



MEMBERSHIP APPLICATION

Please Note: A copy of your Company Registration, Company Profile and Tax Compliance Certificate must be attached to your application.

NAME OF COMPANY: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Tel #: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Date Company was formed: \_\_\_\_\_ Total Number of Employees: \_\_\_\_\_

Total Annual Sales: \_\_\_\_\_ Number of Bus. Location(s): \_\_\_\_\_

Is your company [ ] Public or [ ] Private Sector (please tick the appropriate box)

Were you a member of the JCC: [ ] Yes [ ] No If 'yes' please state period: From: \_\_\_\_\_ To: \_\_\_\_\_

NAME OF THE FOLLOWING:

Chief Executive Officer: \_\_\_\_\_ Email: \_\_\_\_\_

Managing Director: \_\_\_\_\_ Email: \_\_\_\_\_

General Manager: \_\_\_\_\_ Email: \_\_\_\_\_

Director(s) \_\_\_\_\_ Other: \_\_\_\_\_

ALTERNATE CONTACT TO WHOM CORRESPONDENCE SHOULD BE SENT:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Cell: \_\_\_\_\_

ARE YOU A MEMBER OF ANY OTHER ASSOCIATION? YES: [ ] NO: [ ]

IF 'YES' PLEASE STATE: \_\_\_\_\_

Do you have specific area(s) of interest? \_\_\_\_\_

What are you willing to do for the Economic

Development of Jamaica through the JCC? \_\_\_\_\_

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Date Application Approved: \_\_\_\_\_ Amt Paid: \_\_\_\_\_

Company Category: [ ] Extra Large [ ] Large [ ] Medium [ ] Small [ ] Micro [ ] Affiliated Co.

JCC Comments: \_\_\_\_\_



58 Half Way Tree Road, Kingston 10, Jamaica  
Tel: (876) 922-0150~1, 922-4857 / Fax: (876) 924-9056  
E-mail: [thasya.cfletcher@jamaicachamber.org.jm](mailto:thasya.cfletcher@jamaicachamber.org.jm)  
Website: [www.jamaicachamber.org.jm](http://www.jamaicachamber.org.jm)

## 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.

**CONFLICT 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 throughout Jamaica.

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

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**Print Name**

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**Signature**



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The following applies to the financial year ending 31<sup>st</sup> December 2017

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: \_\_\_\_\_



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 Website: [www.jamaicachamber.org.jm](http://www.jamaicachamber.org.jm)

***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 \_\_\_\_\_, 2018  
 (Date) (Month)

Company Stamp:

.....  
 Signature of Proprietor/Principal Officer

**Company Mailing Address:** .....

.....

**Telephone #:** .....

**Trade or Profession:** .....

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**Proposed by:** .....  
 Director of the Chamber (Print Name) Signature

**Seconded by:** .....  
 Member of the Chamber (Print Name) Signature

....., 2018  
 Date