

## **MEMBERSHIP APPLICATION FORM**

TYPE OF MEMBERSHIP APPLIED FOR: please ✓ one choice

☐ PREMIUM MEMBER ☐ FULL MEMBER ☐ ASSOCIATE COMPANY MEMBER ☐ ASSOCIATE INDIVIDUAL MEMBER

### **A. COMPANY MEMBERSHIP**

COMPANY NAME: (In English)

(In Chinese)

BUSINESS ADDRESS: \_\_\_\_\_

TEL NO: \_\_\_\_\_

FAX NO: \_\_\_\_\_

EMAIL: \_\_\_\_\_

WEBSITE: \_\_\_\_\_

NATURE OF BUSINESS: \_\_\_\_\_

PRODUCT RANGE / SERVICE TYPE: \_\_\_\_\_

NUMBER OF EMPLOYEES ENGAGED IN TELECOM FIELD: \_\_\_\_\_

NAME OF DIRECTOR (S) / PARTNER (S): \_\_\_\_\_

#### ***AUTHORIZED REPRESENTATIVE***

Please note an authorised person of a company member and an alternate person with the same authority should be appointed as representatives who will have the right to vote on behalf of the company.

We, (*Company Name*), \_\_\_\_\_  
being a member of the Communications Association of Hong Kong, hereby appoint:

#### ***(Authorised Representative)***

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

Job Title: \_\_\_\_\_

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

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Name of Assistant/Secretary (*if applicable*): \_\_\_\_\_

Tel: \_\_\_\_\_

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

#### ***(Alternate Authorised Representative)***

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

Job Title: \_\_\_\_\_

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

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

As official representatives of the company to vote on our behalf at the annual/extraordinary general meeting of Communications Association of Hong Kong and accept the nomination to participate in the assignment of the Association.

### **B. INDIVIDUAL MEMBERSHIP (ASSOCIATE INDIVIDUAL MEMBER ONLY)**

NAME OF APPLICANT: \_\_\_\_\_ TITLE: \_\_\_\_\_

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

CORRESPONDENCE ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_ TEL: \_\_\_\_\_ FAX: \_\_\_\_\_

NATURE OF BUSINESS: \_\_\_\_\_

NUMBER OF YEARS ENGAGED IN TELECOM FIELD: \_\_\_\_\_

OTHER MEMBERSHIP: \_\_\_\_\_

### C. BUSINESS NATURE

**Business Category:** Please ✓ the appropriate box(es)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Fixed Network Telecom | <input type="checkbox"/> Internet Services    | <input type="checkbox"/> Multimedia       |
| <input type="checkbox"/> Paging Services       | <input type="checkbox"/> Mobile Services      | <input type="checkbox"/> Content Provider |
| <input type="checkbox"/> Equipment Provider    | <input type="checkbox"/> Value Added Services | <input type="checkbox"/> Others _____     |

**Nature of Business:** Please ✓ the appropriate box(es)

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Carrier/Network Operator | <input type="checkbox"/> R&D               | <input type="checkbox"/> Trader / Agent         |
| <input type="checkbox"/> Consultant               | <input type="checkbox"/> Sales & Marketing | <input type="checkbox"/> Distributor / Supplier |
| <input type="checkbox"/> Service Provider         | <input type="checkbox"/> Manufacturer      | <input type="checkbox"/> System Integrator      |
| <input type="checkbox"/> Others _____             |  |   |

