



APPLICATION FOR MEMBERSHIP

International Business Chamber of Cambodia

We bring to your immediate attention Article 5 of the IBC Constitution:

Mission Statement: *“The Chamber’s mission is 1) to provide leadership in creating a forum for international and local businesses and business associations having an interest in Cambodia to work together in a spirit of friendship and cooperation for mutual benefit; and 2) to foster constructive relations with the Royal Government to promote policies, laws and regulations, and other initiatives that encourage and support foreign investment and business in Cambodia.”*

As well as the following relevant sections of the Constitution currently in force:

Article 7.01(v). *Membership is vested in the company or organization itself and not in any individual. The Member shall be represented at Chamber meetings by their Chief Executive or other senior officials (‘nominated representative’).*

Article 7.02(a). Applicants wishing to become members must submit their application on the official form. *All relevant sections of the form must be completed. In sections where the information requested is not applicable, applicants should state so in the space provided.*

Article 7.02(c). The completed Application Form signed by the applicant, Proposer and Secunder, together with any other documents as stipulated in the Application Form must be submitted in hard copy, fax or scanned copy to the Chamber’s office. Only complete applications will be put forward for consideration.

Article 7.02(d) After being logged in by the secretariat the application shall be passed to the Membership Sub-committee for review.

Article 7.02(e) “Upon recommendation of the Membership Sub-committee the Executive Committee will decide either to reject the application or circulate it amongst the Chamber’s Membership who is allowed 15 days to comment.”

Article 7.02(f) “After 15 days the Executive Committee will, after taking into account comments (if any) received from Members, vote on the Application with a simple majority deciding. The decision of the Executive Committee shall be final and no reason will be given for their verdict.”

Article 7.02(g) “Upon election the applicant shall be notified promptly and shall be provided with a copy of the Constitution and Bye-Laws. Admission of the applicant to Membership shall be notified to the other Members at the next Regular Meeting and through the Newsletter.”

Article 7.02(h) “In the event of rejection the applicant shall be notified promptly. An applicant who has been rejected may not re-apply for Membership within one year of the original rejection.”

Article 7.02(i) “The Executive Committee will endeavour to ensure that the final result of an application is issued within no longer than two months from the first Executive Committee meeting after the application is received.”

Completion of an Application Form does not guarantee membership.

1. COMPANY DETAILS

- Name of Company (Please state the complete name of the Company you wish to register as a member of the IBC)
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- Business address
.....
- Mailing address
.....
- Website address
.....

2. COMPANY PROFILE

- Investment license N° (When applicable, please attach a copy of your company's Investment License obtained from the Council of Development of Cambodia)
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- Registration N° (Please attach a copy of your company's Certificate of Registration or Incorporation obtained from the Ministry of Commerce and a copy of your company's Letter of Incorporation)
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- Type of Business (Please state if your company is an independent company, branch office, representative office, agent or subsidiary)
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- Scope of Activity (Please briefly describe the nature of your business and the scope of your activity in Cambodia including current and forecasted projects. On successful application, this profile will be posted on the IBC website –please not more than 250 words)
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- Number of full-time employees in Cambodia.....
- Length of time the Company has been operating in Cambodia.....

3. CONTACT DETAILS

- **Nominated Representative** (The nominee should be a full-time CEO, MD, Country Manager or Head of Operations. It is the responsibility of each member to update contact information of its representatives as required)

- Name.....
- Email.....
- Mobile.....
- Office phone.....

- **Administration contact within Company**

- Name.....
- Email.....
- Mobile.....
- Office phone.....

- **Proposer** (This category should be filled-in by an existing IBC member, acting as a reference)

Name of Member Company.....

Nominated Representative.....

(Please state why you believe the applicant should be accepted into the IBC)

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- **Secunder** (This category requires the reference of a second IBC member)

Name of Member Company.....

Nominated Representative.....

- **Ownership of the applicant company: Shareholder / Board of Directors** (when applicable)

- Shareholder name:

- Address:

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- Country of registration:

Shareholding

Chairman

Nationality.....

Managing Director

Nationality.....

Company Director / Shareholder

Nationality.....

Joint Venture Partner (if applicable)

Chairman

Nationality.....

Managing Director

Nationality.....

Company Director / Shareholder

Nationality.....

4. WORKING GROUPS AND IBC SUB-COMMITTEES

As a new applicant Member, please indicate which of the following Working Groups and Committees you would like to participate in:

The members of the International Business Chamber are encouraged to participate in the Government-Private Sector Working Groups. These working groups meet to exchange ideas and formulate issues to be brought to the attention of the Royal Government of Cambodia through the Government-Private Sector Forum (GPSF).

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|---|--|
| <input type="checkbox"/> A. Agriculture & Agro-Industry | <input type="checkbox"/> G. Export Processing & Trade Facilitation |
| <input type="checkbox"/> B. Tourism | <input type="checkbox"/> H. Industrial Relations |
| <input type="checkbox"/> C. Manufacturing , SME & Service | <input type="checkbox"/> I. Rice |
| <input type="checkbox"/> D. Law, Tax & Governance | <input type="checkbox"/> J. Mines and Energy |
| <input type="checkbox"/> E. Baking and Financial Services | |
| <input type="checkbox"/> F. Transport and Infrastructure | |

Members of the International Business Chamber could be eligible in joining one of IBC's sub-committee. In order to facilitate such an invitation, thank you for stating whether your company would like to join one of the following sub-committees:

A. Administrative Sub-Committee: where members volunteer to work for IBC

- IBC Public Relations & External Affairs Sub-Committee: IBC and the media
- IBC Working Group Coordination Sub-Committee: GPSF
- IBC Investment Promotion Sub-Committee
- IBC Membership Sub-Committee

B. Sectorial Sub-Committee: where members work together for their advantages by each sector

- IBC Real Estate Sub-Committee
- IBC Tourism Sub-Committee
- IBC Insurance Sub-Committee
- IBC Education Sub-Committee

5. MEMBERSHIP RELATED FEES

- Ordinary Member: The Chamber's Treasurer will issue an invoice for joining fee and subscription fee. At the present time the joining fee has been set at US\$1,200.00 and the annual fee at US\$600.00.
- Associate Member: The associate members do not pay a joining feeUS\$1,200.00 and annual subscription feeUS\$600.00. Associate Members have the option to cover the cost of lunches by paying out an annual feeUS\$300.00 or paying per attendance US\$50.00 at the IBC Regular General Meeting (RGM).
- Oversea Member: For the oversea members, at the present time the joining fee has been set at US\$1,200.00 and the annual fee US\$300.00.
- Honorary Member: The honorary members do not pay for the joining and the annual fee.
- Payment is due within 30 days of receipt of an invoice from IBC which will be issued after approval of membership.
- For Ordinary and Oversea Members: The annual fee will be of 50% after the 30th of June of the Year.

6. HOW DID YOU HEAR ABOUT IBC

- Existing Member
- IBC Web Site
- News
- Other (Please specify).....

I hereby acknowledge that the information provided is true and correct. I also understand that I risk expulsion from the Chamber should any of the above information be false.

By submitting this application for membership to the International Business Chamber, I declare myself fully prepared to commit my services to the benefit of the Chamber and its Members. I will respect the Chamber's By-Laws and the discretion of the Executive Committee under the Chamber's Constitution.

Name of Applicant

Signature of Applicant

Date

Office: Date Received at IBC