

## APPLICATION FOR MEMBERSHIP

- Please complete in BLOCK letters and return with your remittance
- All information must be completed to process your application
- The complete form must be submitted with the required supporting documentation.

### APPLICANT INFORMATION

Names in full:     
*First Middle last*

Address:

Telephone:  Cell:

Email address:

### BUSINESS DETAILS

Business name:

Business type:   
*(i.e. sole proprietor/limited Co.)*

Registration date:

Professional bracket:   
*(i.e. Event manager/wedding planner/production House)*

Location:

Work phone:  Mobile:

Official email:

### MEMBERSHIP DETAILS

Application category: Platinum ☐ Gold ☐ Silver ☐  
*(Tick appropriately: Refer to Page 2 for category details)*

Amount submitted:

Amount in words:

Mode of payment: Cash ☐ Cheque ☐ Bank deposit ☐ M-pesa (Tick appropriately) ☐

Signature:  Date:  Official stamp:

## ELIGIBILITY

1. A person engaged in the events industry as practitioner and in the opinion of the vetting board, is of good conduct, and demonstrates professionalism.
2. Has not being convicted in the court of law.
3. Has not committed offences under the Anti-Corruption and Economic Crimes Act, 2003, the Public Procurement and Disposal Act.
4. Is not discharged bankrupt.
5. Has attained the age of 18 years.
6. Has paid the prescribed fee.

### THE FOLLOWING DOCUMENTS WILL BE REQUIRED

1. Registration form dully filled, signed and stamped.
2. Copy of certificate of registration.
3. Copy of pin certificate.
4. Copy of latest certificate of tax compliance from KRA.
5. Letter of recommendation from three (3) major clients.
6. Copy of applicant's National Identification Card or Passport.

**NB: when providing evidence, the association will accept certified copies by a commissioner of Oaths or Magistrate, but reserves the right to demand for any original documents.**

## TERMS

### 1. Corporate member (platinum)

- Legally registered organization.
- More than twenty (20) employees or with an annual turnover above 50M.
- Over five (5) years of operation.
- At least five (5) major events managed for large scale/multi-national clients.

#### Membership fees

One off registration fee = Kshs. 100,000

Annual subscription fee = Kshs. 50,000

### 2. Corporate member (Gold)

- Legally registered organization.
- 10-20 employees or with an annual turnover of between Kshs 25M-Ksh50M.
- Over three (3) years of operation.
- At least three (3) major events managed for large scale/multi-national clients.

#### Membership fees

One off registration fee = Kshs. 50,000

Annual subscription fee = Kshs. 25,000

### 3. Corporate member (Silver)

- Legally registered organization.
- 3-10 employees or with an annual turnover of above Kshs. 3M.
- Over three (3) years of operation.
- At least three (3) major events managed for large scale/multi-national clients.

#### Membership fees

One off registration fee = Kshs. 25,000

Annual subscription fee = Kshs. 12,500

## FOR VETTING COMMITTEE ONLY

**Approved by:**

Name:

Designation:

Signature:

Date:

**Approved by:**

Name:

Designation:

Signature:

Date:

**Approved by:**

Name:

Designation:

Signature:

Date: