

INSTITUTE OF MANAGEMENT OF SRI LANKA



OFFICE USE ONLY

Date Application Received.....
Date of Admission & Ethical Practices Comm.
Meeting.....
Category of Membership and Date.....
Date of Council Meeting.....
Sig. President.....
Sig. Secretary.....

THE INSTITUTE OF MANAGEMENT OF SRI LANKA

(Incorporated by Act of Parliament No. 67 of 17th December 1988)

Member of the Asian Association of Management Organizations



MEMBERSHIP APPLICATION[1] - INDIVIDUAL

IMSL Secretariat,
Second Floor, 'Vidya Mandiraya',
120/10, Vidya Mawatha,
Off Wijerama Mawatha, Colombo 07.

Tel / Fax : 011 2669385
E-mail : secretariat@imsl.lk / imsl@sltnet.lk
Web : www.imsl.lk

Revised on: 1st October 2013

MEMBERSHIP APPLICATION

(Please read criteria specified for enrolment for different grades of membership as given in page 6. Only those who wish to apply for Associate Grade, and Member Grade shall be required to complete 2.1, 2.2, 2.3, 2.4, & 4. Those who seek Student grade and Affiliate grade of Membership shall fill item numbers 1 and 5 specifically.)

PLEASE USE BLOCK CAPITALS

1. PERSONAL DATA

- 1.1 Name in Full
 (Underline surname)
- 1.2 Private Address
- 1.3 Telephone 1.4 Mobile 1.5 Fax
- 1.6 Date of Birth 1.7 Gender - Male 1.8 Age(As at today)
 - Female
- 1.9 Nationality 1.10 Marital status
- 1.11 Decorations, Titles and Honours
- 1.12 Address for Correspondence (Postal)
- E-mail Address

2. QUALIFICATIONS & ACHIEVEMENTS IN MANAGEMENT

2.1 Academic Achievements

College/University	Period (From - to)	Achievement

2.2 Professional Qualifications in Management

Postgraduate Institute	Qualification	Year

2.3 Other Professional Qualifications

Name of Institute / University	Year	Achievement
.....
.....
.....
.....

2.4 Specialized Training/Workshops attended on Professional Management.

Course	Institute	Year

3. EMPLOYMENT DATA

- 3.1.1 Present Employment.....
- 3.1.2 Name of Organization.....
- 3.1.3 Address.....
- 3.1.4 Telephone No..... Fax..... E-mail Address.....
- 3.1.5 Nature of Business.....
- 3.1.6 Number of Employees..... 3.1.7 Your present Job Title.....
- 3.1.8 Date of Appointment to present job..... 3.1.9 Date of Employment.....

3.2 Previous work experience (List in chronological order with most recent at first)

Period	Organization	Your Position & Management Level

Additional Information (recorded separately) to be attached as Annexure(s)

4. CONTRIBUTION/S FOR IMPROVEMENT IN MANAGEMENT

4.1 Work Experience in Management (Indicate in chronological order with the most recent information at first)

Year / Period	Organization	Position held	Your Contribution

4.2 Research & Publications

Title of the paper/ research	Year	Forum / Organization	Your Responsibility

4.3 Papers Presented at Seminars & Conferences

Title of paper	Year & Theme of the Conference	Event / Forum	Venue	Your Role

4.4 Your Contribution/s for Innovations in Management

Year / Period	Organization	Innovation

5.1 PURPOSE OF JOINING THE INSTITUTE – For Career Development / to satisfy Professional Goals in Management / for any other reasons (if so please specify).....

5.2 ARE YOU ALREADY A MEMBER OF THIS INSTITUTE? If so,
What category?..... Year of Enrolment?

5.3 IF JOINING AS A NEW MEMBER, CATEGORY OF MEMBERSHIP APPLIED FOR.
(Please refer to the criteria for Membership as specified in page 6)
Category.....

