

Europe Bangladesh Federation of Commerce and Industry (EBFCI)

Membership Terms and Conditions

1. Eligibility for Membership

Membership is open to individuals, organisations, and businesses that are involved in or support the economic, commercial, and industrial activities between UK, Europe, Bangladesh and globally.

To qualify for membership with the Europe Bangladesh Federation of Commerce and Industry (EBFCI), applicants must meet the following criteria:

- **Business Entities:**
 - Must have been actively trading for a minimum of **1 year**.
 - Must have a legally registered business entity (e.g., limited company, partnership, sole proprietorship) with verifiable documentation, such as company registration number or registration certificates or tax records.
 - Must be engaged in or have a clear interest in **international trade/ investment**.
- **Individual Professionals:**
 - Must have an interest in the international business environment.
 - Must present relevant background information, including education, skills, and knowledge, that align with the objectives of EBFCI.

2. Membership Fees, Joining Fees and Benefits:

Membership and joining fees vary based on the category of membership. Fees are payable annually and must be settled at the time of registration or renewal. All payments should be made in accordance with EBFCI's billing procedures.

MEMBERSHIP CATEGORY 1: DIRECTOR OF SENIOR MANAGEMENT TEAM (DSMT) - MEMBER

- **Fees:**
 - Joining fee £2000 (one off charge to cover administrative costs)
 - Yearly Membership fee £250 (renewable every year)
- **Benefits:**
 - Director title to use in all communication
 - Access to SMT management meetings
 - Access to business support services including consultation and communication through EBFCI (where applicable)
 - Special discounts in all EBFCI events (up to 25%)
 - Special discounts in all travel and accommodation arrangements (where applicable)
 - Priority to become an EBFCI approved consultant for project delivery

MEMBERSHIP CATEGORY 2: CORPORATE DIRECTOR

- **Fees:**
 - Joining fee £3000 (one off charge to cover administrative costs)
 - Yearly Membership fee £300 (renewable every year)

- **Benefits:**

- Corporate Member title to use in all communication
- Company logo in all relevant printed materials, website and social media.
- Access to business support services including consultation and communication through EBFCI (where applicable)
- Special discounts in all EBFCI events (up to 20%)
- Special discounts in all travel and accommodation arrangements (where applicable)
- Special discounts in becoming Corporate Partners.
- Free signposting (where applicable)
- Access to any SMT or Board of Directors for initial discussion (subject to area of interest and time required)

MEMBERSHIP CATEGORY 3: EBFCI AFFILIATE MEMBER (BUSINESS OR ASSOCIATION)

- **Fees:**

- Joining fee £500 (one off charge to cover administrative costs)
- Yearly Membership fee £200 (renewable every year)

- **Benefits:**

- Affiliate Member title to use in all communication
- Company name listed on EBFCI website's member list.
- Special discounts in all EBFCI events (up to 15%)
- Access to business support services including consultation and communication through EBFCI (where applicable)
- Special discounts in all travel and accommodation arrangements (where applicable)
- Special discounts in becoming Corporate Partners.

MEMBERSHIP CATEGORY 4: EBFCI ASSOCIATE MEMBER (INDIVIDUAL PROFESSIONALS)

- **Fees:**

- Joining fee £150 (one off charge to cover administrative costs)
- Yearly Membership fee £100 (renewable every year)

- **Benefits:**

- Associate Member title to use in all communication
- Special discounts in all EBFCI events (up to 10%)
- Special discounts in all travel and accommodation arrangements (where applicable)
- Special discounts in becoming Affiliate Member.

3. Code of Conduct

- Members must uphold the highest standards of professionalism, integrity, and ethical conduct in all business dealings.
- Members agree to comply with all applicable laws and regulations, including those governing international trade between UK, Europe, Bangladesh or any other countries.
- Any form of discrimination, harassment, illegal activity or unethical behaviour will not be acceptable.

4. Payments and Refunds

Membership fees can be paid through the following methods:

Bank Transfer: Payments should be made to the specified EBFCI bank account. Account Name: Europe Bangladesh Federation of Commerce and Industry
Sort Code: 30-93-61
Account Number: 5524 8368
Bank: Lloyds Bank Plc.

