



ISLAMABAD WOMEN CHAMBER OF COMMERCE & INDUSTRY

Empowering Women through Trade & Industry

Membership Form

Date:			-		-				
Valid To:	3	1	-	0	3	-			

Membership No.																			
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Assigned by IWCCI (For Office Use Only)

Please read Instructions on Page 3 & 4, before filling the form.

PARTICULARS OF BUSINESS:

Entrepreneur's Name:																														
Business Name:																														
Business Address:																														
Business NTN:																				Established: (MM-YYYY)										
Sales Tax No. (If Applicable)																														
Business Type: (✓ Appropriate)	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership/AOP <input type="checkbox"/> SMC Pvt. Ltd. / Pvt. Ltd./ Ltd. Company																													
Nature of Business:	<input type="checkbox"/> Manufacturing <input type="checkbox"/> Processing/Assembling <input type="checkbox"/> Retail/Shop <input type="checkbox"/> Trading <input type="checkbox"/> Education/Training <input type="checkbox"/> Construction & Architecture <input type="checkbox"/> Energy/Tech <input type="checkbox"/> Services <input type="checkbox"/> Food/Restaurant <input type="checkbox"/> Online/Ecommerce/ICT <input type="checkbox"/> Import/Export <input type="checkbox"/> Other																													
Relevant Industry:	<input type="checkbox"/> Textile/Garments <input type="checkbox"/> Beauty & Accessories/Jewelry <input type="checkbox"/> Gem Stone/Minerals <input type="checkbox"/> Food/Hospitality <input type="checkbox"/> Tourism/Transport/Logistics <input type="checkbox"/> Freelancing/Ecommerce <input type="checkbox"/> Energy/Cleantech <input type="checkbox"/> Automotive/Light Engineering <input type="checkbox"/> IT & Telecommunication <input type="checkbox"/> Creative/Media <input type="checkbox"/> Education & Training Services <input type="checkbox"/> Law/Tax Consultancy Services <input type="checkbox"/> Event/PR/Marketing <input type="checkbox"/> Management Consultancy <input type="checkbox"/> Social/Development Sector <input type="checkbox"/> Trade/Import/Export <input type="checkbox"/> Agriculture Processing/Export <input type="checkbox"/> Construction & Building Sector <input type="checkbox"/> Other Services <input type="checkbox"/> Other: _____																													
Business Contact Information:	Telephone 1																													
	Fax No.																													
	Business Mobile No.																													
	Valid Email ID																													
	Business Website																													



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Membership Form Instructions

Please read the instructions carefully before filling the Membership Form

INSTRUCTIONS

1. Please fill the form in CAPITAL LETTERS.
2. Incomplete forms will not be entertained.
3. Forms with incomplete set of attachments will not be accepted, until required documents are provided.
4. Form must be proposed by any valid member of IWCCI.
5. **For Urgent** Membership Certificate; 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 the President.
6. **For Regular** Membership Certificates are issued after the approval by Executive Committee, the meetings of which are normally held in the first week of each month.
7. In case of any change in particulars/contact information of business, after Membership, it must be communicated to IWCCI through formal mail or email for updating the record.
8. Membership Form along with required documents can be submitted during office hours; Monday to Friday 09:30 a.m. to 04:00 p.m.

For more information or clarification please feel free to contact us during office hours at Office Phone 051-2252256 or
E-mail: iwcci.pk@gmail.com Website: www.iwcci.pk

MEMBERSHIP ELIGIBILITY

Any Business can obtain IWCCI Membership if:

- The Business is owned and managed solely or minimum of 51% Shareholding by Women.
- The Business is registered.
- The Business contains valid Tax Registration.
- Membership will be any of the following types:
 - ✓ Associate Member (AM)
 - ✓ Corporate Member (CM)

Associate Member:

A member of a Business organization which is NOT a body corporate (SMC Private Limited/Private Limited/Limited by shares) or a multinational or a sales tax registered manufacturing concern or a sales tax registered business concern shall be a "Associate Member". This includes Proprietors of Sole Proprietorship and Partners of Association of Persons (Partnership).

Corporate Member:

A member of a trade organization which is either a body corporate (SMC Private Limited/Private Limited/Limited by shares) 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".

MEMBERSHIP FEE STRUCTURE

Membership Validity: April 01 to March 31 every year.

Membership Type	Registration Fee	Annual Membership Fee	Membership Card Fee	Total
Associate Member (AM)	Rs.1,000/-	Rs. 2,500/-	Rs. 250/-	Rs. 3,750/-
Corporate Member (CM)	Rs.1,000/-	Rs. 3,500/-	Rs. 250/-	Rs. 4,750/-



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Membership Form Attachments

Please Note: Filled and completed Membership Form must contain following relevant documents attached.

ASSOCIATE MEMBERSHIP FOR SOLE PROPRIETORSHIP

	Required Documents	Checklist
1	A copy of CNIC of Owner	
2	a) A copy of National Tax Number (NTN) certificate/Online Verification with Business Name	
	b) Latest Income Tax Return with Business Name (if applicable)	
3	A copy of Sales Tax Registration and latest Sales Tax Return (if applicable)	
4	Three photographs of the proprietor (one for pasting on the application form & two for Card)	
5	Application for Membership in the name of President on Business Letterhead	

ASSOCIATE MEMBERSHIP FOR PARTNERSHIP BUSINESS / AOP

	Required Documents	Checklist
1	A copy of CNIC of Partners	
2	a) A copy of National Tax Number (NTN) certificate/Online Verification in Business/Firm Name	
	b) Latest Income Tax Return in Business/Firm Name (if applicable)	
3	A copy of Sales Tax Registration and latest Sales Tax Return (if applicable)	
4	A copy of Partnership Deed duly registered with Registrar of Firms, Islamabad	
5	Lease deed / allotment letter of the building / office as a proof of business on the indicated address	
6	Application for Membership in the name of President on Business Letterhead; nominating and authorizing ONE of the Partners as "Representative" for all correspondence with IWCCI	
7	Three photographs of the representative (one for pasting on the application form & two for Card)	

CORPORATE MEMBERSHIP FOR SMC PRIVATE LIMITED/PRIVATE LIMITED / LIMITED COMPANY

	Required Documents	Checklist
1	Copies of CNICs of Director(s)	
2	a) A copy of National Tax Number (NTN) certificate in the name of the Company	
	b) Latest Income Tax Return in the name of the Company (if applicable)	
3	A copy of Sales Tax Registration and latest Sales Tax Return (if applicable)	
4	Copies of Memorandum and Articles of Association, duly approved by Securities & Exchange Commission of Pakistan (SECP)	
5	Copy of Certificate of Incorporation (COI) by SECP	
6	Lease deed / allotment letter of the building / office as a proof of business on the indicated address	
7	Board Resolution on letterhead for nominating one of the Directors as; "Authorized Representative". All correspondence to IWCCI shall be made by the signature of Authorized Representative.	
8	Three photographs of representative (one for pasting on the application form & two for Card)	
9	In case of change of Directors, please submit the latest copy of Form 29 duly certified by SECP	