

## **PROCEDURE OF TRANSFER OF MEMBERSHIP OF IMA**

### **1. Transfer from branch to branch**

- 1) Member should give written application along with original certificate/ I Card to original local branch (branch ABC) the intention of transfer to new (Branch DEF) local branch requesting for NOC and transfer the branch share of Life Membership to new (Branch DEF). Send a copy to IMA state office.
- 2) Member to give fresh membership application form duly filled in at new branch. Attach the copy of letter written to original (Branch ABC).
- 3) Original local (Branch ABC) branch has to transfer the branch share of LM fees retained at the time of his/her joining the IMA to new (branch DEF) branch along with NOC for transfer, and send the intimation to IMA state office.
- 4) New branch (Branch DEF) will confirm the receipt of branch share of LM fees, confirm the membership – may collect the difference of branch share - if any from the member and inform the IMA state office.
- 5) New branch to collect the HQ – Life Membership Certificate and Id card from the member and send it to IMA state office.
- 6) IMA state office has to send the certificate and ID card to HQ for cancellation of old certificate and issue of new certificate & ID card.
- 7) State office will send transfer letter with NOC letter from old branch and acceptance letter from new branch along-with all relevant papers to IMA HQs. for necessary action.
- 8) HQs. shall prepare New Life Member certificate and enroll in new Branch.

## **2. INTER STATE TRANSFER FROM**

1. Member should give written application to original local branch (ABC) the intention of transfer to new branch (branch DEF other state) local branch requesting for NOC and transfer the branch share of life membership to new branch (Branch DEF) with a similar letter to original State Branch for NOC and to transfer to state share of LM fees to IMA State Branch.
2. Member to give fresh membership application form duly filled in at new branch. Attach the copy of letter written to original (Branch ABC).
3. Original local (Branch ABC) branch has to transfer the branch share of LM Fees retained at the time of his/her joining the IMA to new (branch DEF) branch along with NOC for transfer and send the intimation to (State office ABC). State branch also to also to transfer state share to IMA State Branch (New State).
4. New branch (Branch DEF) will confirm the receipt of branch share of LM fees, confirm the membership - may collect the difference of branch share – if any from the member and inform the IMA state office.
5. New Branch to collect the HQ – Life Membership Certificate and ID card from the member and send it to IMA state office.
6. IMA State office has to send the certificate and ID card to HQ for cancellation of old LM number and issuance of new LM Certificate and ID card – after receiving the State share.
7. State office will send transfer letter with NOC letter from old branch and acceptance letter from new branch along-with all relevant papers to IMA HQs. for necessary action.
8. HQs. shall sent New Life Member certificate.