4.1 Payment Due Dates

- **New Membership:** The full first year's membership fee and joining fee is due upon joining as a new member.
- **Renewal Membership:** Membership renewal fees are due on the anniversary of your membership start date. A reminder will be sent 30 days before the renewal date.

4.2 Cooling-Off Period

- As per UK **Consumer Contracts Regulations 2013**, you have the right to cancel your membership contract within **14 days** from the date of joining (the "Cooling-Off Period"), without giving any reason.
- To exercise your right to cancel, you must notify EBFCI in writing (email or letter) within the 14-day Cooling-Off Period. This can be done via email at info@ebfci.org.uk

4.3 Cancellation Within Cooling-Off Period

- If you cancel your membership within the Cooling-Off Period, EBFCI will refund the membership fee in full, subject to the following conditions:
 - If you have accessed any membership benefits (such as events, publications, etc.) within the Cooling-Off Period, a deduction may be made for the value of the services already provided.
 - Refunds will be processed within **14 days** of receiving your cancellation notice.

4.4 Refund Policy After Cooling-Off Period

Membership fees are generally **non-refundable**. The EBFCI operates as a member-supported organisation, and membership and joining fees contribute to its ongoing operations, programmes, and services.

- After the Cooling-Off Period, membership fees are non-refundable, unless:
- Administrative Error: If a membership fee was charged or processed in error.
- Cancellation of Membership by the EBFCI: If the EBFCI terminates the membership without cause.
- Duplicate Payments: If a member inadvertently pays the fee more than once.

4.5 Refund Requests

Members seeking a refund must submit a written request to the EBFCI within **30 days** of the payment date. The request should include:

- Member's name and contact details.
- Payment receipt or proof of payment.
- Reason for the refund request.

Refund requests can be sent via **email**: info@ebfci.org

4.6 Refund Process

- Refunds will be reviewed and processed within **14 working days** of receipt of the request.
- Approved refunds will be issued via the original payment method unless otherwise agreed.
- The EBFCI reserves the right to deduct any administrative fees associated with processing the refund.

4.7 Special Circumstances

The EBFCI may consider other special circumstances on a case-by-case basis. Members are encouraged to provide detailed explanations and any supporting documentation.

4.8 Member Responsibility

Members are responsible for ensuring that their payment details (including contact information and billing address) are kept up to date. Failure to do so may result in delays or issues with processing payment.

5. Invoicing and Receipts

- Upon receipt of payment, EBFCI will issue an invoice or payment receipt to the member via email.
- The invoice will include details such as the member's name, membership type, fee amount, payment method, and payment date.

6. Confidentiality

- Members agree to keep confidential any proprietary or sensitive information shared by EBFCI.
- EBFCI will not share member information with third parties without consent, unless required by law or for the essential operation of the organization. For more details, please refer to our GDPR-compliant Data Protection and Privacy Policy (<https://ebfci.org/home/privacy-policy>).

7. Dispute Resolution

- Any disputes arising out of or relating to membership with EBFCI shall be resolved through mediation or arbitration, as determined by the organisation.
- Members agree to abide by the final resolution, and all disputes will be handled in accordance with the applicable laws.

8. Termination or Suspension of Membership

- **By the Member:** Members may cancel their membership at any time after the Cooling-Off Period by notifying EBFCI in writing. Membership fees will not be refunded, and cancellation will take effect at the end of the current membership year.
- **By EBFCI:** EBFCI reserves the right to suspend or terminate membership for the following reasons:
 - Failure to pay membership fees.
 - Breach of the **Code of Conduct** or any other membership obligations.
 - Violation of applicable laws or regulations.

9. Amendments to Terms and Conditions

- EBFCI reserves the right to update or modify these Terms and Conditions at any time. Members will be notified of any significant changes.

10. Limitation of Liability

- EBFCI will not be liable for any damages, losses, or claims arising out of membership, participation in events, or any services offered.
- The EBFCI makes no guarantees regarding the business success or outcomes of members' participation.