



FEDERATION OF EUROPEAN DIRECT AND  
INTERACTIVE MARKETING

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## FEDMA MEMBERSHIP REQUEST FORM

Please fill in this form, sign it and fax it to FEDMA at +32 2 778 9922 or scan it at [membership@fedma.org](mailto:membership@fedma.org). This form is for the attention of FEDMA Board.

### 1. Company details

#### Administration matters contact

Mr/Mrs/Ms: \_\_\_\_ Name: \_\_\_\_\_

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

Company\*: \_\_\_\_\_

Legal Status: \_\_\_\_\_

Address: \_\_\_\_\_

Country: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax \_\_\_\_\_

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

VAT number: \_\_\_\_\_

\*Please communicate here invoicing address.

### 2. Eligibility

What is the nature of your business?

\_\_\_\_\_

- My company is a member of the following DM Association: \_\_\_\_\_
- My company is not a member of a DM Association.

### 3. Effective members category

Please select the most appropriate category and add 21% VAT for companies based in Belgium\*.

Please specify in annex the importance of your company in the industry and the support it can give to the association at its admission so that the Board may confirm your membership fee category.

\*In principle, VAT (21%) applies to companies based in Belgium and exceptionally to intra EU relations where one company is not subject to VAT.

<b>Corporate stakeholders:</b>	<b>Direct Marketing Associations:</b>
<input type="checkbox"/> NGO €1.050	<input type="checkbox"/> Small DMA
<input type="checkbox"/> Small Corporate €1.890	<input type="checkbox"/> Medium DMA
<input type="checkbox"/> Medium Corporate €5.775	<input type="checkbox"/> Large DMA
<input type="checkbox"/> Large Corporate €11.025	DMA fees range from 840€ to 42 000€.
<input type="checkbox"/> Very Large Corporate €29.000	

### 4. Legal Affairs Committee contact

Identical as Administration matters contact

Mr/Mrs/Ms: \_\_\_\_ Name: \_\_\_\_\_

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

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Country: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Any other contact to receive FEDMA newsletters (you can add as many as you wish):

Name	Title	Email

**5. Request for membership**

I am authorised by my company/organisation to apply for FEDMA membership.

My company/organisation is engaged in the field of Direct or Interactive Marketing. My company/organisation is validly incorporated and validly existing under the laws and practices of its country of origin.

I have read and understood FEDMA statutes and the terms and conditions of FEDMA membership and agree that my company/organisation shall abide by the statutes and terms and conditions of FEDMA Membership.

**Attachment: please attach in annex to this request form a document where you specify the importance of your company in the industry and the support it can give to the association at its admission so that the Board may confirm your membership fee category.**

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Company seal

## Terms and conditions

### Membership of FEDMA will be effective once the following have been achieved:

- Board's approval
- A full payment of the subscription fee has been made to FEDMA
- Reception by staff of the signed statutes, rules of procedure of the board and committees, the Membership contract, and the self-regulatory frameworks, codes and rules on certifications adopted or to be adopted in the future by the Members of the association.
- Acceptable references and financial statements have been received (if requested)

### Fact pack, contract and logins

Each admitted Member receives Membership contracts, the terms and conditions, and the latest version of the statutes. Each new Member also receives a fact pack on the association comprising of digital copies of the minutes the two last general assemblies, a digital copy of the last audit report and digital copy of the latest report of the board and a general secretary on the execution of the decisions of the General Assembly. Subsequently the representatives receive their logins to the Member only section of the FEDMA website.

### Company duties, cancellation and exclusion

A company/organisation becoming a member of the Federation of European Direct and Interactive Marketing (FEDMA) is required to conduct its direct marketing activities at all times in accordance with FEDMA's Code of Conduct, and its "By-laws and operational guidelines", and the "Articles of the Federation of European Direct Marketing". At all times members must observe the provisions of other codes of practices, relevant to member operations, as approved from time to time by the FEDMA Board. Upon recommendation of the Board, the General Assembly may decide to exclude a member in case of:

- failure to comply with applicable regulations or the statutes ;
- failure to pay annual subscription fee despite notice of default sent by the [Board/the general manager] ;
- actions or behavior which could prejudice the interests of the Association ;
- serious breaches of the Association's codes of conduct ;
- loss of the membership from a national DMA further to exclusion or withdrawal ;
- Bankruptcy, arrangement with creditors or any similar procedure under national law.

Cancellation of membership: Members must give notice by **30 June** of the year preceding their withdrawal by registered mail. If the member has not notified FEDMA of such, the membership will be renewed and invoiced automatically. If a company ceases to be a member, it must remove all reference to FEDMA from its stationery and promotional literature

### Data protection:

The data collected in this application form is intended for FEDMA's internal data purposes. Information providers may access and correct this data in conformity with the Belgian Law of 8 December 1992 on the

protection of privacy in data processing. Please check on the FEDMA website our privacy policy for further information.