

AFFILIATION PROCEDURE

The direct responsibility for the compliance and the organization of the procedure lies with the Membership Committee, whose activities are supported by The Secretariat. Applicant members are affiliated according to the following procedures.

Affiliation procedure for consulting companies

Step 1. The Applicant submits to the Secretariat the following documents:

- **Application for Membership** (annex A)
- **Updated court registration**
- **Balance sheet** for the two years preceding the application for membership
- **References** from at least 2 clients / projects with contact persons and contact data

Step 2. The Applicant pays the affiliation fee.

Step 3. The Secretariat prepares a brief overview of the applicant and circulates it to all members for comments. The comments can be sent within the next two weeks.

Step 4. The Secretariat puts together all incoming comments and presents them to the Membership Committee. The Committee gets acquainted with the presented documents and comments, performs an analysis whether the company complies with the minimum membership criteria. If necessary, the Membership Committee may contact the Applicant's referents, whose names and replies are kept confidential. The Membership Committee takes a decision whether to recommend the applicant to the Managing Board for affiliation.

Step 5. The Managing Board prepares a decision on the affiliation or the rejection of the application for membership.

Step 6. The Managing Board may request additional information and/or face-to-face interview, if deemed necessary, when taking the decision on the affiliation.

Affiliation procedure for individual members

Step 1. The Applicant submits to the Secretariat the following documents:

- **Application for Membership** (annex B)
- Evidences to prove his/her **relevant professional experience**
- Evidences to prove his/her **annual incomes from consulting activities** in the two years preceding the application for membership
- **References** from at least 3 clients / projects / employers with contact persons and contact data.

Step 2. The Applicant pays the affiliation fee.

Step 3. The Secretariat prepares a brief overview of the applicant and circulates it to all members for comments. The comments can be sent within the next two weeks.

Step 4. The Secretariat puts together all incoming comments and presents them to the Membership Committee. The Committee gets acquainted with the presented documents and comments, performs an analysis whether the company complies with the minimum membership criteria. If necessary, the Membership Committee may contact the Applicant's referents, whose names and replies are kept confidential. The Membership Committee takes a decision whether to recommend the applicant to the Managing Board for affiliation.

Step 5. The Managing Board prepares a decision on the affiliation or the rejection of the application for membership.

Step 6. The Managing Board may request additional information and/or face-to-face interview, if deemed necessary, when taking the decision on the affiliation.



ANNEX A. MEMBERSHIP APPLICATION FORM FOR COMPANY MEMBERS

TO THE APPLICANT

The purpose of this Membership Application Form is to help the Membership Committee and Managing Board of ACN to determine whether your company meets the minimum membership criteria.

The Membership Committee may inquire a selected client or clients about your competence, objectivity and integrity. This information will remain strictly confidential in ACN’s files.

The Managing Board of ACN will take a decision on the affiliation or the rejection of your application for membership.

The Managing Board may request additional information and/or face-to-face interview, if deemed necessary, when taking the decision on the affiliation.

After you become a member of ACN, you will be expected to notify about any changes, which might affect your potential to meet the membership requirements.

Date of submission:	
Full name of the company:	
Logo of the company:	
Legal Address:	
Telephone:	Fax:
E-mail address:	
Web-site:	
Contact person, contact data:	
Year of establishment of the company:	
Number of regular staff:	

Turnover from consulting activities (EUR)

For (current year – 1):

For (current year – 2):

Number of clients over the preceding two years:

Structure of consulting services (in %)

Management	Electronic Engineering and IT
Finance	Quality Standards
Marketing and Promotion	Strategic Management
Human resources	Legal
Other (please describe)	

Industry sectors (please check)

All industries	Manufacturing
Perishable Goods	Basic Materials
Industry Goods	Banking
Insurance	Communication
Transportation	Media & Publishing & Entertainment
Wholesale & Retail	Business Services
Utilities	Healthcare
Other Private Sectors	Public Sector
European Union	National Administration
Regional Administration	Other Public Sectors
Other (please describe)	

Latest most significant consultancy assignments:

Former name and logo of the company, if any:

Branches or subsidiaries, if any:

Awards and certificates (please enclose):
Other professional memberships
Please attach a brochure, company profile or any other information about your activities; supporting the application of your company.
Prepared by:
Signature:
Date:

Please enclose:

- **Updated court registration**
- **Balance sheet** for the two years preceding the application for membership
- **References** from at least 2 clients / projects with contact persons and contact data

Please send back the application and the enclosed papers to:

ACN Secretariat, Tirana, (address)

or by e-mail: (mail)



ANNEX B. MEMBERSHIP APPLICATION FORM FOR INDIVIDUAL MEMBERS

TO THE APPLICANT

The purpose of this Membership Application Form is to help the Membership Committee and Managing Board of ACN to determine whether you meet the minimum membership criteria.

The Membership Committee may inquire a selected client or clients about your competence, objectivity and integrity. This information will remain strictly confidential in ACN's files.

The Managing Board of ACN will take a decision on the affiliation or the rejection of your application for membership.

The Managing Board may request additional information and/or face-to-face interview, if deemed necessary, when taking the decision on the affiliation.

After you become a member of ACN, you will be expected to notify about any changes, which might affect your potential to meet the membership requirements.

Date of submission:	
Name:	
Address:	
Telephone:	Mobile:
E-mail address:	
Years of experience as management consultant:	
Annual incomes from consulting activities (EUR)	
For (current year – 1):	
For (current year – 2):	
Structure of consulting services (in %)	
Management	Electronic Engineering and IT
Finance	Quality Standards
Marketing and Promotion	Strategic Management
Human resources	Legal
Other (please describe)	

Industry sectors (please check)	
All industries	Manufacturing
Perishable Goods	Basic Materials
Industry Goods	Banking
Insurance	Communication
Transportation	Media & Publishing & Entertainment
Wholesale & Retail	Business Services
Utilities	Healthcare
Other Private Sectors	Public Sector
European Union	National Administration
Regional Administration	Other Public Sectors
Other (please describe)	
Latest most significant consultancy assignments:	
Awards and certificates (please enclose):	
Other professional memberships	
Any other relevant information supporting the application (to be enclosed)	
Signature:	
Date:	

Please enclose:

- Evidences to prove your **relevant professional experience**
- Evidences to prove your **annual incomes from consulting activities** in the two years preceding the application for membership
- **References** from at least 3 clients / projects / employers with contact persons and contact data.

Please send back the application and the enclosed papers to:



ACN Secretariat, Tirana, (address) or by e-mail: (mail)