5.4 SERVICE RECORD OF YOUR MEMBERSHIP WITH THE IMSL.

Category	Period (From To)
As a Student Affiliate Associate Member	

5.5 Please tick (✓) against the appropriate category you wish to be enrolled/ upgraded

Member Associate Affiliate Student

5.6 Under which factor of Eligibility.....

6. **DECLARATION BY THE APPLICANT**

6.1 I declare that the statements made herein are correct to the best of my knowledge and belief, and that if admitted to appropriate Grade of Membership, I agree to be governed by the Rules and Regulations of the Institute of Management of Sri Lanka, as they now exist and as they may hereafter be altered.

Date.....

Signature.....

7. **CERTIFICATION BY EMPLOYER / CORPORATE MEMBER**

7.1 I certify that the above details given by him/her are correct to the best of my knowledge and belief, and that he/she is a fit and proper person to be admitted to IMSL membership.

Signature of (Employer) / Immediate Superior officer..... Date.....

Name: Contact No.....

Designation:

Address:.....

.....

.....

SIGNATURE (Please Affix your Rubber Stamp against your signature)

7.2 **APPLICATION PROPOSED BY**

Name of Proposer:

Designation: Membership No & Category:

Address:

Telephone No: Signature Of Proposer: Date:

SECONDED BY

Name of Seconder: Membership No: & Category:

Designation:

Address:

Telephone No:

Signature of Seconder: Date:

PROCEDURE

Duly completed Application Form/s affixing copies of all relevant documents specified, should be delivered to reach **The Secretary, Institute of Management of Sri Lanka, IMSL Secretariat, Second Floor, ‘Vidya Mandiraya’, 120/10, Vidya Mawatha, Off Wijerama Mawatha, Colombo 07.**

Payment should only be made when notified by the Secretary. Cheques should be drawn in favour of the **INSTITUTE OF MANAGEMENT OF SRI LANKA** and crossed Account Payee Only.

Student Members, Affiliate Members, & Associate Members and others who wish to upgrade their membership status and who conform to membership criteria specified above, may seek an application form for upgrading by making a payment of Rs. 250/- to the Institute, and shall duly complete the application fully and submit along with all certified copies of certificates in support of such claim/s.

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8. OBSERVATIONS/ RECOMMENDATIONS OF THE ADMISSION & ETHICAL PRACTICES COMMITTEE

8.1 Recommended/ not Recommended..... 8.2 Category Recommended.....

8.3 Signature of Membership Committee Members

Chairperson/A&EP Comm.

Secretary/A&EP Comm.

Member:

Member:

Member:

Member:

Date of Meeting:

9. CONSIDERATION BY THE COUNCIL

9.1 **Approved** **Rejected**

9.2 REASON/s:

9.3 Signature / President: Signature / Secretary:

Date of Council Meeting: Membership No:

Amount: Receipt No & Date:

CATEGORIES OF INDIVIDUAL MEMBERSHIP & ELIGIBILITY CRITERIA FOR ENROLMENT

(A) **FELLOWS**

Shall be Corporate Members of the Institute who are upgraded to Fellow Grade at the sole discretion of the IMSL Council, which will take in to consideration the Member's commitment and participation in Institute activities, and period of service in the Council.

OR

Shall be elected by the Council of the Institute from among Members and he / she shall be a person,

- (i) who has been a Member {MIM(SL)} for over 5 years.
- (ii) who has engaged in the profession of Management at Senior Executive Level for over 5 years.
- (iii) who has been accepted in the corporate world and civil society as a person of good standing and should not have been found guilty of any criminal offence in a court of law.
- (iv) who in the opinion of the Council merits election to Fellowship of the Institute.

OR

Shall be open to the Council to elect as Fellows, persons of high standing in the profession of Management or persons with high qualifications in Management or allied fields or persons who has discipline (of any organization / institute) whose election to Fellowship would uphold the prestige of the Institute have made a significant contribution to the development of Management discipline (of any organization / institute) whose election to Fellowship would uphold the prestige of the Institute.

