



APPLICATION FORM

The following pages contain the Application for Membership Form and accompanying information details.

**Please be aware that this is a *pdf* document which cannot be altered on line.
Therefore, please download the form, complete and return to the ILAMA office.**

By email admin@ilama.org or fax + 44 (0) 1273 454260

or post to ILAMA, P.O. Box 952, Shoreham-by-Sea, West Sussex. BN43 9EJ, England.



APPLICATION FOR MEMBERSHIP

COMPANY:

ADDRESS:

.....

tel. no: **fax no:**

email:

website:

Before completing the form, please take time to read the accompanying information concerning Membership eligibility, Commitment and the Code of Conduct extracted from the ILAMA Byelaws with which, your company, if accepted into the membership of ILAMA, would be expected to comply.

1. Description of product range

A prospective Full Member shall be required to prove to the existing members that it has adequate facilities and organisation for design, experimentation, manufacture, maintenance and inspection, and that it has approval of these facilities and its designs by the maritime authorities of the signatories to the IMO International Convention for the Safety of Life at Sea. **(Documentary evidence will be required).**

Please give detail against the following:

(a) Existing manufacturing facilities for the production of life-saving equipment

(b) Description of research, design and development facilities

(c) Recognized organisations who have approved and certified the equipment currently in use.

2. Numbers of people employed on design and development and number of persons employed in manufacturing.

3. Please state if you are a member of a group or have associated companies.

4. Please give an explanation of why you are seeking membership of ILAMA?

5. Taking account of Clause 19 Commitment in the 'Byelaws', what would you consider would be your contribution to the activities of ILAMA?

Please also provide a brief history of your company to support your application. (This may be on a separate sheet or by email).

Name : **Position in company**

Signed: **Date:**

ILAMA APPLICATION FORM - ADDITIONAL INFORMATION

The following are extracts from the ILAMA Bye-laws on:

Membership

Admission of New Members

Commitment

Code of Conduct

MEMBERSHIP OF THE ASSOCIATION

Full Membership

Full Membership of the Association will be open to those companies internationally, who manufacture type approved life-saving appliances as are subject to the International Convention for the Safety of Life at Sea (1974) and Amendments and those companies manufacturing equipment which is subject to an ISO standard or IMO approval and which forms an integral part of lifesaving appliances.

For the purpose of clarity, such life-saving appliances shall include by way of example only and not limited to :

- Lifebuoys and lifejackets
- Immersion suits, anti-exposure suits and thermal protective aids
- Rocket parachute flares, hand flares and buoyant smoke signals
- Water and provisions
- Inflatable liferafts,
- Rigid liferafts
- Lifeboats
- Rescue Boats
- Engines and water jets
- Launching and embarkation appliances
- Release Systems
- Marine evacuation systems
- Line-throwing appliances
- General emergency alarm systems
- Position indicating lights

A prospective Full Member shall be required to prove to the existing members that it has adequate facilities and organisation for design, experimentation, manufacture, maintenance and inspection, and that it has approval of these facilities and its equipment by the maritime authorities of the signatories to the IMO International Convention for the Safety of Life at Sea.

Manufacturers of safety equipment that does not comply with the above requirements may be offered Associate Membership of the Association instead.

Voting rights for companies holding Full Membership shall be **two votes per member company**.

Associate Membership

This will be open to organisations or associations internationally, who can prove their compatibility with the aims and objectives of ILAMA.

An 'Associate Member' shall have the same rights and/or obligations as a Full Member under clause 4 (a) above except that they shall be entitled to **one vote only** per member company and will pay only **50 per cent** of the annual subscription.

Group Membership

This membership applies only to companies belonging to a group who are eligible for Full Membership status within the Association. Membership is restricted to two member companies of the group with voting eligibility, therefore restricted to four votes as follows:

The first member company (owning more than 50% of the shares) will pay **full subscription** and will be entitled to **two votes**

The second member company will pay **two-thirds** of the full subscription and will be entitled to **two votes**.

ADMISSION OF NEW MEMBERS

Applications from prospective new members will be considered by the Voting Panel before existing members are informed by email. If an existing Member wishes to make representation about any application, they should do so by contacting the Panel within a specified twenty day period. Upon completion of any necessary subsequent investigation, the Panel will make the final decision to accept or reject an application and the Members will be informed accordingly. A report on new membership applications will be given at the Annual General Meeting.

COMMITMENT

Members' required commitment to the Association is attendance at a minimum of **one** Annual General Meeting and **two** Technical Meetings in any two year period.

CODE OF CONDUCT

Members are required to act in accordance with these Bye-Laws and in no way endanger the interests of the Association.

Whilst representing ILAMA they should be aware of their responsibilities to the Association and should at all times reflect the consensus or agreed standpoints.

Any representations concerning complaints over the behaviour of Members should be made to the Board of Directors.

Any representations concerning new membership applications should be made to the Board of Directors.

A code of conduct sets out principles, values, standards, or rules of behavior that guide the decisions, procedures and systems of an organization in a way that contributes to the *welfare of its key stakeholders, and respects the rights of all constituents affected by its operations.*"

- ILAMA members protect their own competence and respect the intellectual propriety rights of others.
- Members respect each others' assets (know-how) and don't seek to take opportunities or gain discovered through the use of ILAMA membership on property, information or position.
- When officially representing ILAMA, members should not make advantage of the situation by promoting their own products.
- ILAMA members do business worldwide and value good relations with IMO, Authorities, ROs, NGOs and Class Societies.
- Any conduct that may be viewed as improperly, directly influencing the main objectives of ILAMA is prohibited.
- ILAMA members must be truthful and accurate in interactions with officials when representing ILAMA and observe the highest ethical standards when interacting with these official representatives.
- In dealing with an official body, as ILAMA representative, members are responsible for knowing and complying with applicable laws and regulations, and must not contact government officials on behalf of ILAMA unless allowed by the board of ILAMA.
- ILAMA views diversity as an asset. Many brands and people have come together over the years under the ILAMA umbrella and ILAMA's culture welcomes them all, regardless of nationality, age or physical ability, or any other aspect of diversity.
- Members must conduct their business activities with fellow members, customers and business partners with respect for all people without regard to differences or similarities. ILAMA members hire and promote people based on their abilities.
- ILAMA members should not engage in or support discrimination in hiring, compensation, access to training, promotion, termination or retirement based on gender, age, ethnic and national origin, caste, religion, disability, sexual orientation, union membership or political affiliation.
- Members who have questions about a specific situation should ask for help by using the Secretariat of ILAMA.

(Code of Conduct ratified by the AGM in June 2010)
