

## **Membership Certificate**

### **First: Each Membership Certificate is addressed to the party that the concerned person wants to address:**

For instance:

- 1- To keep in the Company
- 2- To the Registration Service for Cars and Vehicles (Ministry of Interior affaires)
- 3- To present to the bids in the Administrations of Public Sector
- 4- To present to the Embassies
- 5- To present to the Customs administration or Official Authorities.

### **Second: Each Membership Certificate is valid to a specific period of time:**

For instance:

- 1- To keep in the Company: until the end of the Calendar Year
- 2- To the Registration Service for Cars and Vehicles: for one full year
- 3- To present to the Embassies: for three months
- 4- To present to the Customs or Official Authorities: until the end of the year
- 5- To present to the official bids : until the end of the Calendar Year

### **Third: the content of the Membership Certificate is related to the party addressed to:**

- 1- **To keep in the Company:** mentioning all types that the corporation deals with
- 2- **To the Registration Service for Cars and Vehicles:** representing the types that the Corporation needs virtually to transport via its special ways in condition to be identical.
- 3- **To the bids:** representing the types of the bids' subject and the other identical types.
- 4- **To the Embassies:** mentioning the basic information about the Corporation as per to the concerned person's application.

#### **Fourth: General Conditions:**

- 1- A field examination must occur every year on the Corporations that requires Membership Certificate to submit it to the Registration Service for Cars or to participate in the bids.
- 2- Scrutinize the submitted documents which are kept on the file at the Chamber upon any request of Membership Certificate.
- 3- Examination on the other new or previously members Corporations must take place according to the instructions of the Examination department.

#### **Fifth: Special Conditions the Membership Certificate addressed to the bids or tenders:**

##### **1- Bids requiring presenting products**

Upon the field examination, we should be confirmed that the Corporation is dealing virtually in the sale, purchase and maintenance process of the required products or the Corporation is the agent of the required products according to an official power of attorney. We also should be confirmed that the Corporation trades and maintains virtually these types.

##### **2- Bids requiring executing affairs**

- 1- Verifying the official documents that confirm the vocational quality, the educational competence and/or practical competence of the Corporation and the Human elements.
- 2- Make a field examination to confirm the capacities of the certificate petitioner in performing virtually the assigned affairs. For example: verify the presence of office equipments, tools, instruments and mechanisms essential for the execution of affairs and all what enhance the conviction of the Chamber in his capacities to execute the determined affairs.