



ミンダナオ日本人商工会議所

**The Japanese Chamber of Commerce of Mindanao, Inc.**

Door 9, 3/F SJRDC Building, Insular Village, Lanang, Davao City

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## MEMBERSHIP APPLICATION GUIDE

### 1. Eligibility for Membership

The Chamber shall have five (5) classes of members, Regular Members, Japanese Corporate Associate Members, Japanese Individual Associate Members, Associate Members and Honorary Members. Eligibility of each member (except for Honorary Members) is;

- a. Regular Member: Japanese Companies which has their office in Mindanao and Japanese Affiliated Companies (Regardless of share of Japanese Company) or Individual (Japanese National) who is conducting business activities in Mindanao.
- b. Japanese Corporate Associate Member: Japanese company which has their office outside of Mindanao or Japanese company which is planning to establish their business in Mindanao.
- c. Japanese Individual Associate Member: Individual (Japanese National) who has not yet incorporated a company and wants to take up the membership to familiarize with business climate in Mindanao and to have the advantage of being a JCCM member).
- d. Associate Member: Philippine corporations or Philippine individuals

### 2. Membership Application

#### (1) Documents

New applicants should fill up Membership Application Form and submit to the office of the chamber together with Xerox copy of the following documents.

- a. SEC Registration
- b. Articles of Incorporation
- c. Business Permit
- d. Valid ID of Representative
- e. Company Logo
- f. Company brochure (if available)

Not necessarily hand in the hard copies, but FAX or E-mail is also accepted. No payment required upon application.

#### (2) Recommenders

The applicant is required to be recommended by two eligible recommenders who need to sign the application form of the applicant. Eligibility for recommender is a Regular Member. In the case of a Corporate Member, the representative person should be a signatory.

### 3. Approval Process

Each application is review by the board of trustees in the regular board meeting usually held on 2<sup>nd</sup> Saturday every month. Please note that it will take 1 to 4 weeks to review the application. The office will inform the result of the review.

### 4. Fees

#### (1) Admission Fee

a. Regular Member	P4,500.00
b. Japanese Corporate Associate Member	P3,000.00
c. Japanese Individual Associate Member	P2,000.00
d. Associate Member	P1,500.00

#### (2) Monthly Due

a. Regular Member	P3,000.00 / Month
b. Japanese Corporate Associate Member	P1,500.00 / Month
c. Japanese Individual Associate Member	P1,000.00 / Month
d. Associate Member	P500.00 / Month

#### (3) Payment Term Options

- a. Annual (12 Months)
- b. Semi-Annual (6 Months)
- c. Quarterly (3 Months)

Note: Admission fee is only paid once.

Once new membership is approved by the board of trustees, billing of above fees will be issued with the notice of approval. First payment shall be Admission Fee + Monthly Dues (equivalent to 3 months / 6 months / 12months based on agreed term) The amount of admission fee and monthly due can be amended by the board of trustees if necessary.

Due Date for the payment of Membership Fee is as follows:

- a. Annual: December 31: for following year
- b. Semi-Annual: December 31: for 1<sup>st</sup> and 2<sup>nd</sup> Quarter of following year / June 30: 3<sup>rd</sup> and 4<sup>th</sup> Quarter
- c. Quarterly: December 31: for 1<sup>st</sup> Quarter of following year / March 30: for 2<sup>nd</sup> Quarter / June 30: for 3<sup>rd</sup> Quarter / September 30: for 4<sup>th</sup> Quarter

[Applications and Inquiries]

The Japanese Chamber of Commerce of Mindanao, Inc.

TEL/FAX : +63-82-233-1408

Office hour : Monday, Wednesday & Friday 10AM - 4PM (Except Holiday)

Address : Door 9 3rd Floor SJRDC Building, Insular Village, Lanang, Davao City, Philippines