

**HFC FROM BRANCH TO STATE HQ**

(Proforma to be sent along with the HFC)

I. Name of Local Branch :

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II. Details of HFC

No.	Type of Membership	Rate	Number of Members	Amount	For the Year	Number of MA forms Enclosed	Remarks
1.	Old Annual Single (OAS)	1400					
2.	Old Annual Couple (OAC)	2200					
3.	New Annual Single (NAS)	1450					
4.	New Annual Couple (NAC)	2250					
5.	New Life Single (NLS)	16000					
6.	New Life Couple (NLC)	24600					
7.	Conversion to Life Single (CLS)	15950					
8.	Conversion to Life Couple (CLC)	24550					
9.	Life Single to Life Couple (LSLC)	8500					
10.	Young Doctors (YD)	950					
<b>TOTAL</b>							

III. Details of DD :

Amount	
No. and Date	
Name of Bank	

IV. Whether detailed List of members attached in form B (Separate list of category 1 to 10 be attached in Form B) Yes / No

V. Whether MA Forms attached (MA Forms are must for all new Applicants and Convert to life) Yes / No

VI. Whether copy of Registration Certificate & 2 Passport size photographs Yes / No

VII. Remarks if any :

Date :

(Seal)

Hon. Secretary

Signature

Name .....

**HFC DETAILS OF INDIVIDUAL MEMBERS**

(To be sent along with Form- A to State HQ)

Sl. No	Name & Address	Category*	For the Year	HFC Rs	Remarks

\* Category of membership: Specify OAS, OAC, NAS, NAC, NLS, NLC, CLS, CLC, LSLC, YD.

**LIFE MEMBERSHIP TRANSFER OR CHANGE OF ADDRESS**

*(Proforma to be sent to State HQ along with the request)*

- 1. Name of member (in block capitals) :
- 2. Life membership No. :
- 3. Name of present Branch :
- 4. Branch to which transfer is required :
- 5. Old postal address :

6. New Postal address :

Pin:.....Phone.....

- 7. Details of Banch share transfer : Amount.....DD No.....
- : Date.....Name of Bank:.....

8. Whether member of :

Scheme	Membership No.
PPS	
SSS	
Any other	

Certified that no dues are outstanding against this member to this branch.

Signature of Branch Secretary

Date :  (Seal)

Name : .....

**Note :**

1. All requests should be forwarded through the Branch with a covering letter of the Branch Secretary
2. Direct request from the member will not be entertained.
3. For change of address item No. 4, 7 and 8 not required, also send back the old wrapper.
4. Request for **Inter State Transfer** should be forwarded through the respective State Branches. In these cases Branch share to be sent; only after direction from State Office.
5. In all cases Enclose a copy of request for transfer received from the member.

**NON RECEIPT OF LIFE MEMBER CERTIFICATE**

(Proforma to be sent to State HQ along with complaint of Non Receipt of LMC)

1. Name of Doctor (in Block Capitals) :
2. Full Postal Address (Present)  
(With Pin Code & Phone No.) :
3. Name of Present Branch :
4. Branch through which applied for  
Life Membership :
5. Year in which applied for  
Life Membership :
6. Details of transfer of branch with year :
7. Have you got a life member number or  
Provisional certificate: (if so give details) :
8. Details of amount paid by the member  
to local I MA branch : Amount..... DD No.....  
Date:..... Name of Bank.....
9. Have you got the receipt or not. If yes  
attach Xerox copy. :
10. Are you getting JIMA or News Letter  
(if Yes attach old wrapper) :
11. Have you ever written to State HQ in this  
regard. If so furnish the details of it. :
12. Have you enclosed a new set of  
Membership Application Form in triplicate : Yes/ No
13. Details of payment of HFC to State HQ. No. : Dated signature of the Member  
and Date of covering letter sending HFC to HQ  
Letter No ..... Date.....  
Amount : ..... DD No.....  
Date..... Name of Bank : .....
14. Any other relevant records from the Branch :  
which supports the claim

Date : .....

(Seal)

Signature of the Branch Secretary

Name :

**Note :-**

1. Attach one form 'D' for each complaint.
2. Details of Item 13 and 14 to be provided by the Branch.
3. All the complaints to be forwarded through the Branch with a covering letter of the Branch Secretary
4. Enclose a new set of Membership Application Form. No need of MA forms if there is life member number.