will also be issued in INR only.(Note - Kindly pay in INR in accordance with the current exchange rate).
2. 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.***
3. 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**

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| C:\Users\user\Downloads\DCPSA Letter Monogram 2013 Ver3.jpg**CHENNAI****Registered No. 129 / 91 of 22 April 1991 A P P L I C A T I O N F O R M E M B E R S H I P** |
| TITLE & NAME(*Title* :*Ms / Mrs / Mr / Dr / Rank – Defence Officers*) | ***Please Type / Write in This Column Only*** |
| VITHESH RAJAN |
| FATHER’S NAME | R.S. RAJAN |
| RESIDENTIAL ADDRESS | 3C, RITZ GROVE APARTMENT |
| 34/87, MYLAPPA STREET |
| AYANAVARAM, CHENNAI - 600023 |
| ADDRESS FOR COMMUNICATION(*Write ‘---do---’if same as above*) | --do-- |
|  |
|  |
| TELEPHONE NUMBERS(*Outstation Members - Include ISD / STD code*) | Residence | Office | Mobile |
|  |  | 9845128372 |
| E – MAIL ID (*Personal)* | vithesh.speed+doveton@gmail.com |
| IDENTIFICATION PROOF (*Passport No/ Aadhaar**No./Driving Licence No.* |  |
| YEARS & CLASSESAT SCHOOL(*Eg.: Jun 1986 Std. VI To Mar 1993 Std. XII*) | From:(Year &Class) | Jun 1996Std I | To:(Year &Class) | Mar2007 Std XII |
| PRESENT EMPLOYMENT / DESIGNATION | MANAGER |
| AREA OF SPECIAL INTEREST / SKILLS | - |
| INTRODUCED BY (*Introducer must be a member*) | INDUCHOODEN |
| AMOUNT PAYABLE:(*Single: Rs.2,000/-, Couple : Rs. 1,500/- Each*) (*Cheque Payable to:-**“The Doveton– Corrie Past**Students’ Association”*) | 2000 |
| SIGNATURE OF APPLICANT | **Signature** |
| ***FOR OFFICE USE ONLY*** |
| ***Receipt No.: Dated:*** | ***Signature of:-*** |
| ***Date of Enrolment:*** | ***Secretary*** |
| ***Membership Register Page No.:*** | ***Treasurer*** |



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| ***Welcome Letter Dated:*** | ***President*** |