

### **MEMBERSHIP AGREEMENT**

Thank you for your interest in joining the Trinidad and Tobago Chamber of Industry and Commerce. Please take a few moments to thoroughly read and fill out the form.

On becoming a member of the T&T Chamber, the applicant agrees to the following:

- This agreement does not expire annually but the category of membership is subject to annual review by the T&T Chamber based on sales value of previous year.
- Membership subscriptions are payable annually.
- Subsequent annual subscriptions are payable by the 2<sup>nd</sup> of January of each year. All payments must be received by the T&T Chamber no later than January 31<sup>st</sup>.
- Membership is automatically renewed upon payment of fees. Should a Member wish to discontinue their subscription, written correspondence terminating membership and advising of the reason/s for the termination must be submitted to the T&T Chamber. Membership can be terminated only by the key contact specified in the Membership Agreement, or by a director of the member company.
- If a Member resigns during the T&T Chamber's financial year, neither the fee nor any part thereof is refundable.
- Application for Membership for any period less than one year is not permitted.
- The T&T Chamber will communicate with the Member via electronic/online mailing system.
- The T&T Chamber will provide – from time to time - business details of the Member to the International Chamber of Commerce (ICC) and other T&T Chamber members as part of authorised organisational activities.

## Application for Membership 2017

### REGISTRATION DETAILS

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

Gross Annual Sales \_\_\_\_\_ Year Established: \_\_\_\_\_

(In the case of parent companies, gross sales would be the consolidated sales of the group)

#### CATEGORY OF MEMBERSHIP

1. In the case of a Member company with subsidiaries, the following fees apply:
  - a) Parent Company: Full Subscription Fee as per category selected.
  - b) Subsidiaries: TT\$3,400+VAT per company.
    - The Parent Company must have at least 5 subsidiaries, with 51% ownership in the subsidiary.
    - All subsidiaries must also provide proof of their status.
    - Subsidiaries can also apply and be approved separately.
  
2. An Individual may apply for membership in the **Bronze** category, providing he/she is not aligned to a company which may qualify for a higher category of membership.

#### MEMBERSHIP SUBSCRIPTIONS

*Kindly check the appropriate category based on your company's Gross Annual Sales for the previous year*

Please Check	Category	Classification Criteria: Gross Sales	Application Fee (TTD)	Annual Subscription Fee (TTD)
<input type="checkbox"/>	<b>Diamond</b> 6 Representatives	<b>\$100MM plus</b>	<b>\$1000 + VAT (\$1,125.00)</b>	Diamond/Diamond Conglomerate : TT\$13,500 + VAT <b>(\$15,187.50)</b> Diamond (Subsidiary): TT\$3,400 + VAT <b>(\$3,825.00)</b>
<input type="checkbox"/>	<b>Platinum</b> 5 Representatives	<b>\$50-\$99MM</b>	<b>\$1000 + VAT (\$1,125.00)</b>	Platinum/Platinum Conglomerate: TT\$10,100 + VAT <b>(\$11,362.50)</b> Platinum(Subsidiary): TT\$3,400+VAT <b>(\$3,825.00)</b>
<input type="checkbox"/>	<b>Gold</b> 4 Representatives	<b>\$10-\$49MM</b>	<b>\$1000 + VAT (\$1,125.00)</b>	TT\$6,700 + VAT <b>(\$7,537.50)</b>
<input type="checkbox"/>	<b>Silver</b> 3 Representatives	<b>\$3-\$9MM</b>	<b>\$500 + VAT (\$562.50)</b>	TT\$2,800 + VAT <b>(\$3,150.00)</b>
<input type="checkbox"/>	<b>Bronze</b> 2 Representatives	<b>\$0-\$3MM</b>	<b>\$500 + VAT (\$562.50)</b>	TT\$1,400 + VAT <b>(\$1,575.00)</b>

## Application for Membership 2017

**KINDLY LIST YOUR PROPOSED REPRESENTATIVES:**

**NAME**  
 \_\_\_\_\_

**POSITION**  
 \_\_\_\_\_

**EXPERTISE**  
 \_\_\_\_\_

**EMAIL**  
 \_\_\_\_\_

**TEL:**  
 \_\_\_\_\_

**CELL:**  
 \_\_\_\_\_

**NAME**  
 \_\_\_\_\_

**POSITION**  
 \_\_\_\_\_

**EXPERTISE**  
 \_\_\_\_\_

**EMAIL**  
 \_\_\_\_\_

**TEL:**  
 \_\_\_\_\_

**CELL:**  
 \_\_\_\_\_

**NAME**  
 \_\_\_\_\_

**POSITION**  
 \_\_\_\_\_

**EXPERTISE**  
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**EMAIL**  
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**TEL:**  
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**CELL:**  
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**NAME**  
 \_\_\_\_\_

**POSITION**  
 \_\_\_\_\_

**EXPERTISE**  
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**EMAIL**  
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**TEL:**  
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**CELL:**  
 \_\_\_\_\_

**NAME**  
 \_\_\_\_\_

**POSITION**  
 \_\_\_\_\_

**EXPERTISE**  
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**EMAIL**  
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**TEL:**  
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**CELL:**  
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**NAME**  
 \_\_\_\_\_

