

INDIVIDUAL MEMBERSHIP APPLICATION FORM FOR ADMISSION TO ALL MEMBERSHIP CATEGORIES FOR ICT MEMBERSHIP



**Information Communication & Technology
Association of Zambia**

Plot 3771, chilubula road, Olympia park, Lusaka
Contact No. +260975504321
Email: Registrar@ictaz.org.zm /
membership@ictaz.org.zm

FOR OFFICIAL USE ONLY.

Received by:.....Date:.....

Class Applied for:

Recommendation: **Yes** **No**

Approved by:.....

Date Approved.....

Membership no:.....

SECTION A: PERSONAL & PROFESSION DETAILS

1) Surname.....First Name.....

2) Postal Address:..... Nationality.....

3) Date of Birth:.....NRC/Passport No:.....Mobile No.....

If not Zambian: Permit type:.....E-Mail address:

4) Current Category:Category applying for:..... Date:...../...../.....

5) Name of Current Employer or Education institution:.....

6) Postal Address:.....

7) Office Job Title or Year of Study:.....

SECTION B: ACADEMIC / PROFESSIONAL DETAILS

9) Name of last High School attended:.....

Place:..... Year or Completion:.....

10) Degrees/Diplomas/Certificates/Other Qualifications:

TYPE OF QUALIFICATION	PROGRAM OF STUDY	INSTITUTION	YEAR OF COMPLETION

SECTION C: PROPOSERS AND SECONDRERS

11) Notes to the Proposers and Seconders:

- i) The proposer and seconders should be fully paid up members of ICTAZ who are conversant with the candidate’s work in the last one year in the applicant’s country of residence.
- ii) They must ensure that the candidate has the necessary academic qualification and experience for the class of membership being applied for.
- iii) The proposer and seconders must ensure that all accompanying copies of certificates are certified by appropriate legal authorities as true copies of the originals.
- iv) In cases of students, the chapter leadership should act as proposers and the institution management as seconder. In the absence of the proposer, any paid up member of the ICTAZ can propose.

(a) Proposer’s Name:.....Membership No.....

Postal Address:.....

Mobile /Tel. No.....E-Mail.....

Membership Category..... Signature:.....Date:.....

(b) Seconder’s Name:.....Membership No.....

Postal Address:.....

Mobile /Tel. No.....E-Mail.....

Membership Category..... Signature:.....Date:.....

SECTION D: APPLICANT'S DECLARATION:

I, (Applicant's full names)do hereby declare that I will abide by the fundamental principles and rules articulated in the code of ethics for ICTAZ members.

Signature:..... Date:.....

MEMBERSHIP SUBSCRIPTION FEES FOR ICTAZ

Sn	Membership Category	Membership Fees	Practicing Fees	Processing Fees	Total Subscription Fees
1	Fellows	ZMW 1000	ZMW 300	ZMW 200	ZMW 1500
2	Full Members	ZMW 500	ZMW 250	ZMW 100	ZMW 850
3	Associates	ZMW 300	ZMW 200	ZMW 100	ZMW 600
4	Licentiates	ZMW 200	ZMW 180	ZMW 70	ZMW 450
5	Affiliates	ZMW 180	ZMW 150	ZMW 50	ZMW 380
6	Corporate	ZMW 4000	-	ZMW 400	ZMW 4400
7	Students	ZMW 130	-	ZMW 20	ZMW 150
8	Learning Institutions	ZMW 2500	-	ZMW 500	ZMW 3000

All payments are to be made directly into the association account indicated below and the deposit slip presented as proof of payment for issuance of receipt.

BANK DETAILS:

BARCLAYS BANK, CHINGOLA BRANCH

ACCOUNT No. 03 226 8749

BENEFICIARY: INFORMATION AND COMMUNICATIONS TECHNOLOGY SOCIETY OF ZAMBIA

Swift Code: BARCZMLX

Sort Code: 020303



INFORMATION COMMUNICATION & TECHNOLOGY ASSOCIATION OF ZAMBIA

NOTES FOR APPLICANTS – ICTAZ MEMBERSHIP

Please read through the notes provided below before proceeding with the filling of the application form. Contact ICTAZ Secretariat should you need further clarification.

1. MEMBERSHIP CATEGORIES:

i. FELLOW MEMBERSHIP

- Minimum of Grade 12 or Equivalent
- BSc or MSc in ICT or related field with a minimum of 10 years working Experience
- Must have contributed to the ICTAZ Association for atleast 2 or more years
- Has to be recognized by the ICTAZ as contributed to the ICT fraternity
- Should be supported by their employers through a formal confirmation of them working in ICT for a particular period
- Must be working at either Middle or senior management level
- Any organisation or stakeholder can request for a person to be admitted as a fellow in the ICTAZ, such a request should come with a justification.

ii. FULL MEMBERSHIP

- Minimum of Grade 12 or Equivalent
- Diploma or HND in ICT or related field with a minimum of 10 years working Experience
- BSc Degree in ICT or related field with 2 or more years working Experience
- MSc Degree in ICT or related field with 3 or more years of working Experience

iii. ASSOCIATE MEMBERSHIP

- Minimum of Grade 12 or Equivalent
- Diploma or HND in ICT or related field with a minimum of 5 years working Experience
- BSc Degree in ICT or related field with a minimum of 2 years of working Experience
- Or ICT or Computer related Certification with less than 5 year working Experience

iv. STUDENT MEMBERSHIP

- Minimum of Grade 12 or Equivalent
- Must be registered in an ICT or Computer related program at a recognized institution which is affiliated to the ICTAZ
- Must be a member of the ICTAZ chapter at their institution

v. **LICENTIATE MEMBERSHIP**

- Minimum of Grade 12 or Equivalent
- Certificate in ICT or related field
- Must be working in an ICT or related organisation for atleast 2 years or
- Must be practicing ICT as an individual or as a company
- Or ICT or Computer related certification with less than 5 year working Experience

vi. **AFFILIATE MEMBERSHIP**

- Minimum of Grade 12 or Equivalent
- Working in an ICT or related organisation
- Minimum 1 year working Experience

2. APPLICATION PROCEDURE

- i. Fill in the Application form. Pay particular attention on each section and provide all the information needed.
- ii. Attach the following documents to your application:
 - a) *Detailed and recent Curriculum Vitae (CV)*
 - b) *Copies of Academic/Professional qualifications certified by a local commissioner of oath*
 - c) *1 passport size photo*
- iii. If the applicant is a student, a letter of introduction from the school administration or Head of Department is required.
- iv. Once all the required documentation is in order, the applicant is required to submit the application to the ICTAZ secretariat or send then through post using the address given on the application form.
- v. Once the documents have been verified by Secretariat, the applicant will be notified through e-mail on the status and possibly be given admission/acceptance letter.
- vi. The ICTAZ reserves the right to withdraw the membership of any individual who goes against the code of conduct and ethics of the Association or should it be found that the documents submitted at the time of application lacked authenticity.
- vii. Processing of applications takes ten working days for straight forward cases i.e. when the form is fully completed and documents submitted are easily verifiable.
- viii. Once paid, the membership fees are non-refundable