

Membership Application Form

Admission

ASEANCHAM-EU welcomes new membership applications. There are two categories of members that can be applied for: (i) **Premium Members**, and (ii) **Associate Members**.¹

Premium Membership is granted to legal entities duly established and existing in a country which is part of either the Association of Southeast Asia Nations (ASEAN) or the European Union (EU).

Associate Membership can be granted to all legal entities and persons who have demonstrated sufficient interest in ASEAN-EU issues.

The rights and obligations of all Members is described under the Membership Agreement at **Annex A**.

Application Process:

- i) Applicants should complete the Membership Application Form, sign the Membership Understanding, and submit the form to contact@aseancham.eu.
- ii) Applications will be assessed and a decision to approve the application will be made by the Governing Body ("Board"). The Board shall notify the representative person of its decision within 14 working days. The decision of the Board is final and the Board is not obliged to provide reason(s) for its decisions.
- iii) If the membership application is successful, ASEANCHAM-EU will provide details for payment of the first annual membership fee. The admission of a member becomes effective on the date of receipt of the payment.

Membership period:

- i) ASEANCHAM-EU's **membership year** runs from 1 January to 31 December. Memberships will renew automatically unless the intention to cancel a membership has been notified to the board at least 3 months before the end of the membership year.
- ii) The **minimum membership period** is one full membership year **from 1 January to 31 December**.
- iii) Applicants may apply for new membership anytime throughout the year, with membership fees pro-rated accordingly. However, the **minimum membership period** still applies. (i.e. Members who start their membership during the current

¹ A third category of members are honorary members, which are non-paying members with no voting rights. Honorary memberships are granted at the discretion of the governing board.

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membership year will have a **minimum membership period of until 31 December of the following year**. For example, if a new member starts its membership from 1 March 2025, the minimum period is until 31 December 2026).

Application for (please select): ☐ Premium membership ☐ Associate Membership

1. Company Details (Optional for associate membership applicants who are individuals)

Company Name: _____ Legal form (e.g. Ltd., ASBL, S.A.): _____

Marketing Name^[1] : _____ Abbreviation (optional): _____

Address: _____

Postcode/ZIP _____ City: _____ Country: _____

Website: _____

General Email: _____

Date of establishment: _____ Country of incorporation:^[2] _____

Average Annual Turnover (please specify currency): _____

Number of Employees (total): _____ (in Europe/EU): _____

Sector (e.g. aviation/construction/manufacturing/telecommunications/e-commerce etc) : _____

Main business activities: _____

VAT Number (for EU companies)^[2]: _____

^[1] To be used in ASEANCHAM's marketing and communications materials

^[2] ASEAN or EU countries only

^[3] EU companies with a VAT number validated by VIES will be exempt from Belgian VAT (21%). Invoices made to non-EU companies will be subject to the prevailing Belgian VAT rate (21%)

2. Representative Person

Salutation: ☐ Mr ☐ Ms ☐ Mrs ☐ Dr ☐ Others _____

First Name: _____ Last Name: _____

Position: _____ Email: _____

Phone Number: _____ Office Number: _____

Address (if different from above): _____

Postcode/ZIP _____ City: _____ Country: _____

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3. Invoicing Details

Addressed and attention to (optional, if different from Representative Person)

Salutations: ☐ Mr ☐ Ms ☐ Mrs ☐ Dr ☐ Others _____

First Name: _____ Last Name: _____

Position: _____ Email: _____

Phone Number: _____ Office Number: _____

Invoice Address (if different from above): _____

Postcode/ZIP _____ City: _____ Country: _____

4. Additional Information

Description of interests or activities in ASEAN or EU: _____

5. Issues of interests

Please select:

☐ Political Developments in the EU

☐ Trade and FTAs

☐ Defence and Security

☐ Healthcare

☐ Agriculture

☐ Transport and aviation

☐ Digital Issues

☐ Sustainability and environment

☐ Energy and Renewable Energy

☐ Intellectual Property and Competition

☐ Others: _____

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6. Activities of interests

Please select:

- ☐ Newsletters/Updates
- ☐ Roundtable/Panel Discussions
- ☐ Business Missions
- ☐ Trade Fairs/Networking sessions
- ☐ Others: _____

For Board use:

☐ Approve ☐ Not Approve



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Annex A

ASEANCHAM-EU Members Understanding

This Understanding applies to all Premium or Associate Members of ASEANCHAM-EU and shall be applicable upon the successful application of a membership.

General

1. All Premium and Associate Members shall ensure that they are legitimate entities or persons, are of good standing, and exist in accordance and compliance with the laws of their country of origin.
2. All Premium and Associate Member shall uphold the purposes, goals and aims of ASEANCHAM-EU in good faith, and strive to contribute to the advancement and promotion of ASEAN-EU relations.
3. All Premium and Associate Members are bound by the statutes and articles of association of ASEANCHAM-EU.

Membership Fees

4. Premium membership shall be set at €5,000 (five thousand Euros) per membership year, excluding any applicable taxes (e.g. VAT etc). The membership fees are subject to revision by the Board with specific related conditions, in accordance with the statutes.
5. Associate membership shall be set at €500 (five hundred Euros) per membership year, excluding any applicable taxes (e.g. VAT etc). The membership fees are subject to revision by the Board with specific conditions, in accordance with the statutes.
6. All Premium and Associate Members shall pay their membership fees promptly and on time.

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7. The Governing Body ("Board") shall have the right to revoke the membership of a member whose membership fee are outstanding for more than two months after the notification of membership fees due.

General Assembly and voting rights

8. All Premium and Associate Members shall be part of the General Assembly.
9. All Premium and Associate Members will be granted voting rights at the General Assembly, with one vote to be accorded per member.
10. Notification for the General Assembly Meeting shall be provided to the General Assembly within six months after the closing of the financial year. All Premium and Associate Members, or their representatives, shall attend the General Assembly Meeting, either virtually or in-person, with the latter being preferred.
11. Should a Member not be able to attend, the Member may choose to appoint a proxy, and shall inform the Board of the appointed proxy not less than seven working days before the General Assembly Meeting.
12. Members who are absent from the General Assembly Meeting and without a proxy may be subject to further action, as decided by the Board.

Rights of Membership

13. **Premium members** will be entitled to the following:
 - a. Access to ASEANCHAM-EU members network;
 - b. Access to members-only ASEANCHAM-EU activities and programmes with priority to attend and ability to market or secure a speaking role at such activities;
 - c. Access to open-to-public ASEANCHAM-EU activities and programmes with priority to attend, at a preferential members rate, and ability to market or secure a speaking role at such activities;



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- d. Display of corporate logo on the ASEANCHAM-EU website and marketing materials;
 - e. General updates and reports on EU policy developments;
 - f. Quarterly meetings with the ASEAN Ambassadors;
 - g. Bi-annual meetings with the ASEANCHAM Advisory Council;
 - h. Possible assistance for business missions (separately charged)
14. **Associate members** will be entitled to the following:
- a. Access to ASEANCHAM-EU members network;
 - b. Access to members-only ASEANCHAM-EU activities and programmes;
 - c. Access to open-to-public ASEANCHAM-EU activities and programmes, at a preferential members rate.