



National Chamber of Exporters of Sri Lanka

131/6, Elvitigala Mawatha, Colombo 08, Sri Lanka

Tel: +94 114651765 E-mail: nce@nce.lk Web : www.nce.lk

APPLICATION FOR MEMBERSHIP

THE FOLLOWING PARTICULARS ARE FURNISHED REGARDING OUR COMPANY

(All Cages must be filled)

1. Name of the Company / Firm

2. Address (Head Office) (Factory)

3. General E-mail 4. Web-site

5. Telephone Nos.

6. Description of Business (Products / Services, etc.)

7. Names of Directors / Partners	Designation
(1) <input type="text"/>	<input type="text"/>
(2) <input type="text"/>	<input type="text"/>
(3) <input type="text"/>	<input type="text"/>

8. Date of Incorporation/Registration:
(Please attach copy of Company Registration Certificate)

9. Type of Organization (Tick off appropriate cage)

10. Business Registration No.:
BOI No. (if applicable)

Sole Proprietorship	<input type="checkbox"/>	<input type="checkbox"/>
Partnership	<input type="checkbox"/>	<input type="checkbox"/>
Private Limited Liability Company	<input type="checkbox"/>	<input type="checkbox"/>
Public Limited Liability Company	<input type="checkbox"/>	<input type="checkbox"/>

11. Year of commencement of Business:

12. Annual Total Turnover (Last Three years)

13. Annual Export Turnover (Last Three years)
Applicable only for Exporters

Year	LKR
20	
20	
20	

Year	LKR
20	
20	
20	

14. Authorized Capital LKR.
(Please attached the latest Audited Accounts statement)

Paid up LKR

15. No. of Employees:

	Total	Males	Females
Total No. of Employees			
Executives			
Clerical			
Production/Factory			

16. Bankers

17. Names of other Chambers or Associations of which the applicant is a member

(i)

(ii)

(iii)

18. Name of the Primary Contact Person

Designation

E-mail **Mobile No.**

19. Name of the Secondary Contact Person

Designation

E-mail **Mobile No.**

Sportive Documents to be attached with the Applications (Check list)

		Yes	No	(if no , please specify)
01	Copy of Business Registration			
02	A copy of forms 15, 20, or 48.			
03	The latest Audited Accounts statement			

CONDITIONS OF MEMBERSHIP

- **Eligibility for Chamber membership:** Any legal or natural person born in Sri Lanka or incorporated bodies can apply, subject to Council approval and adherence to specified criteria.
- **Council authority:** Elected Council has ultimate authority to approve memberships, set guidelines, admission criteria, and fees, with decisions being final.
- **Membership fees:** Council may set enrollment fees, annual subscriptions, and other payments, subject to approval at General Meetings.
- **Non-payment consequences:** Failure to pay annual subscriptions results in loss of voting rights and other privileges; Council may also revoke membership.
- **Withdrawal process:** Members can withdraw by giving one month's notice to the Secretary-General and settling dues for the entire year. Please note the Membership fee will not be refundable.
- **Membership cancellation:** Council can cancel membership with a 2/3 majority vote if a member breaches terms, no longer meets criteria, or harms Chamber reputation; no refunds are provided.
- **Verification process:** Chamber may request additional information from members to ensure compliance with criteria post-membership.

I / We hereby apply to be enrolled as a member of the National Chamber of Exporters of Sri Lanka and I / We agree to abide by the Constitution and Rules of the Chamber from time to time in force and the conditions for the membership.

..... Date

(Signature of Applicant with Rubber Stamp)

NOTE: Application needs to be signed by the Company Director or the CEO with the Rubber Stamp)

Eligibility criteria for Membership

Any person, group of persons born in Sri Lanka, or incorporated bodies (should be legal and natural persons) shall be eligible to become members of the Chamber subject to the approval of the Council, under the appropriate eligibility Criteria.

Ordinary Member	Associate Member
Direct Exporters of Products or Services	Direct Exporters of Products or Services – Those who have been in business for a <u>minimum of one year</u> and export a <u>minimum of 10% in Value of the total turnover</u>
Who has been in the business for a <u>minimum of one year</u> where total exports amount to a <u>minimum of 10% of the total annual turnover</u> , with a <u>value of a total turnover of USD 10,000.00 and above.</u>	Indirect Exporters – Those who have been in business for a <u>minimum of two years</u> and supply a <u>minimum of 25% of products or services of their turnover to direct exporters.</u>
51% of voting rights are held by citizens of Sri Lanka.	Service Providers to Exporters - Any Institution (incorporated in Sri Lanka under any Law or Statute) which is performing a role relevant to and/or connected with exports, trade, industries or commerce in Sri Lanka.

Membership Fee

	Ordinary Member (LKR)	Associate Member (LKR)
Enrolment Fee	20,000/-	20,000/-
Annual Membership Subscription	25,000/-	25,000/-
VAT 18%	8,100/-	8,100/-
Total	53,100/-	53,100/-

Doc No: QM-ME-AP-01

Issue No: 02

Issue Date: 08-07-2024

Revision No: 01

Revision Date: 03-03-2025

Reviewed & Approved by: Secretary General/CEO

Prepared by: Assistant Director Member Services/Operations

Office Use Only

Membership Category based on the Eligibility Criteria: Ordinary Membership/ Associate Membership

Documentation checked: Yes/ No

.....
Verification Officer Signature

.....
Date

Eligibility Criteria checked: Yes/ No

.....
Verification Officer Signature

.....
Date

Payment Status: Invoiced/ Paid

Remarks (if necessary)

Application Rev. 03/03/2025