**POSITION**  
 \_\_\_\_\_

**EXPERTISE**  
 \_\_\_\_\_

**EMAIL**  
 \_\_\_\_\_

**TEL:**  
 \_\_\_\_\_

**CELL:**  
 \_\_\_\_\_

### CHAMBER LIAISON

(Point of contact for T&T Chamber communication & administration who may not be a listed representative)

**NAME**  
 \_\_\_\_\_

**POSITION**  
 \_\_\_\_\_

**EXPERTISE**  
 \_\_\_\_\_

**EMAIL**  
 \_\_\_\_\_

**TEL:**  
 \_\_\_\_\_

**CELL:**  
 \_\_\_\_\_



**The Chamber means BUSINESS**

## Application for Membership 2017

Please list the Head of your Company along with other key office-holders.

**CEO/Managing Director:**

**Corporate Secretary:**

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

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

**Head of Trade and Business Development:** \_\_\_\_\_

### **BUSINESS DETAILS**

Trading name : \_\_\_\_\_  
 Physical address : \_\_\_\_\_  
 Postal address : \_\_\_\_\_

Phone (1): \_\_\_\_\_ Phone (2): \_\_\_\_\_ Fax : \_\_\_\_\_

#### **In which key areas would you like to receive information ?**

- |                                 |                          |                              |                          |
|---------------------------------|--------------------------|------------------------------|--------------------------|
| Advocacy/Lobbying               | <input type="checkbox"/> | Events/Training              | <input type="checkbox"/> |
| Regional/International business | <input type="checkbox"/> | Employment Services          | <input type="checkbox"/> |
| Trade and Business Development  | <input type="checkbox"/> | Promotional Opportunities    | <input type="checkbox"/> |
| Networking                      | <input type="checkbox"/> | Other (please specify) _____ |                          |

**Website :** \_\_\_\_\_ **Company URL :** \_\_\_\_\_

**Are you a member of any other business support organisation/chamber?**  Yes  No

**Please circle:** TTMA    Energy Chamber    AmCHAM    ECA    TTCSI

Other: \_\_\_\_\_

#### **Kindly indicate which Sector or Business Classification applies to your company:**

- Manufacturing                       Services

**Please tick the boxes, as appropriate:**  Importer                       Exporter

Please give a brief description of the product you manufacture or the service you provide

\_\_\_\_\_  
 \_\_\_\_\_

For Internal Use Only
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Please state the reason/s for joining the T&T Chamber:

\_\_\_\_\_  
 \_\_\_\_\_



# Application for Membership 2017

**PROPOSERS & SECONDER:**  
**This section must be completed.**

**Proposers and Seconders must be T&T Chamber Members in good standing, and must be from two separate and different organisations.**

**PROPOSER**

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

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

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

Contact Number \_\_\_\_\_

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

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

[Company Stamp]

**SECONDER**

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

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

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

Contact Number \_\_\_\_\_

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

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

[Company Stamp]

**Company's Annual Return is attached:**                       Yes  No

If no, please state reason:

\_\_\_\_\_

Has the organisation or any director, officer or employee been suspended from doing business in any capacity; been charged with any criminal act in any jurisdiction; or been the subject of any allegation of fraud, misrepresentation, bribery or other related activities?

\_\_\_\_\_

Is your company fully compliant with the anti-money laundering laws of T&T?

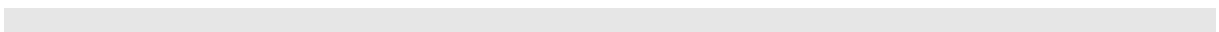
\_\_\_\_\_

Does your company have relevant policies in place to reasonably ensure that you conduct business transactions with reputable companies only?

\_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_

**(Affix Company Stamp)**



## **T&T CHAMBER'S CODE OF CONDUCT & GUIDELINES:**

The Trinidad & Tobago Chamber of Industry and Commerce, in collaboration with its members, has developed a Code of Conduct to provide members with guiding principles regarding ethical and acceptable standards of behaviour in all their business transactions and with all 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 T&T Chamber's offices; the other remains in your booklet.

If the T&T Chamber receives any formal complaints about any member with respect to compliance with the Code, the T&T 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 and Tobago Chamber of Industry and Commerce, may result in termination of membership in accordance with Section 5 of the by-laws.

**Trinidad and Tobago Chamber of Industry and Commerce**

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

- **Access to research, publications and trade information**
- **Advocacy and lobbying on behalf of members**
- **Alternative dispute resolution; mediation & arbitration services through the Dispute Resolution Centre (DRC)**
- **Business and sector services**
- **Business referrals**
- **Certification of origin**
- **Conference/meeting facilities at discounted rates**
- **CONTACT magazine publications**
- **Group Health and Life Plan**
- **International trade negotiations representation**
- **Networking & Branding opportunities**
- **Access to membership directory**
- **The T&T Chamber certificate for display at your office**
- **Trade facilitation & missions**
- **Training seminars and workshops**
- **The T&T Chamber is a member of the International Chamber of Commerce (ICC)**