

MEMBERSHIP APPLICATION FORM

INSTRUCTIONS:

1. Before completing the form, read the POMCCI information from the Information Pack (pages 2-8);
2. Please print clearly and complete this form in English;
3. For answers that require a “tick”, please indicate clearly and;
4. Please ***do not pay the membership fee*** until you have received communication you’re your application is approved in the Executive Committee Meeting. Our membership officer (membership@pomcci.com) will communicate on the status of your application.

A. BUSINESS INFORMATION	
Registered Business Name:	
Company Trading Name: (Indicate which of the above company name to be used.)	
Postal Address:	
Operating Location(s):	
Registered Office:	
Certificate of Incorporation Number:	
Tax File Number:	
Australian Business Number (ABN) / New Zealand Business Number (NZBN) for Australia/NZ:	
Attach Certificate of Incorporation, Tax File Number for PNG and Tax Exemption Letter if applicable. For Australia and NZ, supply a copy of the ABN/NZBN document. For other jurisdictions, attach copies of the appropriate legal company registration documents.	

B: BUSINESS CONTACT DETAILS	
Physical Location of the Business (Section and Allotment No. Street, Suburb and Province.	Sect: Allotment:
	Street: Suburb:
	Province:
Postal Address:	
Town:	
City:	
Work Phone Numbers:	
Mobile Phone Numbers:	
Facsimile Number(s):	
Website/URL(if not applicable, please indicate):	

C: DESIGNATED COMPANY REPRESENTATIVES & EXECUTIVE ASSISTANT	
Name:	
Designation (Chief Executive Officer/General Manager):	
Email Address:	
Direct Line:	
Mobile Number"	
Option to receive e-communication (Yes/No)	
Option to receive free digicel SMS alerts to your mobile phone on traffic and civil unrest (Yes/No):	
Name:	
Designation:	Executive Assistant / Personal Assistant
Email Address:	
Direct Line:	
Mobile Number"	
Option to receive e-communication (Yes/No)	
Option to receive free digicel SMS alerts to your mobile phone on traffic and civil unrest (Yes/No):	
D: COMPANY NOMINATED REPRESENTATIVES FOR E-COMMUNICATION & SMS ALERTS	
1. Name:	
Designation:	
Email Address:	
Direct Line / Extension No:	
Mobile Number"	
Option to receive free digicel SMS alerts to your mobile phone on traffic and civil unrest (Yes/No):	
2. Name:	
Designation:	
Email Address:	
Direct Line / Extension No:	
Mobile Number"	
Option to receive free digicel SMS alerts to your mobile phone on traffic and civil unrest (Yes/No):	
3. Name:	
Designation:	
Email Address:	
Direct Line / Extension No:	
Mobile Number"	
Option to receive free digicel SMS alerts to your mobile phone on traffic and civil unrest (Yes/No):	

D: COMPANY NOMINATED REPRESENTATIVES FOR E-COMMERCE & SMS ALERTS - Continued	
4. Name:	
Designation:	
Email Address:	
Direct Line / Extension No:	
Mobile Number"	
Option to receive free digicel SMS alerts to your mobile phone on traffic and civil unrest (Yes/No):	
5. Name:	
Designation:	
Email Address:	
Direct Line / Extension No:	
Mobile Number"	
Option to receive free digicel SMS alerts to your mobile phone on traffic and civil unrest (Yes/No):	
E. ACCOUNTS/FINANCE DEPARTMENT CONTACT DETAILS	
1. Name	
Designation:	Financial Controller
Email Address:	
Direct Line / Extension No:	
Mobile Number"	
2. Name	
Designation:	Accounts / Finance Manager
Email Address:	
Direct Line / Extension No:	
Mobile Number"	
3. Name	
Designation:	Accounts Payable Officer
Email Address:	
Direct Line / Extension No:	
Mobile Number"	
4. Name	
Designation:	Accounts Receivable Officer
Email Address:	
Direct Line / Extension No:	
Mobile Number"	
F. HUMAN RESOURCE DEPARTMENT CONTACT DETAILS	
1. Name	
Designation:	Human Resources Manager
Email Address:	
Direct Line / Extension No:	
Mobile Number"	
2. Name	
Designation:	Senior Human Resources Officer
Email Address:	
Direct Line / Extension No:	

Mobile Number"	
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G. STATISTICAL INFORMATION ONLY
All information supplied is kept in strict confidence

<i>Business Sector (See Section 9 - Guide to business classification of this information and application pack.</i>		
Main product line of company:- The above information is important for product listing and your free web listing, eg. Import/wholesale distribution of machinery, manufacturer of concrete products, distribution of computer equipment etc., if more than one activity, list in order of importance.	1	
	2	
	3	
	4	
	5	
Year of establishment:		
Annual turnover (optional inform)		
Number of full time employees only in NCD, Central and Gulf Provinces. Includes Directors and Partners.		Citizens
		Non-Citizens
		Citizens
		Non-Citizens
	<i>Total no. of employees</i>	

H. INDICATE METHOD OF PAYMENT

I. Direct Bank deposit into Port Moresby Chamber of Commerce, Westpac-Bank-PNG-Limited, Port Moresby Branch, Account No. 0401636801, BSB: 038 004, swift Code: WPAC.PG.PM

Direct deposit reference number:	
Date of direct deposit:	

II. Cheque payment made to Port Moresby Chamber of Commerce

Cheque number:	
PGK Amount:	

III. Automatic Bill payment made to Port Moresby Chamber of Commerce

Bank receipt number:	
Date:	

IV. Credit Card payment (all cards accepted)

Name (as it appears on card):	
Type of Card: If other card, please indicate card type.	<input type="checkbox"/> Visa Card <input type="checkbox"/> Master Card <input type="checkbox"/> Amex <input type="checkbox"/> Other
Card number:	
Security code (3 digits):	
Amount:	

I. APPLICANT'S DECLARATION AND SIGNATURE

I certify that I have read the information pack and the code of conduct, and by signing, agree to abide by them at all times.

Signature of designated company representative: _____

Name: _____

Date: _____

J. HOW DID YOU HEAR ABOUT POMCCI MEMBERSHIP?

POMCCI Employee (provide name):	
Website:	
Other (provide details)	

NOTE
 I wish to nominate more than five company/organization for e-commerce and SMS Alerts, please list the additional company members below:

Name	Email Address	Designation	Direct Line	Mobile number for SMS Alerts (Digicel)

K. POMCCI OFFICE USE ONLY

Approved at Executive Committee (EC) Meeting number:	
Reviewed / Approved by:	
Approved via EC consensus email. Date email sent:	
Approved via EC consensus email. Date approved:	
Membership / bulk mail database updated by:	
Date updated:	
SMS alert bulk mail list updated by:	
Date updated:	
QuickBooks (QB) Customer Information updated by:	
Date updated:	
QB Supplier Information updated by:	
Date updated:	
HR Department contact details sent to GBDF. On the job training team by:	
Date sent:	
Website updated by:	
Date updated:	
File in Gard coy file by:	
Date Filed.	