

Membership Application - 2019/20

REGIONAL TOURISM ORGANISATION

Please indicate which category of membership you are applying for and attach all supporting documentation required, as listed over on page 6.

Significant RTO (20+ full time staff)

Associate RTO (less than 20 full time staff)

To be eligible for the ATEC membership your organisation must be actively involved in promoting your region to the international tourism trade. Any individual, firm, partnership, association, corporation or business registered in Australia (or a discrete division or branch of such an association or corporation) is eligible.

Entities applying for this type of membership must have been in operation for more than one year immediately preceding the date of lodgment of its application.

COMPANY NAME:

Office use only: Membership #

Invoice number #

Membership Application

ORGANISATION DETAILS

Entity name: _____

Trading name: _____

Business structure:

Company

Trust

Partnership

Sole trader

Other (please specify) _____

Street address: _____

Postal address: _____

Telephone: _____

General Email: _____

Website URL (mandatory): _____

ABN: _____

Year business commenced: _____

Number of full-time or equivalent staff: _____

Other tourism association memberships: _____

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MAIN CONTACT

This person will be the primary contact to be listed on our database for your company.

First name: _____ Surname: _____

Name known by/preferred name: _____

Position: _____

Email: _____

Phone: _____ Mobile: _____

FINANCIAL CONTROLLER CONTACT

First name: _____ Surname: _____

Name known by/preferred name: _____

Position: _____

Email: _____

Phone: _____ Mobile: _____

ATEC PORTAL ACCESS & ADDITIONAL COMPANY CONTACTS

The primary contact listed above will be provided a portal login upon ratification, you can update your personal profile as well as your company's membership profile, add additional company contacts to your membership, upload a logo or a photo and manage your settings.

Membership Application

BUSINESS FOCUS

MAJOR MARKETS (by region)

- | | |
|--|---|
| <input type="checkbox"/> UK/Western Europe | <input type="checkbox"/> Eastern Europe |
| <input type="checkbox"/> North America/Canada | <input type="checkbox"/> South America |
| <input type="checkbox"/> South East Asia/India | <input type="checkbox"/> North Asia/Japan |
| <input type="checkbox"/> Africa | <input type="checkbox"/> SW Pacific/Oceania/New Zealand |
| <input type="checkbox"/> Middle East/Gulf | |

MAJOR MARKETS (by country)

- | | |
|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> Argentina | <input type="checkbox"/> Austria |
| <input type="checkbox"/> Belgium | <input type="checkbox"/> Brazil |
| <input type="checkbox"/> Canada | <input type="checkbox"/> Chile |
| <input type="checkbox"/> China | <input type="checkbox"/> Denmark |
| <input type="checkbox"/> Finland | <input type="checkbox"/> France |
| <input type="checkbox"/> Germany | <input type="checkbox"/> Greece |
| <input type="checkbox"/> Hong Kong | <input type="checkbox"/> India |
| <input type="checkbox"/> Indonesia | <input type="checkbox"/> Ireland |
| <input type="checkbox"/> Italy | <input type="checkbox"/> Japan |
| <input type="checkbox"/> Korea | <input type="checkbox"/> Malaysia |
| <input type="checkbox"/> Netherlands | <input type="checkbox"/> New Zealand |
| <input type="checkbox"/> Norway | <input type="checkbox"/> Philippines |
| <input type="checkbox"/> Russia | <input type="checkbox"/> Singapore |
| <input type="checkbox"/> South Africa | <input type="checkbox"/> Spain |
| <input type="checkbox"/> Sweden | <input type="checkbox"/> Switzerland |
| <input type="checkbox"/> Taiwan | <input type="checkbox"/> Thailand |
| <input type="checkbox"/> Turkey | <input type="checkbox"/> UK |
| <input type="checkbox"/> USA | <input type="checkbox"/> Vietnam |

Membership Application

INTERNATIONAL READY CHECKLIST

My organisation has (please tick – you may tick more than one criteria)

1. Attended / participated as a trade delegate at a minimum of one of the following international trade shows in the last twelve months:

Australian Tourism Exchange (ATE)

Internationale Tourismus-Börse (ITB)

World Travel Markets (WTM)

Arabian Travel Market (ATM)

Australia Market Place / G'Day USA

AND / OR

2. Attended any international tourism trade mission hosted by Austrade, Tourism Australia or a state/territory tourism organisation in the last twelve months;

_____ (please state which mission)

Please note that your International Ready status will be considered by the National Board of Directors in accordance with the Constitution during the application process. Applicants do not have to meet International Ready criteria in order to be accepted as a member of the organisation, however in order to access International Ready branding, you must meet the above criteria. The National Board of Directors has the absolute discretion to grant International Ready status to applicants.