**Product Portfolio:** Please ✓ the appropriate box(es)

- |  |  |
|--|--|
| <input type="checkbox"/> AC/DC Rectifiers/Inverter                   | <input type="checkbox"/> Multichannel Recorder                               |
| <input type="checkbox"/> Broadband System                            | <input type="checkbox"/> Optical Transport Network                           |
| <input type="checkbox"/> Cabling & Wiring System/Frame Relay         | <input type="checkbox"/> PABX/Key Telephone System                           |
| <input type="checkbox"/> Call Centre                                 | <input type="checkbox"/> Paging Equipment/Trunking System                    |
| <input type="checkbox"/> CATV Service                                | <input type="checkbox"/> Policy Development and Licence Application          |
| <input type="checkbox"/> Computer System/Network/Product Development | <input type="checkbox"/> Power System  |
| <input type="checkbox"/> Data Communication: Modem/Multiplexer       | <input type="checkbox"/> Public Switching                                    |
| <input type="checkbox"/> Dealer Board System                         | <input type="checkbox"/> Secured on-line Payment Solution                    |
| <input type="checkbox"/> Digital Announcer                           | <input type="checkbox"/> Security System & Service                           |
| <input type="checkbox"/> Fax/Copier                                  | <input type="checkbox"/> Satellite Communications System & Service           |
| <input type="checkbox"/> Financial Information                       | <input type="checkbox"/> Semiconductor & IC                                  |
| <input type="checkbox"/> Fixed Network Service                       | <input type="checkbox"/> Technology Transfer Services                        |
| <input type="checkbox"/> International Leased Circuit                | <input type="checkbox"/> Telephone/Mobile Radio Communication Console System |
| <input type="checkbox"/> International Switched Minutes              | <input type="checkbox"/> Telephone Cord & Accessories                        |
| <input type="checkbox"/> Internet                                    | <input type="checkbox"/> Video Conferencing System                           |
| <input type="checkbox"/> Microwave System                            | <input type="checkbox"/> Voice/Data Communications System                    |
| <input type="checkbox"/> Mobile Phone/System                         | <input type="checkbox"/> Others _____  |

### D. GROUP ENROLMENT (\* For All Types of Membership)

As a member of the Association, you are requested to join at least one of the functional groups listed below. You can join any of the groups and there is no limitation. You are allowed to cast one vote on matter related to each of the groups. On matter related to the entire Association, only one vote per Full Member.

Each group is headed by elected Presidents, who upon their election to the post, will become member of the Executive Committee of the Association.

*If you enrol one group only, we will assume that you do agree your authorised representative or yourself to sit for the selected group. For Full Members enrolling more than one group, you are allowed to have different company representatives, if any, to sit for the groups on your behalf. Kindly put their names beside the corresponding group accordingly.*

Please indicate the group(s) to which you wish to be attached by putting a [**Tick**] in the box provided.

- ☐ Broadcasting & Entertainment Group – Name: \_\_\_\_\_ Tel: \_\_\_\_\_ Email: \_\_\_\_\_
- ☐ CPE Vendor & Equipment Supplier Group – Name: \_\_\_\_\_ Tel: \_\_\_\_\_ Email: \_\_\_\_\_
- ☐ Fixed Network & Value Added Service Group – Name: \_\_\_\_\_ Tel: \_\_\_\_\_ Email: \_\_\_\_\_
- ☐ Green ICT Group – Name: \_\_\_\_\_ Tel: \_\_\_\_\_ Email: \_\_\_\_\_
- ☐ Internet Service & Content Provider Group – Name: \_\_\_\_\_ Tel: \_\_\_\_\_ Email: \_\_\_\_\_
- ☐ International Telecom Affairs Group – Name: \_\_\_\_\_ Tel: \_\_\_\_\_ Email: \_\_\_\_\_
- ☐ Mobile Network & Service Provider Group – Name: \_\_\_\_\_ Tel: \_\_\_\_\_ Email: \_\_\_\_\_
- ☐ MVNO Group – Name: \_\_\_\_\_ Tel: \_\_\_\_\_ Email: \_\_\_\_\_
- ☐ Regulatory Issues Group – Name: \_\_\_\_\_ Tel: \_\_\_\_\_ Email: \_\_\_\_\_

**E. \*NOMINATING COMPANIES: 1.** \_\_\_\_\_  
**2.** \_\_\_\_\_

- \* All applications should be nominated by two existing CAHK members.
- \* CAHK will approach nominating companies directly for endorsement procedures.

HOW DO YOU KNOW CAHK: \_\_\_\_\_

REASON(S) TO JOIN CAHK: \_\_\_\_\_  
 (Please fill in)

I/WE HEREBY AGREED TO BE BOUND BY THE MEMORANDUM AND ARTICLES OF ASSOCIATION AND RULES, REGULATIONS AND BY-LAWS OF THE ASSOCIATION IF MY/OUR APPLICATION IS ACCEPTED. I/WE ALSO AGREED TO PAY THE YEARLY SUBSCRIPTION FEE AND THE ENTRANCE FEE FOR FULL MEMBERSHIP AS AGREED IN THE ANNUAL GENERAL MEETING OF THE ASSOCIATION.

