



# Distinguished Secretaries' Society of Pakistan

## Membership Application Form

In considering your application, we require information regarding education, professional experience, other professional memberships and/or volunteer work. Your resume with photograph and a reference letter of support from your current employer is required. All members are encouraged to participate in Association activities.

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 \_\_\_\_\_ Secondery's Name: \_\_\_\_\_  
Proposer's DSSP #: \_\_\_\_\_ Secondery's DSSP #: \_\_\_\_\_  
Signature: \_\_\_\_\_ Signature: \_\_\_\_\_  
(of proposer) (of secondery)

Proposer and Secondery 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 1<sup>st</sup> 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 as long as 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 authorise 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](mailto:dssp.71@gmail.com)

URL: [www.dssp.org](http://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 1<sup>st</sup> to 10<sup>th</sup> 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
- ☐ One colored passport size photograph
- ☐ Copy of CNIC
- ☐ Business reference or letter of support from your employer

Distinguished Secretaries Society of Pakistan

Email: [dssp.71@gmail.com](mailto:dssp.71@gmail.com)

URL: [www.dssp.org](http://www.dssp.org)