

INSTRUCTIONS

1. Please provide as much information as possible. **Section A is required.** If you do not know the year of your membership, leave it blank; the Club will fill it in for you. You **must** complete **either Section B (office address) or Section C (home address), preferably both.**
2. **Please provide your mobile number in Section B and also an emergency contact number in Section D.**
3. **We encourage you to provide an email address.** The Club proposes to introduce email newsletters about four to six times a year with updated information about the Club. Your email address may also be used for subscription reminders, booking confirmations and the like.
4. **How to fill in the form:**
 - (a) This form is designed for ease of use on a computer. *You do not need to fill it out by hand.* Just open the file on your computer (you will need the free Adobe PDF reader from <http://www.adobe.com/products/acrobat/readstep2.html>) and start typing in the information. Use the **Tab** key to move to the next information field; use **Shift-Tab** to go back to the previous field. Click or use the **spacebar** to check/tick a box. Required information fields are shown with a red border.
 - (b) When you have completed the form, **please remember to save it: Click on File→Save As**, and then save the file with some unique name, eg: **YourSurname-YourFirstname-MemberInfo.pdf**, replacing **YourSurname-YourFirstname** with your own surname and first name. Now you can send the form to the Club by email as an attachment (see Instruction 5 below).
 - (c) Alternatively, you can print out a blank form and fill it in by hand. Note that the form does **not** need to be signed if it is being sent by email. **Please fill in the fields clearly and (except for the email) in ALL CAPITALS**
5. **Delivering the form to the Club:**
 - (a) Please courier or post the completed form, duly signed and dated, to

**The Secretary,
The Club, Mahabaleshwar
Mahabaleshwar, District Satara 412 806**
 - (b) Alternatively, please **email** the completed PDF form (*a signature is not necessary if the form is sent by email*) to javed@clubmahabaleshwar.net. The completed form, in PDF format, should be an attachment to your email.
 - (c) **Please do not fax this form**, as faxes are not always received legibly.
6. **We will not divulge any of the information on this form to any person under any circumstances, even to fellow members of the Club. This information is requested solely for use by the Club office. Note also that, to protect your privacy, the Club does not presently propose to use any part of this information for an online Internet-based membership database. Should such a proposal be made in the future, the Club will seek your prior written consent before entering this information in the database.**