



NIGERIAN ASSOCIATION OF CHAMBERS OF COMMERCE, INDUSTRY, MINES, AND AGRICULTURE (NACCIMA)

NACCIMA HOUSE 8A, Oba Akinjobi Way, GRA, Ikeja, P.M.B. 12816, Lagos | Tel: 08118877564 (Mobile), 08118877562 (D/L)

Email: info@naccima.com; Website: www.naccima.com

MEMBERSHIP APPLICATION FORM

FOR BUSINESS/PROFESSIONAL ASSOCIATIONS & TRADE GROUPS

NAME OF ORGANISATION _____

POSTAL ADDRESS _____

REGISTERED OFFICE ADDRESS _____

TEL _____ FAX _____ EMAIL _____

DATE OF INCORPORATION _____ RC NO. _____

SPONSOR 1

NAME: _____

ADDRESS: _____

SPONSOR 2

NAME: _____

ADDRESS: _____

TOTAL NO. OF MEMBERS IN YOUR REGISTER: _____

OBJECTIVES OF THE CHAMBER (attach supplementary Sheets if necessary)

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

MEMBERS OF GOVERNING COUNCIL / EXECUTIVE COMMITTEE

NAME

POSITION

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

PRINCIPAL SECRETARIAT STAFF

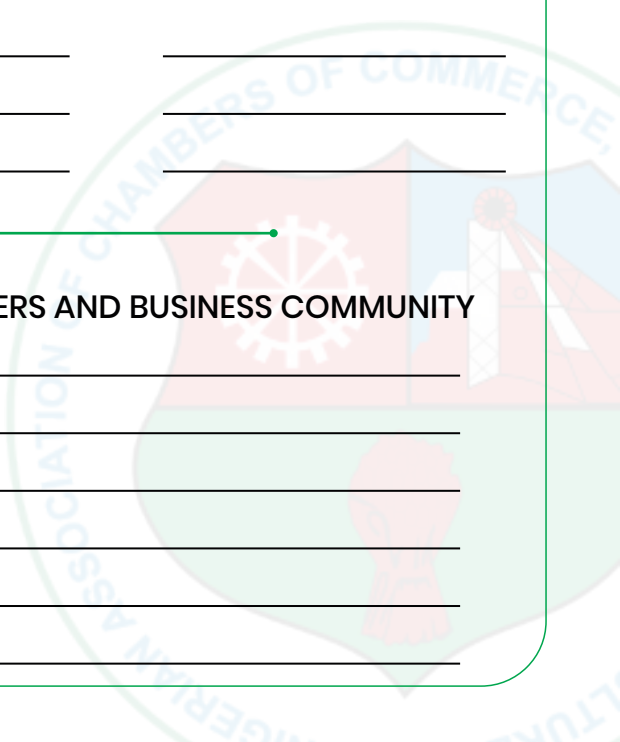
POSITION

NAME

QUALIFICATION

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

SERVICES RENDERED BY YOUR ASSOCIATION TO MEMBERS AND BUSINESS COMMUNITY



WHEN WAS YOUR LAST AGM HELD? _____

AFFILIATIONS

ORGANIZATION/ASSOCIATION

DATE OF JOINING

ORGANIZATION/ASSOCIATION	DATE OF JOINING
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

DECLARATION

WE WISH TO BE ADMITTED INTO MEMBERSHIP OF THE NIGERIAN ASSOCIATION OF CHAMBERS OF COMMERCE, INDUSTRY, MINES, AND AGRICULTURE (**NACCIMA**) AND IF ADMITTED TO BE BOUND BY THE CONSTITUTION AND BYE-LAWS OF NACCIMA. WE WILL PAY APPROVED FEES AT THE RATE IN FORCE AND WE DECLARE THAT ALL STATEMENTS MADE BY US ON THIS APPLICATION FORM ARE CORRECT.

