

CORPORATE MEMBERSHIP APPLICATION FORM



INFORMATION AND COMMUNICATION TECHNOLOGY ASSOCIATION OF ZAMBIA

**Information Communication & Technology
Association of Zambia**

Plot 3771, Chilubula Road, Olympia park, Lusaka

FOR OFFICIAL USE ONLY.

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

Class Applied for:

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

Approved by:.....

Date Approved.....

Membership no:.....

SECTION A: COMPANY OR ORGANISATION'S DETAILS

Organization Name:.....

Type of Organisation:

Mailing Address:

Physical Address:.....

City:State/Province:.....Country:

Business Phone (s):.....Fax:.....

Contact Person:Position:.....

E-mail:.....

SECTION B:

What are your reasons for joining?

Raise profile within ICTAZ:

Networking:

Better understanding of ICTAZ:

Upskilling of staff:

Recognition:

Other:

11) Notes to the Proposers and Seconders:

- i) The proposer and seconders should be some senior member of staff in that particular institution.
- ii) The proposer and seconders must ensure that all accompanying copies of certificates reflect a true image of their institution. (Certificate of incorporation)

(a) **Proposer's Name:**.....Membership No.....

Postal Address:.....

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

Capacity in the organisation..... Signature:.....Date:.....

(b) **Secunder's Name:**.....Membership No.....

Postal Address:.....

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

Capacity in the organisation..... Signature:.....Date:.....

SECTION D: APPLICANT'S DECLARATION:

On behalf of the organisation, I, (Applicant's full names)do hereby declare on behalf of the organisation that we shall abide by the fundamental principles and rules articulated in the code of ethics for ICTAZ membership.

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

MEMBERSHIP SUBSCRIPTION FEES FOR ICTAZ

CATEGORY	TOTAL FEES
Fellow	K1500
Full Member	K850
Associate Member	K600
Student	K150
Licentiate	K450
Affiliate	K380
Corporate	K4,400
Learning Institution	K3000



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 at least 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