

TIC Council

Application form

Associated membership

January 2019



Applicants for TIC Council Associated Membership:

Please complete the attached questionnaire and return it by email to:

secretariat@tic-council.org

Application for Membership

All information given in responding to this questionnaire will be treated in confidence

The Articles of Association of TIC Council and the TIC Council Global Board Regulations set out the criteria to be met in order to be considered for membership of TIC Council. In order to assist us to process your application, please complete the questionnaire below and return to TIC Council.

TIC Council Global Board Regulation 2 sets out the membership criteria for Associated Membership.

Notes to assist the TIC Council Associated Membership Application Process

If you wish to apply for Associated Membership, the application process is in four steps:

1. The first step is completion of the Application Form. Please complete and sign the Application Form and attach extra documents if necessary. Then please return the completed Application Form and relevant documents to TIC Council via email (secretariat@tic-council.org). On receipt of the Application Form an invoice for an Application Fee of 200€ will be issued. This Fee is to cover the expense of TIC Council in reviewing and processing your application. This is a non-refundable application fee.
2. Your application will then be reviewed by the TIC Council Secretariat to ensure that the intent of the membership regulation is satisfied. (Global Board Regulation 2 paragraph 7.2)
3. When the Secretariat is satisfied that all relevant information has been received, it will, if the applicant so requests, submit the application to the TIC Council Global Board for decision. This decision will need to be confirmed by the General Assembly. The Secretariat will notify the applicant promptly of the TIC Council Global Board's and General Assembly's decision once that decision has been made.
4. Upon admission to Associated Membership the Associated member will be required to sign an undertaking to observe and comply with the terms of the Regulation 2 and all other applicable TIC Council statutes, rules and regulations. (Global Board Regulation 2 paragraph 7.4)

Application Form Nomenclature

General Guidelines

1. Profession

The “Profession” means the fields of business concerned with the assessment of relevant requirements as per normative documents such as standards, technical specifications, client specific requirements, codes of practices and regulations including, but not limited to, sampling, testing, inspection, analysis, evaluation, verification, conformity assessment and certification. It also includes, amongst others, the provision of services facilitating trade as well as services required by governments to monitor and facilitate imports and exports.

2. Categories of Members

FULL MEMBERSHIP

Full Membership is open to any company, partnership, association or other legal person (but not to an individual) resident in Belgium or anywhere else in the world, that carries on the business of the Profession for at least 3 years and which meets the following cumulative criteria for membership, including:

a. Compliance programme

Members are expected to implement and comply with the requirements of TIC Council’s Compliance Code before being admitted as a Member. The Compliance Principles address technical and business professional conduct and ethics in relation to the following areas: Integrity, Conflict of Interest, Confidentiality and Data Protection, Anti-bribery, Fair Business Conduct, Health and Safety, and Fair Labour.

b. Accreditation/Management System

OBSERVER MEMBERSHIP

Any company, partnership, association or other legal person (but not to an individual) resident in Belgium or anywhere else in the world, that carries on the business of the Profession for at least 3 years and which is not yet in a position to fulfil all the criteria for membership (i.e. full implementation of TIC Council Compliance Code) can apply for Observer Membership. Observer Members shall commit to work towards achieving Full Membership of TIC Council within two years.

ASSOCIATED MEMBERSHIP

Associated Membership is open to any company, partnership, national or international trade associations/federations or other legal person (but not to an individual) which is connected with or interested in the Profession, but which does not meet the criteria for membership (e.g. full implementation of TIC Council Compliance Code).

3. Compliance Programme

Membership of TIC Council implies that all members behave in the highest ethical business standards in line with the TIC Council Compliance Code, including the Compliance Principles relating to Integrity, Conflict of Interest, Confidentiality and Data Protection, Anti-bribery, Fair Business Conduct, Health & Safety and Fair Labour.

For further assistance, please contact the Secretariat.

Questionnaire for completion by applicants

PART 1 DETAILS OF THE APPLICANT

1. Applicant's details

1.1 Full name of applicant entity

1.2 Registered address

1.3 Telephone number

1.4 E-mail address

1.5 Website address

2. Legal Status of the Applicant (Global Board Regulation 2 paragraph 2)

2.1 What is the legal status of the applicant? [Complete either A or B]

A. Association, Charity, Trust, Foundation, etc.

B. Other (e.g. Accreditation agency, Standardisation Bodies, etc.)

2.2 Please describe the governance structure of your organisation (e.g. President, Board of Directors, etc.)

2.3 Membership (if relevant)

Please provide a list of your member companies:

2.4 What is the total number of full-time permanent personnel employed by the applicant?

PART 2 CONFORMITY WITH TIC COUNCIL'S MEMBERSHIP REQUIREMENTS

1. **Date of foundation of your organisation** (Global Board Regulation 2 Requirement 3.1)

2. **Standards of Conduct** (Global Board Regulation 2 Requirement 3.2)

- 21 Does the applicant have any form of Compliance Programme currently in operation?

Yes No

3. **Management** (Global Board Regulation 2 Requirement 3.3)

Has any Director or Officer of the applicant been convicted of any offence related to the management of any company or its business?

Yes No

Signed: _____

Date: _____

Print Name: _____

Position: _____