

Iran, Belgium & Luxembourg Chamber of Commerce & Industry Applicants

With many thanks and honors for your membership request to our chamber of commerce,

You are kindly requested to fill in the attached forms and list the requested documents to send them to the Membership Section of the Chamber. It is clear

that all the documents will be kept private and confidential in our Data Bank.

Also decision making regarding the acceptance or rejection of the memberships request is only under the authority of the board members and the result will be notified to the applicants in written.

It's worth mentioning that the chamber membership is appertained to real persons or business legal persons who preferably keen on developing or having an economical, business, Industrial and etc relations between Iran, Belgium & Luxembourg constantly and continuously. (Whether their residency is in Iran, Belgium or Luxembourg) Also, please note that in case of membership request rejection, the board members are not obligated to inform the applicants about the reasons.

Regards,

Iran, Belgium & Luxembourg Chamber of Commerce

Membership Application Form (Real Person) For Belgian/Luxembourgish Applicants

Please fill in the form below

Name
Surname
Date of Birth
Place of Birth
National Code
Passport No.
Full Postal Address
Telephone No.
Mobile No.
Tell No. for Emergency Calls
E-mail Address
Website
Education
Field of Study
Occupation
Reasons for Applying
Date of Applying

I,..... On Declare that the data given
above in the form is fully accurate and by the membership in this chamber I

accept the chamber's laws & statute.

Signature

Membership Application Form (Legal Person) For Belgian/Luxembourgish Applicants

Please fill in the form below

Name of Institute, Company or Organization		
Company Type	Private <input type="radio"/>	Governmental <input type="radio"/> Semi-Governmental <input type="radio"/>
Establishing Date		
Registration No.		
Managing Director		
Managing Director's National Code		
Field of Activity		
Energy, Oil, Gas & Petrochemical <input type="radio"/> Advertising <input type="radio"/> Banking, accounting & Financial <input type="radio"/>		
Consulting & Marketing <input type="radio"/> Construction & Architecture <input type="radio"/> Tourism & Hospitality <input type="radio"/>		
Export & Import <input type="radio"/> Manufacturing <input type="radio"/> Transportation & Shipping <input type="radio"/> pharmacy & Medical <input type="radio"/>		
Chemicals <input type="radio"/>		
Others <input type="radio"/>		
Number of Employees		
Production License No.		
Telephone No.		
Fax No.		
Managing Director's Mobile No.		

Managing Director's E-mail Address
Company's E-mail Address
Website Address
Reasons for Applying
Date of Applying

I,..... On Declare that the data given above in the form is fully accurate and by the membership in this chamber I accept the chamber's laws & statute.

The membership Process of Iran, Belgium and Luxembourg Chamber of Commerce & Industries

A) Documents

- ❖ **Documents for Real (Persons) Applicants** ○
 - Official written membership request letter ○
 - Filled membership request forms ○ 1 picture (3*4) to be used on the membership card

- ❖ **Documents for Legal (Persons) Applicants** ○
 - Official written membership request by the Managing Director ○ Filled membership request forms by the applicant ○ 1 picture of the applicant (3*4) to be used on the membership card ○ VAT Number

B) Membership Approval

If all mentioned documents are completed, the membership request of the real/Legal applicant will be checked by the secretary general and the board members. The result will take maximum 33 working days to be notified from the secretary general of the chamber. It's evident that the membership fees need to be paid in advance. In case of the board members approval for the applicant's membership request the membership card will be ready maximum in two working weeks and will be delivered only to the applicant/managing director or an official agent from the company.

C) Annual Membership Fees for Belgian/Luxembourgish

Based on the different membership types, the fees are as below:

Membership Type	Annual Fee	Extra Cards
Regular Membership	053 (Euro)	053 (Euro)
Business Membership	1533 (Euro)	1533 (Euro)
Patron Membership	3333 (Euro)	3333 (Euro)

⇒ For making the payment please contact ibcci@ibcci.com or call on +89 11 99909331 / +89 11 99094388

- ❖ It's important to mention that the membership fees are counted annually. Also, the validity of all cards is from Jan. of the year till Dec. of the same year.
- ❖ The membership fees are non-refundable.
- ❖ All membership cards issued for a company/organization will have the same Membership No.
- ❖ All services of the chamber will be served to the members based on the types of the membership. So, in order to benefit the services, please pay attention on choosing your membership type. Also, to be able to benefit

the services on time and efficient, on time payments need to be done from the companies/organizations/applicants.

- ❖ Please note that Regular Membership will benefit a small range of our services, not all the services mentioned in the website of the chamber. For sufficient services, please choose other types of membership.
- ❖ There's a possibility of changing membership types by providing the chamber an official request letter. In case of board members approval, the annual membership fee of that type should be paid for the current year.
- ❖ The changing membership request of the real/Legal applicant will be checked by the secretary general and the board members. The result will take maximum 33 working days to be notified from the secretary general of the chamber and the new membership card will be ready maximum in two working weeks and will be delivered only to the applicant/managing director or an official agent from the company

Reza Dayani – Secretary General

Iran, Belgium & Luxembourg Chamber of Commerce