



اسلام آباد چیمبر آف کامرس اینڈ انڈسٹری  
Islamabad Chamber of Commerce & Industry

**MEMBERSHIP APPLICATION FORM**

(Please read the attached instructions before filling the Membership Application Form)  
(Incorporated under Companies Ordinance 1984 and licensed under Trade Act 2013)

Membership No		M				
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(For official use only)

The Secretary General,  
Islamabad Chamber of Commerce & Industry

Dear Sir,

Being desirous of becoming, Corporate Member/Associate Member of the Islamabad Chamber of Commerce and Industry, I agree to abide by its Memorandum and Articles of Association. A sum of Rs.\_\_\_\_\_ being the admission fee together with a sum of Rs.\_\_\_\_\_ being the annual membership subscription is deposited herewith in anticipation of being enrolled as a member subject to the approval by Scrutiny and Executive Committee of ICCI.

Yours faithfully,

Signature of Authorized Representative

Business Name	
Representative Name	

Application must be proposed and seconded by valid Members of Islamabad Chamber of Commerce & Industry

1.

Proposed by (Name)					
Business Name					
Membership No	M				
Signature					

2.

Seconded by (Name)					
Business Name					
Membership No	M				
Signature					

FOR OFFICIAL USE ONLY			
Membership Class		Received Total Rs.	
Receipt No.		Cash/P O/ DD/Cheque #	
Dated		Membership Valid up to	
Signature		Issued Membership Certificate No and dated	

Photograph of CEO / Director / Partner / Proprietor
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Membership No		M				
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**PARTICULARS OF PROSPECTIVE MEMBER**

Proprietorship    Partnership    AOP    Ltd. / Pvt. Ltd Co.    Multinational Co.    Manufacturing Concern.

Tick Relevant Box                       

1	Business Name	
	Business Address	
2	For Official Use Only	

3	Representative Name	
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4	Designation	
5	Date of Birth	
6	Names of Partners/Directors	
	II	
	III	
	IV	
	V	
	VI	
	VII	

7	Name of Bank	
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8	Business Establishment Date				-											
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9	Tel (Business)																			
11	Tel (Business)																			
13	Fax																			
15	Mobile																			
17	Mobile																			
19	NT N (Business)																			

10	Tel (Home)																			
12	UAN																			
14	URL																			
16	E-mail																			
18	E-mail																			
20	CNIC																			

21	Sales Tax Registration, if applicable		GST No																	
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22 Main lines of business:    Manufacturer    Processer    Importer    Exporter    Trader    Services    Any other

Tick Relevant Box                           

23	Business Interests	
24	Items of Export	
25	Countries of Export	
26	Items of Import	
27	Countries of Import	

I declare that the particulars given in this Application Form are true to the best of my knowledge and belief and that I have no criminal record/conviction and that nothing has been concealed.

Stamp /Seal of the proprietorship/Firm/Company

Signature of Authorized Representative





# اسلام آباد چیمبر آف کامرس اینڈ انڈسٹری Islamabad Chamber of Commerce & Industry

## INSTRUCTIONS FOR MEMBERSHIP

Membership period: (one year: April 01 to March 31 each year)

Islamabad Chamber of Commerce & Industry (ICCI) entertains those applications for Membership whose Head Office or Registered Office or Branch Office is located within the jurisdiction of Islamabad Capital Territory (ICT)

### Corporate Member (CM)

A member of a trade organization which is either a body corporate or a multinational corporation with its head office or branch office in Pakistan or a sales tax registered manufacturing concern or a sales tax registered business concern having annual turn-over of Rs. 50 million or above shall be a “Corporate Member”

### Associate Member (AM)

A member of a trade organization which is **not a body** corporate or a multinational or a sales tax registered manufacturing concern or a sales tax registered business concern having annual turn-over of Rs. 50 million or above shall be a “Associate Member”.

Membership shall be granted in the light of above mentioned criteria and there shall be no discretion to choose the membership class by the prospective member. An application for membership must be accompanied with the below mentioned relevant documents:-

### Proprietorship

S #	Check List	Requirements
1		A copy of CNIC/ Passport of Proprietor (in case of foreign nationals)
2		a) A copy of National Tax Number (NTN) certificate on the name of business b) Latest Income Tax Return where applicable, on the name of Proprietor
3		A copy of Sales Tax Registration and latest Sales Tax Return, if registered / applicable
4		Three photographs of the proprietor (one for pasting on the application form & two for IDC)
5		Lease deed / allotment letter of the premises/ office as a proof of business on the indicated address
6		Original bank certificate on the name of business

