

## **A. TRANSFER FROM BRANCH TO BRANCH IN MAHARASHTRA**

1. Member should give written application 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 – Maharashtra 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 joining the IMA to new (branch DEF) branch along with NOC for transfer, and send the intimation to IMA-MS 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 – MS office.
5. New branch to collect the HQ – Life Membership Certificate and ID card from the member and send it to IMA MS office.
6. IMA MS office has to send the certificate and ID card to HQ for cancellation of old certificate & issue of new certificate & ID card.

## **B. INTER STATE TRANSFER TO MAHARASHTRA STATE**

1. Member should give written application 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). With a similar letter to original State Branch for NOC and to transfer State share of LM fees to Maharashtra 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 joining the IMA to new (branch DEF) branch along with NOC for transfer, and send the intimation to IMA-MS office. Original State Branch also to transfer State share to Maharashtra 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 – MS office.
5. New branch to collect the HQ – Life Membership Certificate and ID card from the member and send it to IMA MS office.
6. IMA MS 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 with additional amount of difference of State share

**THE ORIGINAL MEMBERSHIP CERTIFICATE IS NOT AVAILABLE THEN SUBMIT  
FOLLOWING DECLARATION FOR OBTAINING AND CHANGING BRANCH**

**Declaration on Court fee Bond/ Franking of Rs. 50/-**

I Dr. \_\_\_\_\_ Life member from IMA \_\_\_\_\_  
Branch with Life membership No. \_\_\_\_\_. The  
original Life membership certificate is lost/ not traceable.

Kindly issue a New Life Membership Certificate to me. If the Original certificate traced/  
found I will surrender the same to the IMA HQ, through IMA Maharashtra State branch.

I also undertake that the certificate will not be misused.

I am Original member from IMA \_\_\_\_\_ branch & I have transferred my  
membership to IMA \_\_\_\_\_ Branch. So, kindly issue a Membership certificate under  
IMA \_\_\_\_\_ Branch.

I am enclosing herewith a demand draft of ` . 100/- in favor of IMA HQ payable at New  
Delhi for issuing membership certificate along with plastic Identity Card.

**Signature of the Declarer**

Address \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_  
**Countersigned by the Hon. Secretary/ President**

**IMA \_\_\_\_\_ Branch (with seal)**