

MEMBERSHIP APPLICATION - Overseas Based Co.

Please Note: A copy of your Company Registration, Company Profile and a reference letter from a Chamber of Commerce or Banking Institution should be attached to your application.

Name of Company: _____

Mailing Address: _____

Tel. #: _____ Email: _____

Website: _____ Date Company was formed: _____

Country/State of incorporation: _____ How did you hear about us? _____

Total Number of Employees: ☐ 1-10 ☐ 11-50 ☐ 51-150 ☐ 151-300 ☐ More than 300

Total Annual Sales: ☐ Less than US\$25M ☐ Less than US\$75M ☐ US\$75M - US\$200M
☐ US\$201M - US\$500M ☐ More than US\$500M

DETAILS OF THE FOLLOWING (Where Applicable):

CEO: _____ Email: _____ Ctc#: _____

Man. Dir: _____ Email: _____ Ctc#: _____

Gen. Man.: _____ Email: _____ Ctc#: _____

Other: _____ Email: _____ Ctc#: _____

ALTERNATE CONTACT TO WHOM CORRESPONDENCE SHOULD BE SENT:

Name: _____ Title: _____

Email: _____ Cell: _____

Do you have a registered business in Jamaica? ☐ Yes ☐ No If 'Yes' Reg. #: _____

Are you a member of any other Association in Jamaica? ☐ Yes ☐ No

If "Yes" please indicate _____

Committee of Interest: ☐ Conference Board ☐ Competitiveness ☐ Downtown Kingston Redevelopment
☐ Economic and Taxation ☐ Legislations Regulations and Process Improvement ☐ Trade Facilitation
☐ Membership & Fundraising

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Date approved by Exec.: _____ Ratified by BOD: _____ Bus. Cat: _____

Company Size: ☐ Extra Large ☐ Large ☐ Medium ☐ Small ☐ Micro ☐ Affiliated Co.

JCC Comments: _____

CODE OF ETHICS

ABIDING BY THE LAW: The member, company or organisation will at all times comply with the letter and spirit of all the laws and regulations of the Government of Jamaica and any other properly constituted authority as are applicable to its business or its affairs. As required by law, all registered operating business must be tax compliant.

IMPROPER INDUCEMENTS: The member, company or organisation shall not provide improper inducements, favour or benefits directly or indirectly, in cash or kind, to any person with the intent of gaining advantage. Neither, should the member accept improper inducements, favours or benefits directly or indirectly, in cash or in kind, with the intent of enabling other persons to gain advantage.

CONFLICTS OF INTEREST: The member, company or organisation should implement policies that will avoid conflicts between the interest of directors, managers and staff and those of the company.

FREE COMPETITION: The member, company or organisation considers free and fair competition to be the basis of the free market economic system to which we subscribe. We should not seek to distort market conditions in order to reduce the competitive process.

NO DISCRIMINATION: The member, company or organisation in all its dealings with individuals and other businesses should avoid discrimination on the basis of race, ethnic origin, colour, religion, sex, marital status, or membership in any lawful organisation.

POLITICAL CONTRIBUTIONS: The member, company or organisation should make political contributions as it sees fit, but at all times these contributions should be an expression of a responsible citizen and not to purchase favours or improper advantage.

PRIVACY AND PRIVILEGED INFORMATION: The member, company or organisation may become privy to certain confidential information about its clients in the course of providing its goods or services. We must carefully preserve the confidentiality of the business relationship, divulging only such information about the affairs of the clients as may ordinarily be public information, be required by law or authorized by the client. Similarly, the privacy rights of employees must be respected.

ENVIRONMENTAL RESPONSIBILITY: The member, company or organisation must protect the environment by ensuring that its activities do not contribute to its degradation.

cont'd ...

CODE OF ETHICS CONT'D:

SCOPE AND PURPOSE: All members, companies or organisations of the Jamaica Chamber of Commerce should regard the provisions of this Code as mandatory. Further to this it should be made part of the conditions of employment. This should apply to all the directors, management and staff of the company or organisation. This Code of Ethics will help to define the company's or organisation's ethical standards and so its public and private image.

Ultimately, the ethical conduct of the affairs of a business will be dependent on the actions of all employees (directors, management and staff), as these actions will express the ethics that the businesses practice. The adoption of the Code of Ethics should have as its main aims:

- (1) The creation of an ethical environment in which to conduct business.
- (2) The prevention or elimination of corruption.

It is hoped that if the Jamaica Chamber of Commerce adopts the provisions of this Code, these standards will become the norm rather than the exception. This will result in the reduction of corrupt practices and the isolation of those who continue to act in an unethical and corrupt manner. The intention of the Code of Ethics is to raise the moral and ethical standards by which business is conducted at all levels.

Please sign below in agreement and return along with application to the JCC office.

Print Name

Signature

The following applies to the financial year ending 31st December 2024

1. I confirm that:

- a. I have read and understood the **Jamaica Chamber of Commerce's** Code of Ethics and Guidelines (together, *the Code*).
- b. I have communicated the Code to my directors and instructed them to:
 - Fully comply with it in the course of carrying out their responsibilities and
 - Ensure the Code is appropriately communicated to all employees in their areas or responsibility.
- c. In the course of carrying out my responsibilities, I have complied fully with the Code save as noted below:

2. As far as I am aware: (*select appropriate option*)

- ☐ There have been no violations of the Code by any employees or any person acting on my behalf, in my specific area of responsibility (having made enquiries of my reports).
- ☐ I have communicated in writing to the Jamaica Chamber of Commerce or noted below any violations or suspected violations of the Code, or incidents of questionable practice of which I am aware.

- a. Where you have already notified the **Jamaica Chamber of Commerce**, please give the full name of the person with whom you spoke.

Miss/Mrs/Mr: _____

3. If there are other instances of possible non-compliance that you are aware of, please give details in the space below.

4. Full Name: _____

5. Organisation: _____

Signature: _____

Date: _____

TO THE DIRECTORS OF THE JAMAICA CHAMBER OF COMMERCE,

I/We, the undersigned, do hereby apply to become a member of the **Jamaica Chamber of Commerce**, and if accepted agree to be bound by and to conform to the Memorandum & Articles of Association of the Company and any By-Laws or Regulations made there under.

Dated this _____ day of _____, 2025
(Date) (Month)

Company Stamp:

.....
Signature of Proprietor/Principal Officer

Company Mailing Address:

.....

Telephone #:

Trade or Profession:

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Proposed by:
Director (Print Name) Signature

Seconded by:
Director (Print Name) Signature

..... 2025
Date