#### **Personal Data Collection Statement**

The Association may use the information above for incorporation into any of its databases for the purpose of dispatching membership information, including but not limited to events and seminars, awards and competitions, newsletters, direct marketing, special offers, promotional activities, and other services and activities that it may arrange. I confirm that the Association has my consent to release my personal data for the stated purposes and that I abide by the Privacy Policy Statement set forth on the Association's website.

- ☐ Please tick the box to indicate your consent.
- ☐ Please tick the box to indicate your objection.

AUTHORIZED SIGNATURE: \_\_\_\_\_  
 (Company Chop)

NAME IN BLOCK LETTERS: \_\_\_\_\_

DATE: \_\_\_\_\_

## **CODE OF CONDUCT**

### **Introduction**

The Communications Association of Hong Kong (formerly known as Internet & Telecom Association of Hong Kong) is incorporated in Hong Kong under the Companies Ordinance for the purpose of applying discipline to the Members of the Association to maintain high standard of business and professional ethics and to discourage and suppress mal-practices that may be harmful to the telecommunications industry as well as to the business, community and public at large. All Members shall contribute to the long term development and profitability of the trade. To achieve that, Members are expected to apply the highest ethical standards in the pursuit of their business goals. This is to ensure that individual companies as well as the Hong Kong business community continue to enjoy the trust and confidence of investors and customers. This Code of Conduct sets out the broad standards of behavior expected of Members and of their employees.

### **Compliance with Law**

All Members shall conduct their business in strict accordance with the laws of Hong Kong and laws of foreign countries where they have a business interest.

### **Honest and Fair Dealings**

The Association supports and promotes honest and fair dealings with members of the trade, customers, suppliers and contractors. Members should not seek unfair advantage over other members of the trade or publicly disparage their business. In competing for business, Members shall refrain from engaging in or conducting any unethical or dishonest practices such as offering illegal commissions. In dealing with suppliers and contractors, Members should aim at developing and securing long term relationship based on mutual trust. The hire of services and the purchase of goods should be based solely upon price, quality and need.

### **Quality Products and Good Customer Service**

Member of the Association should provide customers with products that meet high standards of safety, quality and reliability which represent value for money. Members should also take full responsibility if not meeting these required standards. Members should seek to provide efficient and courteous of customer service to maintain customer satisfaction and co-operation. Members should keep customers informed of the truth about the company's capabilities and avoid misrepresentation, exaggeration and overstatement.

### **Occupational Health and Safety**

Members of the Association should be committed to ensure the health, safety and welfare of their employees. Members shall comply with all occupational health and safety laws and provide all employees with good and safe conditions of working environment.

### **Environmental Policy**

Care for the environment is one of the Association's main concern. Members' environmental policy should aim at manufacturing, handling and disposing all materials in compliance with present laws and regulations and in a responsible manner without creating risks to human health or the environment.

### **Community Activities**

The Association encourages Members to participate in community and civic affairs. Members are encouraged to contribute to charities and/or fund-raising events. The Association shall not make any illegal or improper payment or contribution to any public official, person or entity for the purpose of seeking improper advantages.

### **Compliance with the Code of Conduct**

It is essential for Members to be aware that any breach of the Association's code may lead to disciplinary action and the Member concerned may also have committed an offense liable for criminal prosecution. Any complaints on possible breach of this code can be made to the Chairman of the Association, with telephone number 2504-2732 or fax number 2504-2752 and will be treated promptly and fairly. To ensure compliance, Members of the Association should ensure their employees are familiar with this code. Members are urged to formulate similar codes for their employees for the benefit of the company.

**Endorsed and Accepted by:**

\_\_\_\_\_  
Authorised Signature with Company Chop

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

### **Application Procedures**

1. Fill out and sign the Membership Application Form (page 1-3)
2. Sign the Code of Conduct document (page 4)
3. Send via email (1) the Membership Application Form, (2) the Code of Conduct document, and (3) a BR copy to [info@cahk.hk](mailto:info@cahk.hk)
4. We will acknowledge your application and send you via email an invoice of Membership Fee
5. Send via post the Membership Application Form together with a crossed cheque to GPO Box 13461

Should you have any enquiry, please contact CAHK Secretariat:

Tel: (852) 2504 2732 Email: [info@cahk.hk](mailto:info@cahk.hk) Fax: (852) 2504 2752