



INSTRUCTIONS FOR APPLICATION FOR MEMBERSHIP IN THE AMERICAN CHAMBER OF COMMERCE IN SERBIA

In order to apply for membership in the American Chamber of Commerce in Serbia, please follow these instructions:

1. Fill in and sign the attached Application for Membership in AmCham Serbia
2. Read the AmCham Constitution/Statute (located on the AmCham website www.amcham.rs in the About Us section), sign and stamp the attached Membership Agreement Form on the page 8 of the Membership Application
3. Read, sign and stamp the AmCham Serbia Code of Business Conduct (pages 9-10)
4. Majority-owned Serbian companies should submit client list and two recommendation letters (for more details, please see membership criteria document)
5. Submit these documents to AmCham via email: info@amcham.rs or kostic@amcham.rs

Your application will be reviewed and voted upon at the next upcoming monthly Board of Governors Meeting. Feedback on your application will be communicated to you via mail and/or phone within five days of the Board of Governors Meeting. If approved, you will be sent a welcome letter with further instructions for completing the Membership Application process.

If you have any questions regarding the Application process, please contact Mrs. Tina Kostić via email kostic@amcham.rs or at +381 (0)11 3088-132, 3446-437.

Thank you,
AmCham Serbia Executive Office



MEMBERSHIP APPLICATION

Company Information

Company/Organization Name: _____

Address: _____

Postal code, City: _____

Main Phone: _____

Main fax: _____

Main e-mail: _____

Website: _____

Industry Sector

(Please check the main industry classification)

- Agriculture
- Consulting and Accounting
- Distribution and Logistics
- Education
- Financial Services
- FMCG and Services
- Health Care and Pharmaceutical
- HR, Recruiting and Executive Search
- ICT
- Legal
- Manufacturing and Production
- Marketing/PR
- Media/Entertainment
- Real Estate
- Travel and Hospitality
- Other



Company Description

If your company is a subsidiary or branch of a U.S. firm, please indicate the full name and address of your corporation:

If your company represents U.S. companies in Serbia, please indicate the specific products you represent from each U.S. company:

Please include a brief statement about your company (up to 1200 characters):

Date Established in Serbia: _____ Number of Employees in Serbia: _____

Legal form: _____ Number of Employees Worldwide: _____

Total investment of your company in Serbia: _____

Total Annual Turnover of your company in Serbia: _____

Total Annual Turnover of your company Worldwide: _____

Approximate Value of Exports (if relevant): _____

Approximate annual contribution in taxes in Serbia: _____

Type of Membership Categories and Fees

(Please mark the membership category which your company / organization applies for)

- Patron** - This membership category is on voluntary basis only. According to the Board policy, the total number of patron members should not exceed 10% of total membership. Companies that have been an AmCham corporate members for at least one year and have shown strong support for AmCham activities and values, are eligible to upgrade their membership to the patron category.
Annual fee: EUR 7.000
One-time joining fee/rejoining fee: EUR 120

- Corporate** - If the annual worldwide turnover of the applicant company is in excess of \$5 million, or if the company applying for membership is fully or partly owned by a parent company that has a global turnover in excess of \$5 million, then the applicant company shall be categorized as a Corporate Member.
Annual fee: EUR 3.000
One-time joining fee/rejoining fee: EUR 120

- Business** - If the annual worldwide turnover of the applicant company is below \$5 million, or if the company applying for membership is fully or partly owned by a parent company that has a global turnover of less than \$5 million, then the applicant company shall be categorized as a Business Member.
Annual fee: EUR 1.700
One-time joining fee/rejoining fee: EUR 120

- Non Profit** - If the applicant company is registered as a non-profit organization in Serbia or in USA, then applicant company shall be categorized as a Non Profit Member.
Annual fee: EUR 500
One-time joining fee/rejoining fee: EUR 120

Note:

Please note that companies who join AmCham, pay prorated membership fee proportional to the quarter in which they become members as follows: for the first quarter full amount, during the second $\frac{3}{4}$ of the amount, in third quarter $\frac{1}{2}$ of the amount and during the fourth quarter $\frac{1}{4}$ of the amount determined for that calendar year.

