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UNIFIED MEMBERSHIP APPLICATION FORM - ACTIVE CATEGORY

Segment: Airlines / Hotel / Venue / Convention Centre / Professional Conference Organiser (PCO) / Professional Exhibition Organiser (PEO) / Destination Management Company (DMC)
 Other (please specify): _____

Brief introduction about ICPB

The India Convention Promotion Bureau (ICPB), established in 1988 by the Ministry of Tourism, Government of India in collaboration with industry and trade, is the apex body for promoting India as a premier MICE (Meetings, Incentives, Conferences, and Exhibitions) destination. With the growing global prominence of the MICE sector and India's emerging potential, ICPB plays a key role in showcasing the country's strengths, including its modern infrastructure, diverse venues, and rich cultural heritage, while undertaking strategic initiatives to enhance its global positioning.

ICPB also offers strong membership prospects, providing organizations with a platform to connect with a wide network of industry stakeholders. Members benefit from enhanced visibility, participation in international promotions, access to business opportunities, and collaboration in shaping the growth of India's MICE industry, supported by professional expertise in event design, logistics, and program management.

Applicable Admission fee and annual subscription charges

Category	Membership Fee	Application Fee (One Time)	GST	First Time	Annual Subscription Charges
Active Category	35,000/-	10,000/-	18%	53,100/-	41,300/-

(*) GST - as per Govt. rules, currently @18%

India Convention Promotion Bureau (ICPB)

A. DETAILS TO BE FILLED-IN BY APPLICANT COMPANY

SECTION A: CATEGORY SELECTION: Please tick (✓) the appropriate category:	
<input type="checkbox"/> Airlines <input type="checkbox"/> Hotel <input type="checkbox"/> Venue / Convention Centre <input type="checkbox"/> Professional Conference Organiser (PCO) <input type="checkbox"/> Professional Exhibition Organiser (PEO)	

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<input type="checkbox"/> Destination Management Company (DMC)	
<input type="checkbox"/> Other (please specify): _____	
SECTION B: ORGANIZATION DETAILS	
Name of the Owner / Business Head	
Registered Address	
Corporate Office Address (if different):	
Telephone	
Mobile	
E-mail	
website	
Date of Establishment	
Nature of Organization:	<input type="checkbox"/> Public Ltd <input type="checkbox"/> Private Ltd <input type="checkbox"/> Partnership <input type="checkbox"/> Proprietorship <input type="checkbox"/> Society <input type="checkbox"/> Other
Branch Offices, if any	
SECTION C: BUSINESS PROFILE	
Brief Profile of the Company (Max 50 words): (Include core services, sector expertise, MICE experience, etc.)	
Key Services Offered:	
Details of Past Projects / Events (last 2 years): (Attach separate sheet with event name, scale, pax, location)	
SECTION D: MANAGEMENT & OPERATIONS	
1. Board of Directors / Partners / Proprietor Details:(Attach list)	
2. Number of Employees & Key Professional Staff:	
3. Qualified/Trained Professionals (Tourism/MICE related) No of the employees :(Attach list)	
4. Industry Memberships / Associations:	

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SECTION E: FINANCIAL & STATUTORY DETAILS: Attested copy for the document to be attached:

1. PAN No.:	
2. GST No.:	
3. Turnover (Last 3 Years):	
4. CA Certified Financial Statement: (Certificate from a qualified Chartered Accountant to be attached)	

SECTION F: CATEGORY-SPECIFIC INFORMATION
(Fill only relevant section based on selected category)

For Hotels / Venues: <ul style="list-style-type: none">• Seating Capacity (Plenary Hall):• Number of Meeting Rooms:• Accommodation Capacity:• Classification Certificate (if applicable): (Please attached separate sheet)	
For PCO / PEO / DMC: <ul style="list-style-type: none">• No. of Conference / Exhibitions / Events handled (last 2 years):• Average Delegates/Pax:• Key Services: <input type="checkbox"/> Secretariat <input type="checkbox"/> Logistics <input type="checkbox"/> Marketing <input type="checkbox"/> Registration <input type="checkbox"/> Others..... (Please attached separate sheet)	
MoT / State Government Approval (if applicable):	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, pls. provide photocopy of the relevant correspondence.

SECTION G: COMPANY REPRESENTATIVE FOR ICPB

Name: Designation: Mobile: Email:	
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SECTION H: SUPPORTING DOCUMENTS

Please attach: <ul style="list-style-type: none">• Company Profile• Registration Certificate• PAN & GST copies• Financial Statements (last 2–3 years)• Event / Project Credentials• Recommendation from existing ICPB Member (if available)• Any category-specific approvals	
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SECTION I: PAYMENT DETAILS

Mode of Payment: Cheque DD NEFT Online

Amount: _____

Transaction No.: _____

Date: _____

DECLARATION

I/We certify that:

- I/We also undertake that we shall not use ICPB (Indian Convention Promotion Bureau) logo or name to defame it or its event/s.
- I/We confirm that our company is not black listed by any govt. or semi organization, association etc.
- I/We undertake that the information provided in this application form are correct and true to the best of our knowledge and belief. We are fully responsible for any mis-declaration, if any, provided to Bureau, at any stage.
- I/We agree to abide by the Memorandum of Association and Rules & Regulations of the INDIA CONVENTION PROMOTION BUREAU, (ICPB) & pay the annual charges.

Place & date: _____

Signature _____	FOR OFFICE USE ONLY Application Received On: _____ Approved / Rejected: _____ Membership No.: _____
Name of Authorized Signatory _____	
Designation _____	
Company Name _____	
Address _____	

Note:

Membership approval is subject to Governing Board approval.

Submission of application does not guarantee membership.

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Tel: 91-11-26110101 Extn. 3186

E. connect@icpb.in , W. www.icpb.in