

Library - Membership Cancellation Notice

NIA library members who have not renewed membership (unused since last five or more years) may claim caution deposit by 31.12.2023.

Following documents are necessary for the purpose.

- A. Membership cancellation application duly filled in by the user.
- B. Original receipt for payment of caution deposit.
- C. NIA Library ID card.
- D. Blank cheque for account details to refund deposit.

*Caution deposit will be forfeited after due date mentioned as above.

CHIEF LIBRARIAN



LIBRARY
Membership Cancellation Application

Date:

To,
CHIEF LIBRARIAN
National Insurance Academy Library
Balewadi, Baner Road
NIA PO
Pune 411045

I wish to discontinue my membership. Please find enclosed original receipt for library deposit, Bank account details and I-card submitted for the purpose. Caution Deposit Refund Rs..... shall be credited to my account as per details.

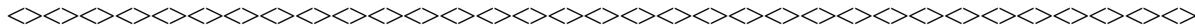
Name in Full: _____ Membership no. _____

Residential Address: _____

_____ Place _____ Pin Code _____

Mobile No. _____ E-mail _____

MEMBER SIGNATURE

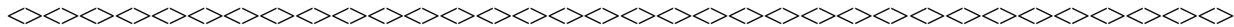


NO DUES CERTIFICATE

This is to certify that the Library Member (Membership No. _____) has returned all the documents borrowed from library time to time. Original deposit receipt, I-Card and bank account details are also submitted along with this application.

CHIEF LIBRARIAN

DATE



DATE

To,
Accounts department,
Please make payment of Rs. _____ towards membership discontinuation for Library
Membership No. _____ and refund of Caution deposit.

CHIEF LIBRARIAN