

MADRAS MANAGEMENT ASSOCIATION

2nd November 2007

Dear Member,

It has been our endeavour to ensure that all communications relating to various activities being conducted by MMA to reach the members on time. Towards this objective we have already initiated a number of measures. In the recent past we have introduced the system of sending the details of the programmes through SMS/Flash SMS & emails for which we received a very positive feedback from our members. The success of the above effort will largely depend upon the accurate and updated membership information data with the MMA Secretariat.

Hence, there is an urgent need to update the Membership records to achieve the desired results. Accordingly, MMA Secretariat has already commenced the process of updating Membership records. Therefore, all members are kindly requested to fill the details of the attached datasheet and forward it to MMA Secretariat at the earliest. This information will be treated as confidential.

Your immediate response will not only help us to serve you better but also ensure that the communication from MMA reach you on time every time.

We are enclosing herewith self addressed pre-paid envelope for your early response. The datasheet is also available in our website ([www.mmachennai.org](http://www.mmachennai.org)) which could be downloaded, duly filled and forwarded to us by email to [manager-membership@mmachennai.org](mailto:manager-membership@mmachennai.org) or [mma@vsnl.com](mailto:mma@vsnl.com).

We thank you and appreciate your early response,

Kind regards,

Yours sincerely,



**Gp Capt R Vijayakumar, VSM**  
Executive Director



## INSTITUTIONAL MEMBERS - DATA FEEDBACK

1. Organisation's Name

2. Mailing Address

Pin code

3. Nature of Business of our Organisation: Manufacturing / Marketing / Banking / Education / IT / ITES / Services / Consultancy / others.....

4. Phone No.(s) ..... Fax .....

E-mail .....

5. MMA Bills to be marked to: Kind attn:.....

6. Name & Designation of Head of Organisation .....

Ph.: Off ..... Direct ..... Fax.....

Res ..... Mobile .....

7. Name & Designation of Representatives of our organisation to MMA:

1 ..... Desig. .... 2. .... Desig. ....

Phone No. .... Mobile ..... Phone No. .... Mobile .....

E-mail ..... E-mail .....

8. Head of Department - Name and Designation of :

a) Personnel / HR .....

Phone No. .... Mobile ..... email .....

b) Production / Mfg.....

Phone No. .... Mobile ..... email .....

c) Marketing / Sales .....

Phone No. .... Mobile ..... email .....

d) IT/ITES .....

Phone No. .... Mobile ..... email .....

9. How would you like to contribute to MMA activities:  Lecture to Members/Management Students  Video Discussions

Article for Business Mandate  Conduct of Workshops  Others



## INDIVIDUAL MEMBERS - DATA FEEDBACK

1. Membership No. : \_\_\_\_\_
2. Name : \_\_\_\_\_
3. Academic/Professional Qualifications: \_\_\_\_\_
4. Designation : \_\_\_\_\_
5. Organisation : \_\_\_\_\_
6. Address (Office) : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- (Residence) : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Preferred Mailing Address : Office:  Residence:   
(Please mark your choice)

8. Date of Birth : \_\_\_\_\_

9. Wedding Day : \_\_\_\_\_

10. Telephones

a. Office : \_\_\_\_\_ b: Office (Direct): \_\_\_\_\_

c. Fax : \_\_\_\_\_

d. E-mail Id : \_\_\_\_\_

e. Home Phone : \_\_\_\_\_ f. Mobile No: \_\_\_\_\_

11. How would you like to contribute to MMA activities: Lecture to Members/Management Students  
Video Discussions Article for Business Mandate Conduct of Workshops Others

Note: The information furnished above will be strictly used only towards promotion of MMA activities.