

GHANA ASSOCIATION OF MICROFINANCE COMPANIES (GAMC)

Membership Application Form

It is important that the name of GAMC be associated with integrity, ethics, and values that support the public good. GAMC membership equates a microfinance company with being legitimate, active, and ethical. For this reason, the approval process is more extensive than many associations. However, once your organization is approved, you join a special family of companies.

A microfinance company must be in existence and operational prior to applying for GAMC membership. Being a member of GAMC automatically makes you a member of GHAMFIN upon the payment of GHAMFIN dues.

TO JOIN GAMC

1. Complete this form and submit it to the GAMC Secretariat with the following documents;
 - i. Certificate of incorporation
 - ii. Certificate of commencement (not applicable to newly registered companies)
 - iii. Business registration forms 3 – 4
 - iv. Business plan for existing companies
 - v. Feasibility studies for companies less than one year
 - vi. Audited Accounts for existing companies
 - vii. A duly signed resolution from the Companies board authorizing it to join the association.
 - viii. Profile of Directors and their contacts.

2. The application should be authorized by the chairman of the board or the Chief Executive Officer.

Once the completed application and membership dues are received, there will be an approval process. When you are accepted as a GAMC member, you will serve a probation of six months as an affiliate after which full membership shall be conferred. If you are not admitted as a GAMC member, your membership dues will be reimbursed, however all other fees are non-refundable. Membership is renewed annually.

NON-REFUNDABLE FEES:

1. Application	-	GHC400
2. Processing	-	GHC400
3. Assessment	-	GHC400
		<u>1,200.00</u>

These fees are paid at the point of registration

4. Annual Dues	-	GHC1000
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Membership dues must be paid on or before 31st of January each year in the case of existing members. New members shall pay the full annual dues upon acceptance.

COMPANY DATA:

- 1. COMPANY NAME:.....
- 2. COMPANY LOCATION (Please specify a popular spot if any):.....
.....
- 3. ADDRESS:.....
- 4. TELEPHONE NUMBER:.....
- 5. EMAIL:.....
- 6. YEAR OF INCORPORATION:.....

PERSONAL DETAILS OF DIRECTORS

FIRST DIRECTOR:

Mr./Mrs./Miss/Ms SURNAME:..... OTHER NAME.....

DATE OF BIRTH..... NATIONALITY:.....

RESIDENTIAL ADDRESS (Be Specific).....

.....

TELEPHONE NUMBER:..... CELL PHONE NUMBER:.....

EDUCATIONAL BACKGROUND:.....

PROFESSION: (for Directors who are not actively involved with the day to day management of the company).....

SECOND DIRECTOR:

Mr./Mrs./Miss/Ms. SURNAME:..... OTHER NAME.....

DATE OF BIRTH..... NATIONALITY:.....

RESIDENTIAL ADDRESS (Be Specific).....

.....

TELEPHONE NUMBER:..... CELL PHONE NUMBER:.....

EDUCATIONAL BACKGROUND:.....

PROFESSION: (for Directors who are not actively involved with the day to day management of the company).....

WORKING EXPERIENCE:.....

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MANAGING DIRECTOR: (In the case of inactive Directors)

Mr./Mrs./Miss/Ms SURNAME:..... OTHER NAME.....

DATE OF BIRTH..... NATIONALITY:.....

RESIDENTIAL ADDRESS (Be Specific).....

.....

TELEPHONE NUMBER:..... CELL PHONE NUMBER:.....

EDUCATIONAL BACKGROUND:.....

WORK EXPERIENCE:.....

SIGNATURE OF BOARDCHAIRMAN/CEO:.....

FOR OFFICE USE ONLY

We certify that we have interviewed Mr./Miss./Mrs.....

as a representative of

And found his/her company suitable/unsuitable to operate as a member. A registration and assessment fee of GH¢.....has been paid by him/her.

NATIONAL BOARD CHAIRMAN

EXECUTIVE SECRETARY

.....

.....

DATE:.....

DATE:.....