### Partnership / AOP/ LLP

S #	Check List	Requirements
1		Copies of CNICs/ Passports of Partners (in case of foreign nationals)
2		a) A copy of National Tax Number (NTN) certificate on the name of the firm b) Latest Income Tax Return where applicable, on the name of the business
3		A copy of Sales Tax Registration and latest Sales Tax Return, if registered / applicable
4		A copy of Partnership Deed/AOP duly registered with Registrar of Firms, Islamabad
5		A written resolution on letterhead of all the Partners for nominating one of the Partners as representative in ICCI. All correspondence should be addressed to ICCI by the signature of authorized representative
6		Three photographs of representative (one for pasting on the application form & two for IDC)
7		Lease deed / allotment letter of the premises/ office as a proof of business on the indicated address
8		Original bank certificate on the name of business

**Private Limited / Limited Company**

S #	Check List	Requirements
1		Copies of CNICs/ Passports of Directors (in case of foreign nationals)
2		a) A copy of National Tax Number (NTN) certificate on the name of the Company b) Latest Income Tax Return where applicable, on the name of the Company
3		A copy of Sales Tax Registration and latest Sales Tax Return, if registered / applicable
4		Copies of Memorandum and Articles of Association, duly approved by Securities & Exchange Commission of Pakistan (SECP) along with copy of certificate of incorporation by SECP
5		Board Resolution on letterhead for nominating one of the Directors as authorized representative in ICCI. All correspondence should be addressed to ICCI by the signature of authorized representative
6		Three photographs of representative (one for pasting on the application form & two for IDC)
7		Lease deed / allotment letter of the premises / office as a proof of business on the indicated address
8		Original bank certificate on the name of business
9		In case of change of Directors, please submit the latest copy of Form 29 duly certified by SECP

**Public Limited / Multinational Company**

S #	Check List	Requirements
1		Copies of CNICs / Passports of Directors (in case of foreign nationals)
2		a) A copy of National Tax Number (NTN) certificate on the name of the Company b) Latest Income Tax Return where applicable, on the name of the Company
3		A copy of Sales Tax Registration and latest Sales Tax Return, if registered / applicable
4		Copies of Memorandum and Articles of Association, duly approved by Securities & Exchange Commission of Pakistan (SECP) along with copy of certificate of incorporation by SECP or proof of filing form 38, 39, 40, 41, 42, 43, 45 with SECP and BOI letter
5		Board Resolution or power of attorney, nominating one of Directors or General Manager / Country Manager as authorized representative in ICCI. All correspondence should be addressed to ICCI by the signature of authorized representative
6		Three photographs of representative (one for pasting on the application form & two for IDC)
7		Lease deed / allotment letter of the premises / office as a proof of business on the indicated address
8		Original bank certificate on the name of business
9		In case of change of Directors, please submit the latest copy/copies of Form 29 or Form 38 to 45 duly certified by SECP

**Fee Structure:****Membership period: (one year: April 01 to March 31 each year)**

Class of Membership	Admission Fee	Annual Subscription	ID Card Fee	CSR Fund	Total
Corporate Member (CM)	Rs.6,500/-	Rs.6,500/-	Rs. 250/-	Rs.100/-	Rs. 13,350/-
Associate Member (AM)	Rs.3,250/-	Rs.3,250/-	Rs. 250/-	Rs.100/-	Rs. 6,850/-

**Half fee will be charged only on annual subscription for new membership and re-admission from 1<sup>st</sup> October to 31<sup>st</sup> March.**

**Note:**

- Incomplete application will not be entertained.
- **Application form must be proposed and seconded by any two valid members of ICCI**
- Membership certificates are issued after the approval by Scrutiny and ICCI Executive Committees, the meetings of which are normally held at the end of each month. In case urgent membership is required, urgent fee of **Rs. 1,000/-** along with normal dues shall be charged and certificate shall be issued within next 3 working days subject to approval by Scrutiny Committee.
- Authority letter is must by the authorized representative on name of a person authorized to submit or collect the documents on behalf of business concern for membership/ membership identity card.
- Membership Identity Card (IDC) shall be issued upon approval of membership and submission of filled in computerized membership card form (attached with the application form).
- After obtaining membership, if there is any change in particulars of business, it must be communicated to the Chamber through mail, e-mail or Fax for updating record.
- Membership Form along-with required documents can be submitted during office hours:-

<b>Monday to Friday</b>	<b>09:00 a.m. to 05:00 p.m.</b>	<b>Saturday</b>	<b>09:00 a.m. to 01:30 p.m.</b>
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For further information/clarification you may please contact Membership Section at:-

Tel. # 2335532, 2253145, 2261175 Fax # 2252950 E-mail: [icci@brain.net.pk](mailto:icci@brain.net.pk); [info@icci.com.pk](mailto:info@icci.com.pk) URL: [www.icci.com.pk](http://www.icci.com.pk)

Form fee Rs. 100/-