

APPLICATION FOR MEMBERSHIP



**The
Ceylon
Chamber of
Commerce**

The Ceylon Chamber of Commerce

The premier forum for business

Extract from the Rules of the Chamber pertaining to Election of Members

Eligibility for membership

4. (a) The provisions of the rules relating to election of members shall apply as well to companies, corporations and firms as to individuals.
- (b) Any firm, company, corporation or individual resident in Sri Lanka and engaged or interested in the general trade of Sri Lanka and willing to aid in carrying into effect the objects of the Chamber may apply to the Secretary for election as a member of the Chamber.
5. (a) Each individual who is a member on the 31st December, 1933 and each individual who applies for membership after the said date shall furnish the Secretary with an address which shall be deemed to be the address of such individual for all purposes of the rules.
- (b) Each firm company or Corporation which is a member on the 31st December, 1933 and each firm company or corporation which applies for membership after the said date shall send to the Secretary a written statement of the names and address of the partners of the firm, or in the case of a company or corporation of the directors thereof, and of all persons holding powers of attorney from or authorized to sign per procuracy on the name of the firm, company or corporation as the case may be.
- (c) In the case of individuals, firms, companies and corporations which apply for membership after the 31st day of December, 1933, the particulars required by Rules 5 (a) and (b) shall be sent to the Secretary with the application for membership provided for in Rule 6.
- (d) Whenever any change shall take place in the particulars furnished under Rule 5, particulars of such change shall forthwith be notified in writing to the Secretary.
- (e) The Secretary shall enter the particulars from time to time furnished to him as required above in a register to be kept for the purpose.
- (f) All persons whose names appear in the said register shall be entitled to attend meetings of the members, but only one of such person shall be entitled to vote on behalf of the firm, company, or corporation of which he is registered as a partner, director or attorney, as the case may be.

Election of Members

6. (i) A candidate for membership of the Chamber shall send to the Secretary a signed application for election in which there shall be incorporated an agreement to be bound, if elected, by the Rules, By-laws and decisions of the Chamber, by the decisions of the Committee, and by the Code of Ethics for Business adopted at the General Meeting of the Chamber held on 19 February 1982 as amended at any subsequent General Meeting such application shall be accompanied by a Certificate signed by two members of the Chamber of not less than five years standing, one of whom, unless the candidate is in a new line of business, shall be engaged in the same class or description of business, as the candidate, stating that the candidate is, in their opinion, in every way suitable for membership. In the instance such member is a firm, company or corporation, the Certificate shall be signed by the senior partner or chief executive officer or managing director or chairman of the firm, company or corporation as the case may be.
- (ii) The application and agreement and the Certificate shall be in the form contained in the Schedule hereto.
- (iii) Such application and agreement with the certificate shall be circulated for the information of the Committee prior to the next meeting of the Committee and the Committee shall have the right to call for further information concerning any candidate for membership before proceeding to the election.
- (iv) The Committee shall consider such application at a general meeting and the applicant shall be admitted as a member of the Chamber upon being elected with the approval of two thirds (2/3rd) of the members of the Committee present and voting at such general meeting.
- (v) Every successful candidate shall be notified by the Secretary of his admission to membership and shall forthwith pay to the Chamber any entrance fee due and the membership subscription for the half year current at the date of admission. Such admission and the payment of such entrance fee and membership subscription shall alone constitute election and shall entitle the candidate to have his name inscribed in the register referred to in Section 5 of the Ordinance and in Rule 5 (e)
- (vi) In the event of a change in the name of an individual who may be a member, or of a change in the style of a firm which may be a member, or of a change in the name of a company which may be a member, the individual, firm or company in question shall reapply for membership in accordance with the foregoing provisions and shall, if the Committee thinks fit, pay another entrance fee.

----- APPLICATION FOR MEMBERSHIP -----

The Secretary-General
The Ceylon Chamber of Commerce
No. 50, Navam Mawatha, Colombo 02.

I/We,
Name of Applicant :

Business :

Address :

hereby apply for election as a member of the Ceylon Chamber of Commerce and if so elected, I/We hereby agree to be bound by the Rules and Bye-Laws of the Chamber from time to time in force, by the decisions of the Committee and by the Code of ethics for business adopted at the General meeting of the Chamber held on February 19, 1982 as amended at subsequent General meetings.

I/We enclose herewith a true and accurate statement of the particulars required in terms of Rule 5 of the Chamber Rules.

.....
(Signature of applicant)

CERTIFICATE FROM PROPOSER AND SECONDER

The Secretary-General/CEO
The Ceylon Chamber of Commerce
No. 50, Navam Mawatha, Colombo 02.

With reference to the above application dated/...../..... made by M/s
..... of

for election as a member of the Ceylon Chamber of Commerce, we hereby certify that the above applicant is in our opinion, in every way suitable to be admitted as a member of the Ceylon Chamber of Commerce (CCC).

