



# APPLICATION for T&TCIC MEMBERSHIP

## MEMBERSHIP AGREEMENT

MEMBERSHIP OF THE TRINIDAD AND TOBAGO CHAMBER OF INDUSTRY AND COMMERCE OFFERS BENEFITS FOR YOUR ENTIRE TEAM. In becoming a member of the Chamber, the applicant below agrees that:

- This agreement does not expire annually but the category of membership is subject to annual category review by the Chamber based on previous year sales value.
- Subject to the payment of Membership Fees, Membership is automatically renewed. A Member may submit a written resignation terminating Membership and advising the Chamber for the reason for such termination. Membership can only be terminated by the key contact specified in the Membership Agreement, or by a director of the member company.
- Where a Member resigns during the Chamber's financial year, no portion of the fee is refundable.
- Membership subscriptions are payable annually and in the year of acceptance are pro-rated to 31<sup>st</sup> December on approval of the application.
- Subsequent annual subscriptions are payable by the 2<sup>nd</sup> of January of each year. All payments must be received by the Chamber no later than January 31st.
- No applications are permitted for Membership for any period less than one year.
- All communication by the Chamber with the Member shall be made via electronic medium.

Consent is given to the Chamber to provide business details of the Member to the International Chamber of Commerce (ICC) and other Chamber members from time to time as part of Chamber authorised activities.

### REGISTRATION DETAILS: (Please complete ALL questions or note as "not applicable")

Name of Applicant: \_\_\_\_\_

Name of Holding Company (if applicable): \_\_\_\_\_

Percentage of Ownership by Holding Company (if applicable): \_\_\_\_\_

(Please give a short summary and attach a brochure or other information on your company or business, e.g. Annual Report)

Gross Annual Income in previous year: \_\_\_\_\_ Year Established: \_\_\_\_\_

Please Check	Categories	Application Fee (TT\$)	Annual Subscription Fee (\$TT)	Classification Criteria
<input type="checkbox"/>	<b>Diamond</b> 6 Representatives	\$500 + VAT (\$575)	\$12,000 + VAT (\$13,800)	\$100M + gross income
<input type="checkbox"/>	<b>Platinum</b> 5 Representatives	\$500 + VAT (\$575)	\$9,000 + VAT (\$10,350)	\$50-\$99M + gross income
<input type="checkbox"/>	<b>Gold</b> 4 Representatives	\$400 + VAT (\$460)	\$6,000 + VAT (\$6,900)	\$10-\$49M + gross income
<input type="checkbox"/>	<b>Silver</b> 3 Representatives	\$300 + VAT (\$345)	\$2,500 + VAT (\$2,875)	\$3-\$10M + gross income
<input type="checkbox"/>	<b>*Bronze</b> 2 Representatives	\$200 + VAT (\$230)	\$1,250 + VAT (\$1,437.50)	Less than \$3M gross income

**Notes**

**1. Where a Member Company has Subsidiaries, the Following Discount Structure will apply:**

- a) Holding Company – Full Subscription Fee as per the Categorisation above.
- b) Conglomerate Rate for Subsidiaries – TT\$3,000 per company. **N.B.** Each company must apply and be accepted in its own right. The Holding Company must have a total of at least 5 subsidiaries, they must have at least 51% ownership in the subsidiary and the Holding Company must be in the highest category in order for any of its subsidiaries to benefit from the conglomerate rates. All subsidiaries must also provide proof of their status.

**2. An Individual may apply in the \*Bronze Category providing he/she is not aligned to a company who may qualify for a higher category of membership**

**OUR PROPOSED REPRESENTATIVES ARE:**

1. **Key Contact::** \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Expertise/Interest: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Direct Phone: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_

4. Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Expertise/Interest: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Direct Phone: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_

2. Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Expertise/Interest: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Direct Phone: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_

5. Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Expertise/Interest: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Direct Phone: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_

3. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Position: \_\_\_\_\_  
Expertise/Interest: \_\_\_\_\_  
Direct Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_

6. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Position: \_\_\_\_\_  
Expertise/Interest: \_\_\_\_\_  
Direct Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_

Name of Head of Company (CEO, MD, etc.) if different from member:

\_\_\_\_\_

Head of Finance: \_\_\_\_\_

Head of Human Resources: \_\_\_\_\_

Payment method:  Credit Card  Cheque  Other

Card type:  Mastercard  Visa  Amex  Other

Card no: \_\_\_\_\_

Expiry date: \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**APPLICANT'S SIGNATURE:** (Affix company stamp, where applicable.)

