



SHRI VILE PARLE KELAVANI MANDAL

SVKM's NMIMS New Building, 10th Floor, V. L. Mehta Road,
Vile Parle (West), Mumbai 400 056

BY REGISTERED POST AD

Date: 10th July 2023

Name and Address Sticker

To,
Esteemed Member,

Sub: Issuance of Membership Identity Card

This is to inform you that in our Managing Committee Meeting held on 18th May 2023, it was resolved to issue Membership Identity Card to our Members and that after completion of the process of issuance of Membership Identity Card to our Members, the production of the same will be mandatory to attend General Body Meeting or other Meetings of SVKM, to cast votes at the Election of the Managing Committee and the Trustees, to be entitled to receive any reports, notices and communications from SVKM or to exercise any rights or avail of any benefits by the Members.

You are requested to submit the Membership Identity Card Form enclosed, duly filled in to us at our Office within thirty (30) days from the date of this Letter. You are also requested to furnish the following documents alongwith duly filled in Membership Identity Card Form:

- i. two recent coloured passport size photographs with white background;
- ii. self-attested copy of your PAN Card; and
- iii. self-attested copy of your Aadhar Card

Post scrutiny of your Membership Identity Card Form, we shall inform you to attend the Special Desk set up by us at Mumbai / Shirpur with your aforesaid Original identity proofs for verification and if you are not able to personally attend the Special Desk, then you can upload your video with original identity proofs on the website of SVKM within fifteen (15) days from the date of receipt of the communication thereof.

Post verification, Membership Identity Card will be issued. Thereafter you will be informed to collect your Membership Identity Card from SVKM's Mumbai Office or the same shall be sent to you at your latest address on record by Registered Post A.D.

We will also issue a Public Notice in (a) "Times of India"; (b) "Mumbai Samachar" (c) "Gujarat Samachar" and (d) "Maharashtra Times" informing the Members about decision to issue Membership Identity Card and the procedure to be complied for the same.

Please be assured that your PAN Card and Aadhar Card will be strictly used for issuing Membership Identity Card and will not be shared or disclosed by us to any third party. Kindly co-operate on priority and oblige.

Yours faithfully,
For and on behalf of
Shri Vile Parle Kelavani Mandal

Sd/-

(Dr. Jayant P. Gandhi)
Hon. Secretary

