*Membership No:…………..*

**Membership Registration Form Year 2018**

Size 3x4

Picture of Owner’s

Picture of:

(Mr/Mrs/Ms)………………………………………

Size of Business: Small Medium Large

(Used for ECCIL)

Type of membership (Used for ECCIL):

 Ordinary Member Associate Member

 Honorary Member Individual

I wish to apply for membership of the European Chamber of Commerce and Industry in Lao PDR.

**I. CONTACT INFORMATION**

Company Name (In English)………………………………………………………………………………………….........

Company Name (In Lao) ……………………………………………………………………………………………………

Address:………………………………………………………Country:…………………………………………………..

Phone:……………………………………………………… ….Fax: …………………………………………………………

Email:………………………….………………………………………………………………….………..…………………

Company Website: ………………………………………………………………………………………………………….

Head office address in oversea (if applicable):

………………………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………………………

Office Map:

**II. COMPANY INFORMATION**

Brief Description of Business (30-50 words; will be published in our membership directory)……………………………………………………………………………

 ……………………………………..………………………………………….……………………………………………..

………………………………………………………………………………………………………………………………

Registered Capital: …………………………………………………………………………………………………………

Shareholding Ratio: Lao …………………………........................% Foreigner ………………………………………...%

Number of Employees: Lao ………………….…………………. Foreigners …………………………………………

**III. COMPANY REPRESENTATIVE NAME:**

1. Name and surname: (Mr/Mrs/Ms)………………………………………………………………………………………….

Nationality: ………………………Position: …………………………Contact number…………………………………

1. Name and surname: (Mr/Mrs/Ms)………………………………………………………………………………………….

Nationality: ………………………Position: …………………………Contact number ………………………………….

**IV. WHICH SERVICES ARE YOU MAINLY INTERESTED IN?**

 Workshop Matching (B to B) Exhibition/Faire Training

 Other:……………………………………………………………………………………………………………………

**V. BUSINESS CATEGORY:**

 Manufacturer Exporter Importer Distributor Distributing agent Service

 Others ………………………………………………………………………………………………………………………..

* Category Product/Service: ……………………………………………………………………………………………………

……………………………………………………………………………………………………………………………………

* Detail of Product category: ……………………………………………………………………………………………………

 …………………………………………………………………………………………………………………………………..

* Export product category: ……………………………………………………………………………………………………

 …………………………………………………………………………………………………………………………………..

* Import product category: ……………………………………………………………………………………………………

 …………………………………………………………………………………………………………………………………..

**Name of other Associations where you are a member?**

1. …………………………………………………………………………………………………………………………………
2. …………………………………………………………………………………………………………………………………

**I hereby agree to comply with the articles of association and regulations of the European Chamber of Commerce and Industry in Lao PDR.**

 Date …………………………….

 Authorizer signature

 Affix the company’s seal here

 ……………………………………………………………

Name:……………………………………………………..

**VI. IMPORTANT DOCUMENTS OF TO BE SUBMITTED**: Please follow a few simple steps below:

* Complete the Membership Application Form
* One copy of 3x4 (size) photo
* A copy of Enterprise Registration Certificate (Latest year)
* A copy of investment license
* A copy of passport
* A copy of Tax registration Certificate (Latest year)
* A copy of Business of Factory Permission Certificate (Latest year)
* A copy of Permission Certificate from the Ministry of Public Health (For Pharmacy Company/Pharmaceutical Factory)

Please submit the application form and the attached documents to ECCIL and your company will receive a response within 05 working days.

Your company will be an ECCIL member after having paid the membership fee according to the business size. Being a member, your company will get a membership card, and an access to the ECCIL website.

Membership is regulated by and subject due to the current articles of association of ECCIL which can be accessed

in the office of ECCIL.

**VII. SUBSCRIPTION FEE**

There is a subscription fee for new registrations of 100 USD. Companies or individuals whose membership has been terminated due to non-payment will have to re-register if they want to remain members of ECCIL. In such cases the subscription fee of 100 US $ would be levied (again).

**VIII. ANNUAL MEMBERSHIP FEE**

Membership dues are based on the company’s registered capital:

A: The registered capital of the company is less than $ 150.000 : $ 200

B: The registered capital of the company is between $150.000 and $500.000: $ 400

C: The registered capital of the company is more than $ 500.000: $ 800

Payment Method:

 Cash Cheque enclosed (payable to the European Chamber of Commerce and Industry in Lao PDR.)

 Others ………………………………………………………………………………………………………………….

**Remark:** Eventual money transfer fees have to be borne by the company.

**IX. HOW TO JOIN?**

Please return membership registration form with your dues payment to ECCIL:

🞏 By cash at the office of the ECCIL, Villa Inpeng Located at House No 74, Inpeng street

 Watchan Village, Chanthabouly District

🞏 By banking transfer to the "*European Chamber of Commerce in Lao* " at Banque Franco-Lao Building, Lane Xang Avenue, Hatsady Neua Village, Chanthabouly District.

- In USD : compte N° 001000085711010017

- In LAK : compte N° 001000085711000013

***Please note that the transfer fees will be at your charge***