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SUPPORTING DOCUMENTATION

To maintain our quality standards within the ATEC membership, certain documents are required to accompany your application form. Please consult the checklist below on what is required and attach all documents to your application.

Please ensure all items below are ticked off:

Copy of certificate of registration of business name certificate OR certificate of incorporation
Company extract including names of all directors, shareholders and amount of shares held by each shareholder/s. In the case of a sole trader or partnership, the proprietor or partner should be listed. In the case of a government department a list of governing board members would suffice. Please note failure to provide these details will result in an AU\$50.00 administration fee to source these details.

Copy of certificate of currency for public liability insurance - min. cover AU\$20 million

150-word company profile which promotes your company and the unique features and benefits of your products/services

Letter from accountant confirming financial viability OR certified copy of financial statements

SUPPORTING NOMINEES & REFERENCES

Two nominees from existing ATEC members are **mandatory**. Please contact ATEC for assistance should you need to confirm the main contact.

Nominees must:

- Confirm their support as a nominee on company letterhead or via email with contact signature.
- Each nominee must state that they support the application for membership for the applying company
- All nominee information will be treated confidentially

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DECLARATIONS

We understand that in joining ATEC, the contact details and company profile/ description will be published on the member's only section of the ATEC website (www.atec.net.au) and in the membership database. The database is accessible by all ATEC staff, Board members and Branch Committee members, ATEC member companies, and ATEC's database software company.

We hereby certify that our company and its representatives will abide by the ATEC Code of Business Practice laid down by ATEC, which can be viewed on ATEC's website. [Click here](#) to view the full Code.

We understand that as a condition of membership, the nominated representative and all directors or shareholders are fit and proper people as outlined in the ATEC Code of Business Practice.

We have attached all supporting documentation listed on page 6 that are applicable to our business.

We confirm that the information given in this form is true, complete and accurate.

Name of Director:

Signature:

Date:

MEMBERSHIP FEES

Following the completion of the application form and confirmation of the supporting documentation, your submission will be presented to the ATEC National Board for approval. Please note, final approval of membership resides with the ATEC National Board and under no circumstances is the Board required to provide any reason for their decision (including declined applications).

ATEC MEMBERSHIP CATEGORIES AND FEES 2019/20

Significant RTO \$2453.00

Associate RTO \$1023.00

NB: fees listed are valid until 30 June 2020. All amounts in Australian dollars and inclusive of GST

Membership Application

MEMBERSHIP PAYMENT – please tick one

Prospective members are required to provide credit card or direct debit details at the time the membership application is submitted.

Upon ratification of membership, the nominated method of payment will be used to process the relevant membership fees. Please note payment will only be processed upon approval by the ATEC National Board.

Nominated method of payment upon ratification:

Credit Card – Single installment (as per details copied below)

Mastercard

Visa

(Amex not accepted)

Card Number: _ _ _ _ / _ _ _ _ / _ _ _ _ / _ _ _ _

Expiry: _ _ / _ _ CCV: _ _ _

Name on Card: _____

Direct Debit – Single installment (please complete page 9 below)

Monthly equal direct debit installments (please complete page 9 below)

**Please return the membership application form and supporting documentation to:
EMAIL: members@atec.net.au**

Direct Debit Request Service Agreement



The following is your Direct Debit Service Agreement with **Australian Tourism Export Council Ltd – ABN: 87 002 941 228**. The agreement is designed to explain what your obligations are when undertaking a Direct Debit arrangement with us. It also details what our obligations are to you as your Direct Debit Provider.