Contact Information

Primary AmCham Contact: _____

Official Job title: _____

Phone: _____

Fax: _____

E-mail: _____

Owner / Partner / President: _____

Official Job Title: _____ Phone: _____

E-mail: _____ Fax: _____

PA to Owner / Partner / President: _____

E-mail: _____ Phone: _____

General Manager / CEO / Managing Director: _____

Official Job Title: _____ Phone: _____

E-mail: _____ Fax: _____

PA to General Manager / CEO / Managing Director: _____

E-mail: _____ Phone: _____

Office Manager: _____

E-mail: _____ Phone: _____

Marketing Manager / Director: _____

Official Job Title: _____ Phone: _____

E-mail: _____ Fax: _____

Communications Manager: _____

Official Job Title: _____ Phone: _____

E-mail: _____ Fax: _____

Finance Manager: _____

Official Job Title: _____ Phone: _____

E-mail: _____ Fax: _____

HR Manager: _____

Official Job Title: _____ Phone: _____

E-mail: _____ Fax: _____

Business Development Manager: _____

Official Job Title: _____ Phone: _____

E-mail: _____ Fax: _____

Legal / Compliance Manager: _____

Official Job Title: _____ Phone: _____

E-mail: _____ Fax: _____

Regulatory / Corporate Affairs Manager: _____

Official Job Title: _____ Phone: _____

E-mail: _____ Fax: _____

CSR Manager: _____

Official Job Title: _____ Phone: _____

E-mail: _____ Fax: _____



Sales Manager: _____

Official Job Title: _____ Phone: _____

E-mail: _____ Fax: _____

CSR Manager: _____

Official Job Title: _____ Phone: _____

E-mail: _____ Fax: _____

Procurement Manager: _____

Official Job Title: _____ Phone: _____

E-mail: _____ Fax: _____

IT Manager: _____

Official Job Title: _____ Phone: _____

E-mail: _____ Fax: _____



AMCHAM SERBIA MEMBERSHIP AGREEMENT

I, _____, have read the AmCham Serbia Constitution/Statute
(General Manager of Member Company)

dated _____ and I agree, on behalf of _____,
(Name of Member Company)

that _____ will abide by the AmCham Serbia Constitution/Statute.
(Name of Member Company)

(Signature and stamp)

(Date)

AMCHAM SERBIA CODE OF BUSINESS CONDUCT

I. Members Business Conduct

The Members will be required to respect the highest standards of business practices

- Members will make every effort to comply with the laws of Serbia
- Members will avoid knowingly assisting any third party in violating any law of Serbia
- Members will not knowingly pay or receive bribes or participate in any fraudulent or corrupt practices
- Members will endeavor to honor their contractual obligations and commitments
- Members will abide by the rules of fair competition
- Members will treat other members with fairness, respect and good intentions
- Members shall arrive at a consensus position prior to addressing government officials on a specific issue
- Members will be transparent in communicating AmCham positions to government officials
- Members will not attempt to influence government officials through the exchange of gifts, money, or information

II. AmCham to Members Conduct

The Chamber will apply the same high standards in its relations with non-members

- Respond promptly and fully to member requests and inquiries
- Deliver, products, services, and payments as promised and in a timely fashion
- Represent collective members interests when deemed appropriate
- Reject and actively discourage any form of bribery or favoritism in the conduct of business

III. AmCham to Business Conduct

The Chamber shall engage in fair business practices

- Refrain from providing false or misleading information
- Honestly represent itself in negotiations
- Uphold the spirit as well as the letter of the law in developing and fulfilling all contract arrangements
- Neither accept nor offer any form of bribery or improper use of personal relations in conducting its business

IV. AmCham to Employee Conduct

The Chamber shall provide the safe and harmonious working environment

- Guarantee fair treatment of all employees based on performance, regardless of race, color, nationality, gender, creed, sexual orientation or political viewpoint

- Provide a safe and healthy environment in the workplace, including reasonable protection from physical hazards as well as from any behavior which may qualify as harassment
- Inform and regularly update employees on company policies and procedures
- Educate, train, or certify employees, as needed, in skills specific to the duties and responsibilities of the position
- Assist in career planning and development
- Tolerate no management or employee embezzlement or profiteering

V. AmCham to Government Conduct

The Chamber shall respect local laws and regulations

- The Chamber will make every effort to comply with the laws of Serbia
- Refrain from attempting to influence any interests through the exchange of gifts, money, or information; or engaging in any other activity that may be construed as corrupt or in violation of the letter and/or spirit of Serbia law
- Recognize the scope and boundaries distinguishing the public and private sectors by remaining privately funded, clearly defining Chamber positions and transparently conducting activities supporting those positions, and refraining from asking for special treatment based on improper use of personal relations while conducting professional activities

VI. AmCham to Community Conduct

The Chamber shall play an active role in the community and demonstrate corporate social responsibility

- Act responsibly and demonstrate a commitment to the advancement of the community through the promotion of educational, health, cultural, environmental and other initiatives

I have read and I acknowledge the AmCham Serbia Code of Business Conduct.

(Signature and stamp)

(Date)