**BUSINESS DETAILS :**

Trading name :

Physical address :

Postal address :

Phone : \_\_\_\_\_ Fax : \_\_\_\_\_  
Would you like to receive information : Yes  Not at all

Member email :

Website address :

No. of employees:

What are the three key reasons you are becoming a Chamber member?

- |                                    |                          |                              |                          |
|------------------------------------|--------------------------|------------------------------|--------------------------|
| 1. Advocacy/lobbying               | <input type="checkbox"/> | 5. Events/Training           | <input type="checkbox"/> |
| 2. Regional/International business | <input type="checkbox"/> | 6. Employment Services       | <input type="checkbox"/> |
| 3. Business Development            | <input type="checkbox"/> | 7. Promotional Opportunities | <input type="checkbox"/> |
| 4. Networking                      | <input type="checkbox"/> | 8. Other (please specify)    | <input type="checkbox"/> |

Do you want to promote products and services to Chamber members ?

Yes       No

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Is the company/individual a member of any other business organisation? Yes  No

Please circle: TTMA      Energy Chamber      AMCHAM      ECA      TTCSI

Other (please state)

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**PROPOSERS & SECONDERS:**

**N.B. Proposers and Seconders Must Be Chamber Members in Good Standing**

**PROPOSER:**

Name: \_\_\_\_\_  
*(Please Print)*

Position: \_\_\_\_\_

Company: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**SECONDER:**

Name: \_\_\_\_\_  
*(Please Print)*

Position: \_\_\_\_\_

Company: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**CHAMBER'S CODE OF CONDUCT & GUIDELINES:**

The Trinidad & Tobago Chamber of Industry & Commerce, in collaboration with its members, has developed a Code of Conduct to provide members with guiding principles of ethical and acceptable standards of behaviour in all their business transactions and with all of their stakeholders.

As a precondition to membership, once approved, you will be required to read the Code of Conduct, which will be provided to you upon your admission to the Chamber, and to sign the two Certificates on the last pages of the Booklet as evidence of having read the Code of Conduct and of undertaking to comply with the Code.

One of these Certificates must be returned to the Chamber's offices, the other remains in your Booklet.

In the event that the Chamber receives any formal complaints about any member with respect to compliance with the Code, the Chamber will follow the grievance and complaints procedure established under the Code of Conduct.

Please note that failure to comply with the professional and personal obligations as outlined in the Code of Conduct and the By-Laws of the Trinidad & Tobago Chamber of Industry & Commerce may result in termination of membership in accordance with Section 5 of the By-Laws.

**The following are some of the benefits available to members:**

- ACCESS TO RESEARCH, PUBLICATIONS & TRADE INFORMATION
- ADVOCACY AND LOBBYING ON BEHALF OF MEMBERS
- ALTERNATIVE DISPUTE RESOLUTION – MEDIATION & ARBITRATION SERVICES THROUGH THE CHAMBER’S DISPUTE RESOLUTION CENTRE
- BUSINESS AND SECTOR SERVICES
- BUSINESS REFERRALS
- CERTIFICATION OF ORIGIN
- CONFERENCE/MEETING FACILITIES AT A DISCOUNTED RATE
- CONTACT MAGAZINE PUBLICATIONS
- GROUP HEALTH & ACCIDENTAL DEATH & DISMEMBERMENT PLAN
- INTERNATIONAL TRADE NEGOTIATIONS REPRESENTATION
- MARKETING & COMMUNICATION OPPORTUNITIES – NETWORKING & EVENTS
- MEMBERSHIP DIRECTORY
- THE CHAMBER IS A MEMBER OF THE INTERNATIONAL CHAMBER OF COMMERCE (ICC)
- THE CHAMBER CERTIFICATE FOR DISPLAY IN YOUR OFFICE
- TRADE FACILITATION & MISSIONS
- TRAINING SEMINARS AND WORKSHOPS

**FOR OFFICIAL USE ONLY**

**Marketing & Communications:**

Checked by:

Point of contact:

Code of Conduct signed on: .....

Date entered in Membership Directory:

..... **By:** .....

*(Print name)*

Chamber Stamp:

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**Administration/Finance:**

Date Accepted:

Category:

Date Application Fee Paid: .....

Date Subscription Fee Paid: .....

Date entered on A/Cs System:.....

By (Print Name): .....