



Membership Application Form

All members are encouraged to participate in Association activities.

State briefly why do you wish to join DSSP.	_____

Name: _____ Date of Birth: _____
CNIC #: _____ Personal Email ID: _____
Cell #: _____ Residence Tel: _____
Residence Address: _____

Membership of other professional association/s: _____

Employer: _____
Title/Position: _____ Department: _____
Office Address: _____
Office Tel: _____ Official Email ID: _____

Preferred Email ID for correspondence: Official Personal

Proposer's Name _____ Secunder's Name: _____
Proposer's DSSP #: _____ Secunder's DSSP #: _____

Signature: _____ Signature: _____
(of proposer) (of secunder)

Proposer and Secunder should not be members on the current Executive Committee

- I hereby apply for admission as a member of the Distinguished Secretaries' Society of Pakistan (DSSP), for a period of one year.*
- I agree to settle the prescribed annual fee due on 1st January in each year, irrespective of the time of my joining the association.*
- I have never been a **defaulting member** of the DSSP. At any point during my membership if found to be a defaulting member, no refund of any fee or any payment by me will be made, and I will forfeit my rights to ever apply for membership in future.*
- I have read the Rules of Admission and agree to abide by the same.*
- I understand that the decision of the Executive Committee regarding my candidature is binding upon me and that no correspondence in this regard, will be entertained.*
- I consent to receive emails from the DSSP until I remain a member.*
- I hereby authorize the DSSP to publish my name in the Association's Annual Report, Membership Directory, other related publications, and the Association's website.*
- I hereby authorize the DSSP to publish my photograph in the Association's Annual Report, Membership Directory, other related publications, and the Association's website and Social Media page/s.*

Signature of Applicant

Date

Distinguished Secretaries Society of Pakistan

Email: dssp.71@gmail.com

URL: www.dssp.org

Fee Structure:

- Non-refundable Processing Fee: PKR 1,500
(Payable with the application form)

- Subscription for Membership will be as follows:

Admission Fee:	PKR 3,000
Subscription for remaining months of the first year of Membership:	<u>PKR 2,000</u>
Total:	<u>PKR 5,000</u>

(Payable within seven calendar days of notification by DSSP that a prospective member has been accepted as an Associate Member)

All payments to be made by Crossed Cheque in favour of **Distinguished Secretaries' Society of Pakistan**.

Submission of applications & Time-frame:

- Applications will be accepted from 1st to 10th of each calendar month.
- Complete applications are to be sent to the Secretary of the DSSP.

CHECKLIST - Have you enclosed the following?

- Completed Membership Application Form
- Cheque for Rs.1,500/- covering Non-refundable Processing Fee in favour of "Distinguished Secretaries' Society of Pakistan"
- Your resume
- Business reference (letter of support from your employer confirming employment)
- One colored passport size photograph
- Copy of CNIC