Fellows are entitled to use the designatory letters – **FIM(SL)**

(B) MEMBERS

Shall be persons elected by the Council of the Institute on the **nomination of two members**, and upon **such persons having satisfied the Council that they have been engaged in the profession of Management at Senior Executive Level** for a minimum period of **Five (5) Years**.

OR

Persons who possess a **post Graduate Degree/Diploma** from a recognized University or recognized Institution, in Management, Business or in any of the functional discipline/s of Management, and who satisfy the Council that they **have been engaged in the Profession of Management at Senior Executive Level for a minimum period of Two (2) years**.

Members are entitled to use the designatory letters - **MIM(SL)**

(C) ASSOCIATE MEMBERS

Shall be persons elected by the Council of the Institute, on the nomination of **Two (2) Members upon such** persons having satisfied the Council that they have been engaged in the **Profession of Management at Executive Level for a period of Five (5) years**.

OR

Persons who satisfy the Council that they have obtained Professional Qualifications from a recognized Institution, in general or in a specialized area of Management, and have been **engaged in the Profession of Management at Executive Level for a period of Two (2) years**.

Associate Members are entitled to use the designatory letters – **AMIM(SL)**

(D) AFFILIATE MEMBERS

Shall be persons engaged in the Profession of Management at Supervisory Level, and have the potentiality for advancement in the Profession of Management, and have the intention of obtaining Member Grade. They shall be entitled to the use of all facilities of the Institute, but they shall not be eligible to vote at any General Meeting of the IMSL, or be elected as Office Bearer(s), or Members of the Council.

(E) STUDENT MEMBERS

Shall be persons who have satisfied the Council that they are following a course of studies in Management at post secondary level, acceptable to the Council of the Institute, and they should have intentions of becoming Members of the Institute. They shall be entitled to the use of all facilities of the Institute, but they shall not be eligible to vote at any General Meeting of the IMSL, or be elected as Office Bearer(s), or Members of the Council.

MEMBERSHIP FEES

(A) Enrolment Fee (is compulsory)	:	Rs. 1,000/- (for all categories of Membership payable at the time of enrolment)
(B) Member Grade	:	Rs. 3,500/- per annum
(C) Associate Member	:	Rs. 2,000/- per annum
(D) Affiliate Member	:	Rs. 500/- per annum
(E) Student Member	:	Rs. 500/- per annum

LIFE MEMBERSHIP

Members and Associate members who complete five years' service period in the corresponding grade and who have regularly subscribed Membership fees for a period of five years, shall qualify to seek Life Membership of the corresponding grade on payment of fees equivalent to 10 years annual subscriptions.

All payments shall be made to the IMSL Secretariat and obtain an official receipt. Cheques shall be drawn in favour of the **Institute of Management of Sri Lanka, and crossed "Account payee only"**.

Our Vision –

To be the premier professional organization for excellence in Management.

Motto –

Empowering Managers

Mission –

- To play a catalytic role in inspiring managers to be leaders.
- To provide a forum for sharing knowledge and best practices, and for continuous professional development
- To promote and acquire the highest standards of professional conduct and ethical values amongst Members.

Objectives –

The objects for which the Institute is established are:

- a. To promote professional Management among all its members, by furthering, through its own activities and those of its member Institution and organizations, research, education, discussions, training and development in the fields of Management.
- b. To collaborate, liaise with, and strengthen the interests, activities and functions of all Institutions representing the various functional disciplines of Management.
- c. To assist in the formation and development of Institutions in new fields of Management hitherto unrepresented in the country.
- d. To foster public interest in, and to increase public awareness of, the importance of effective management for the development of Sri Lanka.
- e. To broad base and make representational the policy-making and decision-making structures of the Institute by drawing representation from bodies operating in the various disciplines of Management.
- f. To establish a Secretariat for the promotion of the objects of the Institute and the conduct of its business and its activities.
- g. To promote and foster a high code of professional conduct amongst all persons engaged in the practice of Management.
- h. To establish and promote representational links with regional and International bodies embracing the totality of the Management function.
- i. To undertake activities that will provide fellowship and a sense of identity and community among the members of the Institute.

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