NAME: _____

SIGNATURE, DATE & STAMP:

HEAD OF SECRETARIAT

PRESIDENT

PLEASE ATTACH THE FOLLOWING DOCUMENTS TO YOUR APPLICATION

- (a) Copy of Memorandum and Articles of Association of the Company
- (b) Copy of Certificate of Incorporation
- (c) List of names and addresses of members of your Association

FOR OFFICIAL USE ONLY

Approved by MDC at its meeting held on: _____

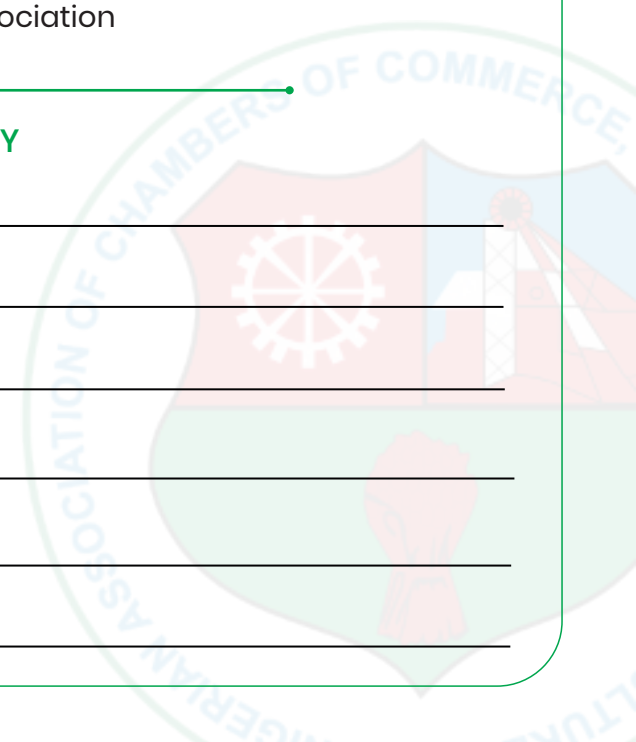
Non-Refundable Application Fee: _____

Two Years' subscription: _____

Chairman (Membership Development Committee): _____

Director-General: _____

Coding: _____



GENERAL GUIDELINES FOR ADMISSION OF CHAMBERS INTO MEMBERSHIP OF NACCIMA

For a Chamber to be fully admitted into an Associate Membership Status of NACCIMA, the following conditions must be fulfilled

1. The Chamber should be formed by minimum of ten (10) Executive Members.
2. It must have a minimum of 80 Subscription-paying members.
3. The Chamber must be incorporated with the Corporate Affairs Commission (CAC) as a Company Limited by Guarantee.
4. It must have an Independent and well-equipped Secretariat (Computer, Internet Facility, Scanner etc.).
5. It must have at least 4 full time members of staff on its employment roll as follows:
 - (a) An Administrative Secretary, preferably a graduate or an HND Holder
 - (b) An Assistant Secretary with a minimum of Diploma
 - (c) A Confidential Secretary or an experienced Typist
 - (d) A Dispatch Clerk/Rider.
6. The Chamber should conduct Annual General Meetings regularly and elect or re-elect Officers in accordance with the provisions of their Bye-Laws.
7. It must hold Council Meetings and where necessary extra-ordinary meetings to brief members of the activities of the Chamber.
8. It should design and run programme that will meet the needs of members.
9. It should relate regularly with service providers and other agencies such as electricity distribution companies (DISCO), Water Corporation and hold regular consultations with agency heads for the improvement of their services.
10. It should relate appropriately with State and Local Governments when necessary, on behalf of members.
11. Liaise regularly with the NACCIMA Secretariat to source information that is necessary for dissemination to its members.
12. Network regularly with other Chambers, Bi-lateral Chambers, and Business/Professional Associations in Nigeria.
13. Report on activities of the Chamber to the NACCIMA National Secretariat

CHAMBER MEMBERSHIP FINANCIAL REQUIREMENT

1. Non-refundable Application fee
2. Two Years' Subscription Deposit
3. Development Levy

NOTE

Completed Application Form, CAC Certificate and Memorandum of Association with other necessary documents should be returned to:

The Director-General
Nigerian Association of Chambers of Commerce,
8A, Oba Akinjobi Way, GRA, Ikeja
Email: info@naccima.com