



ASSOCIATION OF MARINE INDUSTRIES OF MALAYSIA

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MEMBERSHIP APPLICATION GUIDELINES

CONFIDENTIALITY

All information provided will be treated as **CONFIDENTIAL**, with the exception of the following:

- **Company Name**
- **Company Correspondence Address and Contact information**
- **Name and Post of Chief Executive Officer**
- **Principal Activities (including shipyard classification, where applicable)**

DEFINITION (Ref: Rule 4.4)

“**Shipbuilding**”, **Shiprepairing**” and “**Marine Industries**” shall mean such activities which include to build, construct, fabricate, install, fit out and repair ships, vessels and floating structure of every description, marine engines, boilers, storage tanks, wharf, pier, dock and otherwise deal in all kinds of marine equipment, plant machinery, apparatus and tools; importation of boats, dealership of boats, brokerage of used boats, chandlery of equipment and fittings, development of maritime skills and development of water sports.

ELIGIBILITY (Ref: Rules 5.1.1, 5.1.2)

1. **Ordinary Member:**

Section A	Companies engaged in the business of Shipbuilding and/or Ship repair, as registered with the Registrar of Companies
Section B	Companies engaged in the business of Related Marine Industries, as registered with the Registrar of Companies
2. **Associate Member:**

Any Company who subscribes to the objects of the Association. An Associate Member shall not be eligible to hold office or to vote at General Meetings or to any claim on the funds of the Association

APPLICATION (Ref: Rule 5.2)

Application for Membership: A Company wishing to join the Association shall submit its application for membership on prescribed **application form** to the **Honorary Secretary**. A prospective Member must be **proposed and seconded by existing Ordinary Members**. The Company's name will then be circulated to all Members and, if no objection is received within **one month**, the Company shall be eligible for election to membership. In the event of objections being raised by any Member (which objections may be overruled by the Committee) the Applicant shall be declared elected to membership upon a majority vote by the Management Committee. The Management Committee shall decide which Section an Applicant is eligible to join in the event of ambiguity and its decision shall be final.

REPRESENTATION (Ref: Rule 5.4)

All Members who are represented by individuals in relation to their activities including meetings of the Association shall be bound by statements or representations made by the said individuals.

GUIDE TO THE APPLICATION FORM

Membership Type:

- Indicate **Ordinary** or **Associate Membership**
- If Ordinary Membership, to indicate category

1.	Section 1: Company Correspondence
1.1	Company Name: <i>as per Certificate of Registration issued by the Registrar of Companies (ROC)</i>
1.2	Registered Address: <i>self-explanatory</i>
1.3	Correspondence Address: <i>self-explanatory</i>
2.	Section 2: Company Registration and Licensing
2.1	Year of Incorporation: <i>as per Certificate of Registration (ROC)</i>
2.2	Company Registration No.: <i>as per Certificate of Registration (ROC)</i>
2.3	Ministry of Finance Registration No.: <i>as per Certificate of Contract issued by the Treasury</i>
2.4	Ministry of Trade & Industry Registration No.: <i>as per Certificate issued by the Ministry</i>
2.5	Manufacturing License No.: <i>self-explanatory</i>
2.6	Shipbuilding/Ship repair Classification: <i>refer to Classification by the Malaysian Treasury</i>
2.7	Others: <i>details of licensing/registration with other regulatory/governing agencies</i>
3.	Section 3: Principal Activities
	<i>Brief description of main business activities of the Company</i>
4.	Section 4: Company Representation
4.1	CEO: <i>self-explanatory</i>
4.2/3	Company Principal/Alternate Representatives to AMIM: <i>Company personnel who shall be authorised to represent the Company. Ref.: Rule 5.4 - "All Members who are represented by individuals in relation to their activities including meetings of the Association shall be bound by statements or representations made by the said individuals."</i>
5.	Section 5: Human Resources
5.1	Management: <i>Division/Section Heads and above</i>
5.2	Staff: <i>non-management levels - administrative, production, etc.</i>
5.3	Permanent labour: <i>self-explanatory</i>
5.4	Contract labour: <i>self-explanatory</i>
6.	Section 6: Financial
	<i>Self-explanatory</i>
7.	Section 7: Quality Performance Awards
	<i>In accordance with ISO, the Malcolm Baldrige Award, other internationally recognised awards of excellence.</i>
8.	Section 8: Shipbuilding & Repair Facilities
	<i>Self-explanatory</i>
9.	Section 9: Type of Vessel Build/Repair
	<i>Self-explanatory</i>
Declaration	
	<i>Self-explanatory</i>
Proposer & Secondor	
	<i>Existing AMIM Ordinary Members</i>

Attachments

All applications:

- *Certified copies of documents listed in Section 2: Licensing/Registration*
- *Certified copies of documents listed in Section 7: Quality Performance Awards*
- *Copy of latest Company Annual Report*
- *Basic Organisational Chart of Company Activities*

Shipbuilding/Ship repair:

- *Detailed list of shipyard facilities, capabilities and capacities.*
- *List of new buildings and refurbishment completed and in progress for last five (5) years (or number of years of operation is less than 5 years)*

Marine-related Industries:

- *Detailed list of products produced, imported (state level of dealership), after-sales customer service facilities*
- *Detailed list of services, facilities, etc.*

Fees:

- *Entrance Fee RM1,000. Subscription fee (yearly): Ordinary RM1,000 and Associate RM500.*