We further confirm that we have been members of the Chamber for over five (05) years.

PROPOSER

.....
Name of Member

.....
Address of Member

.....
Signature of Senior Partner/CEO/Managing Director/Chairman



SECONDER

.....
Name of Member

.....
Address of Member

.....
Signature of Senior Partner/CEO/Managing Director/Chairman



INFORMATION RE. APPLICANT

1. Name :

2. Address :

3. Telephone number/s :

4. Fax number/s :

5. E-mail :

6. Web address :

7. Nature of organisation:

- | | | | | | |
|----------------|--------------------------|-------------------------|--------------------------|-----------------|--------------------------|
| Proprietorship | <input type="checkbox"/> | Partnership | <input type="checkbox"/> | Private Company | <input type="checkbox"/> |
| Public Company | <input type="checkbox"/> | Government organisation | <input type="checkbox"/> | Individual | <input type="checkbox"/> |

8. Date & place of registration/incorporation :

9. Date of commencement of business :

10. Main business:

- | | | | | | | | |
|---------|--------------------------|------------------------|--------------------------|---------------|--------------------------|-------------|--------------------------|
| Imports | <input type="checkbox"/> | Exports | <input type="checkbox"/> | Manufacturing | <input type="checkbox"/> | Service | <input type="checkbox"/> |
| Trader | <input type="checkbox"/> | Agent | <input type="checkbox"/> | Wholesaler | <input type="checkbox"/> | Distributor | <input type="checkbox"/> |
| Retail | <input type="checkbox"/> | Other (please specify) | <input type="text"/> | | | | |

11. Main products :

Main services :

12. Other business, if any:

13. Full name of Directors/Partners/Proprietor:

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

14. Name of the Chief Executive Officer:

<input type="text"/>

15. If a subsidiary, give name of parent or holding company

<input type="text"/>

16. If a parent company, give names of subsidiaries

<input type="text"/>

17. Bankers:

We enclose herewith letters addressed to (1) and (2) who are our Bankers authorising them to submit to you, if requested, a confidential report on our financial standing, in relation to this application.

18. Auditors: *(copy of last two years of audited accounts to be attached)*

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19. Has applicant been a member of this Chamber at any time previously? If so, date of election:

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20. If answer to above is YES, when and why did the applicant's membership cease?

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21. Have you submitted an application for membership previously? Yes No
If "Yes", what was its outcome?

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22. Membership in any other Chambers or Trade Associations

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23. Have you been or are you currently, a party to any trade disputes with any other individual or organisation in Sri Lanka or overseas?

Yes No

If YES, please state –

Name of other Party to the dispute:

Subject matter of dispute (v. briefly):

24. Please state your main reason for joining the Chamber of Commerce:

To make business contacts

To receive business information

To participate in the activities of the Chamber

To contribute towards economic development

To obtain recognition locally and abroad through being a member of the Chamber

Other *(please specify)*

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25. What in your view is the greatest benefit you will derive from being a member of the Chamber?

26. Capital structure (for Companies)

i. Authorised capital

:

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ii. Paid up capital

:

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iii. Reserves

:

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27. Capital structure (for partnership or proprietorship)

Capital invested

:

28. Number of employees

: Executives

Others

29. VAT registration/BTN

:

30. For communication purposes, please provide the following details:

Senior Management	Name	Designation	E-mail	Mobile
Chairman				
Managing Director				
Chief Executive Officer				
Head of Human Resources				
Head of Marketing				
Chief Financial Officer / or equivalent				

31. Date

:

32. Signature

:

33. Name & designation of the signatory:

34. Company Seal :

NB: The Ceylon Chamber of Commerce reserves the right to request additional information



The Ceylon Chamber of Commerce

Address: No. 50, Nawam Mawatha, Colombo 02, Sri Lanka.

Tel: +94 11 558 8800 Fax: +94 11 244 9352

E-mail: membership@chamber.lk Website: www.chamber.lk

FORM OF LETTER TO BANKS
(Two letters to be submitted with the Application for Membership)

The Manager _____/_____/_____

(Insert Name and address of Bank)

Dear Sir,

Account No:

Authority to release report on financial standing.

We hereby authorise you to provide the Ceylon Chamber of Commerce a confidential report on our financial standing in connection with our application for membership for Chamber, if so requested.

Yours faithfully,

.....

Signature of Managing Director/CEO

FORM OF LETTER TO BANKS
(Two letters to be submitted with the Application for Membership)

The Manager _____/_____/_____

(Insert Name and address of Bank)

Dear Sir,

Account No:

Authority to release report on financial standing.

We hereby authorise you to provide the Ceylon Chamber of Commerce a confidential report on our financial standing in connection with our application for membership for Chamber, if so requested.

Yours faithfully,

.....

Signature of Managing Director/CEO