We recommend you keep this agreement in a safe place for future reference. It forms part of the terms and conditions of your Direct Debit Request (DDR) and should be read in conjunction with your DDR form.

Definitions

- **account** means the account held at *your financial institution* from which we are authorised to arrange for funds to be debited.
- **agreement** means this Direct Debit Request Service Agreement between you and us.
- **banking day** means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.
- **debit day** means the day that payment by you to us is due.
- **debit payment** means a particular transaction where a debit is made.
- **direct debit request** means the Direct Debit Request between us and you.
- **us** or **we** means **Australian Tourism Export Council**, (the Debit User) you have authorised by signing a *direct debit request*.
- **you** means the customer who signed the *Direct Debit Request*.
- **your financial institution** means the financial institution nominated by you on the DDR at which the *account* is maintained.

1. Debiting your account

By signing a *Direct Debit Request*, you have authorised us to arrange for funds to be debited from *your account*. You should refer to the *Direct Debit Request* and this *agreement* for the terms of the arrangement between us and you.

We will only arrange for funds to be debited from *your account* as authorised in the *Direct Debit Request*

If the *debit day* falls on a day that is not a *banking day*, we may direct your *financial institution* to debit *your account* on the following *banking day*.

If you are unsure about which day *your account* has or will be debited you should ask your *financial institution*.

2. Amendments by us

We may vary any details of this *agreement* or a *Direct Debit Request* at any time by giving you at least fourteen (14) days' written notice.

3. Amendments by you

You may change, stop or defer a debit payment, or terminate this agreement by providing us with at least fourteen (14) days' notification by writing to: **Suite 9.04, 6A Glen Street, MILSONS POINT NSW 2061** or by telephoning us on (02) 8262-5500 during business hours or arranging it through your own financial institution.

4. Your obligations

Is your responsibility to ensure that there are sufficient clear funds available in *your account* to allow a *debit payment* to be made in accordance with the *Direct Debit Request*.

If there are insufficient clear funds in *your account* to meet a *debit payment*:

- (a) you may be charged a fee and/or interest by *your financial institution*;
- (b) you may also incur fees or charges imposed or incurred by us; and
- (c) you must arrange for the *debit payment* to be made by another method or arrange for sufficient clear funds to be in *your account* by an agreed time so that we can process the *debit payment*.

You should check *your account* statement to verify that the amounts debited from *your account* are correct

5. Dispute

If you believe that there has been an error in debiting *your account*, you should notify us directly on (02) 8262-5500 and confirm that notice in writing with us as soon as possible so that we can resolve your query more quickly. Alternatively you can take it up with your financial institution direct.

If we conclude as a result of our investigations that *your account* has been incorrectly debited we will respond to *your query* by arranging for *your financial institution* to adjust *your account* (including interest and charges) accordingly. We will also notify you in writing of the amount by which *your account* has been adjusted.

If we conclude as a result of our investigations that *your account* has not been incorrectly debited we will respond to *your query* by providing you with reasons and any evidence for this finding in writing.

6. Accounts

You should check:

- (a) with *your financial institution* whether direct debiting is available from *your account* as direct debiting is not available on all accounts offered by financial institutions.
- (b) *your account* details which you have provided to us are correct by checking them against a recent *account* statement; and
- (c) with *your financial institution* before completing the *Direct Debit Request* if you have any queries about how to complete the *Direct Debit Request*.

7. Confidentiality

We will keep any information (including *your account* details) in your *Direct Debit Request* confidential. We will make reasonable efforts to keep any such information that we have about you secure and to ensure that any of our employees or agents who have access to information about you do not make any unauthorised use, modification, reproduction or disclosure of that information.

We will only disclose information that we have about you:

- (a) to the extent specifically required by law; or
- (b) for the purposes of this *agreement* (including disclosing information in connection with any query or claim).

8. Notice

If you wish to notify us in writing about anything relating to this *agreement*, you should write to: **Suite 9.04, 6A Glen Street, MILSONS POINT NSW 2061**

We will notify you by sending a notice in the ordinary post to the address you have given us in the *Direct Debit Request*.

Any notice will be deemed to have been received on the third *banking day* after posting.

**Please return the membership application form and supporting documentation to:
EMAIL: members@atec.net.au**