

Deputy Director General  
SAEINDIA  
1/17, Ceebros Arcade, 2<sup>nd</sup> Floor, 3<sup>rd</sup> Cross  
Kasturbha Nagar, Adyar, Chennai – 600 020

As prescribed by SAEINDIA managing committee, the SAEINDIA Collegiate Club of .....(name of College) has been formed with ..... student members (number of student members must be 50 or more). We, the two faculty advisers, are SAEINDIA members with membership numbers ..... and ..... respectively, and will be jointly operating the account opened in the name of .....(name of the collegiate club bank account), in the .....(name of the bank)\*\* with .....(Account number).

Kindly arrange to send a cheque towards the reimbursement due to us for the Financial year..... to enable us to utilize the same for our SAEINDIA Collegiate Club activities of our College.

Thanking you  
Yours sincerely,

For SAEINDIA Collegiate Club of .....

1.....  
(Faculty adviser signature)  
Name in block letters :

2.....  
(Additional Faculty advisor signature)  
Name in block letters :

Place :  
Date:

\*\* Any nationalised bank

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Please fill the reimbursement form completely and send it along with the first page copy of Club account passbook and cancelled cheque leaf.

For further details please contact:

SAEINDIA  
1/17, Ceebros Arcade, 2<sup>nd</sup> Floor, 3<sup>rd</sup> Cross  
Kasturbha Nagar, Adyar, Chennai – 600 020  
Phone : 044-24411904, 044-42152280  
E mail : [asst.manager-cds@saeindia.org](mailto:asst.manager-cds@saeindia.org)

**REIMBURSEMENTS FROM SAEINDIA**

In order to activate the Programs of the Collegiate Club, SAEINDIA reimburses a sum of Rs.50/- per student member to the Collegiate Club. The reimbursement claim can be claimed by utilizing the “Reimbursement claim form” which can be downloaded from our website.

The reimbursement amount will be strictly sent only to : SAEINDIA Collegiate club (The collegiate club’s name) and a Bank account in such name should be opened and operated by two faculty advisors.

The reimbursement shall not be made to any other account including that of the college. If any collegiate club fails to claim the reimbursement with in 1 year from the end of the relevant financial year, the amount outstanding shall be transferred to the section to which the collegiate club pertains for conducting student activities. After 1 year the collegiate club has to claim the amount from Sections.