



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 Operating 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 structures of every description, marine engines, boilers, storage tanks, wharf, piers, 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 of things, development of maritime skills and development of water sports.

### **ELIGIBILITY** (Ref: Rule 5.1.1, 5.1.2)

#### **1. Ordinary Member (OM):**

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 (AM):**

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 shall be **proposed and seconded by existing Ordinary Members**. The Company’s name shall 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 MEMBERSHIP APPLICATION FORM**

### **Membership Type:**

- Indicate which membership type to join i.e. **Ordinary** or **Associate Membership**.
- If selecting Ordinary Membership, please indicate appropriate Section.

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<b>1</b>	<b>Company Background</b>
1.1	Company name: as per Certificate of Registration issued by the Registrar of Companies (ROC)
1.2	Registered address: self-explanatory
1.3	Correspondence address: self-explanatory
<b>2</b>	<b>Company Registration &amp; Licensing</b>
2.1	Year of Incorporation: as per Certificate of Registration issued by ROC
2.2	Company Registration Number: as per Certificate of Registration issued by ROC
2.3	Ministry of Finance Registration Number: as per Certificate of Contract issued by the Treasury
2.4	Ministry of Trade & Industry Registration Number: as per Certificate issued by the Ministry
2.5	Manufacturing License Number: self-explanatory
2.6	Shipbuilding/Ship repair Classification: refer to the Classification by the Malaysian Treasury
2.7	Others: details of licensing/registration with other regulatory/government agencies
<b>3</b>	<b>Principal Activities</b>
	Brief description of main business activities of the Company
<b>4</b>	<b>Company Representation</b>
4.1	CEO: self-explanatory
4.2/3	Company Principal/Alternative Representatives to AMIM: Company personnel who shall be authorised to represent the Company. Ref: Rule 5.5 – “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.”
<b>5</b>	<b>Human Resource</b>
5.1	Management: Division/Section Heads and above
5.2	Staff: non-management levels – administrative, production etc
5.3	Permanent labour: self-explanatory
5.4	Contract labour: self-explanatory
<b>6</b>	<b>Financial</b>
	Self-explanatory
<b>7</b>	<b>Quality Performance Awards</b>
	In accordance with ISO, the Malcolm Baldrige Award, other internationally recognised awards of excellence
<b>8</b>	<b>Shipbuilding &amp; Repair Facilities</b>
	Self-explanatory
<b>9</b>	<b>Types of vessels Built/Repair</b>
	Self-explanatory
<b>Declaration</b>	
	Self-explanatory
<b>Proposer &amp; Seconder</b>	
	Existing AMIM Ordinary Members

### **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 Organizational Chart

Shipbuilding/Ship repair:

- Detailed list of shipyard facilities, capabilities and capacities
- List of new buildings and refurbishment completed and in progress for the 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.**

## GUIDE TO THE APPLICATION FORM

<p>All Applications</p>	<p>Certified copies of the following:</p> <ul style="list-style-type: none"> <li>• Company Registration (ROC) Certificate</li> <li>• Ministry of Finance Registration (if any)</li> <li>• Ministry of Trade &amp; Industry Registration (if any)</li> <li>• Manufacturing licence (if any)</li> </ul> <p>Other documents:</p> <ul style="list-style-type: none"> <li>• Copy of latest Annual Report</li> <li>• Company Brochure</li> <li>• Basic Company Organizational Chart of Company Activities</li> <li>• Quality Performance Awards (if any)</li> </ul>
<p>Section A: Application (Shipbuilding / Shiprepair)</p>	<ul style="list-style-type: none"> <li>• List of Shipyard Facilities, Capabilities, Capacities</li> <li>• List of new buildings completed over the last 5 years</li> <li>• List of Refurbishment completed over the last 5 years</li> <li>• Shipyard layout plan</li> </ul>
<p>Section B: Application (Marine Related Industries)</p>	<ul style="list-style-type: none"> <li>• List of Products Manufactured and/or Imported (state level of dealership)</li> <li>• List of after-sales customer services</li> <li>• List of Services, Facilities etc</li> </ul>
<p>Fees</p>	<ul style="list-style-type: none"> <li>• Entrance Fee of RM1000.00 (One-time fee)</li> <li>• Ordinary Member's Subscription of RM1000.00 for one year</li> <li>• Associate Member's Subscription of RM500.00 for one year</li> </ul>