



## **MEMBERSHIP APPLICATION FORM**

### **India Convention Promotion Bureau (ICPB)**

*(Sponsored by Ministry of Tourism, Government of India)*

Room No. 233A, Ashok Hotel, Niti Marg, Chanakyapuri, New Delhi – 110021 INDIA

Tel: 91-11-26873612, 26112264 & 26110101 Extn. 3186 Fax : 91-11-26874318,

E. [connect@icpb.in](mailto:connect@icpb.in) , W. [www.icpb.in](http://www.icpb.in)

Date: \_\_\_\_\_

To,

The Chairman,  
**India Convention Promotion Bureau (ICPB),**  
*(Sponsored by Ministry of Tourism, Government of India)*  
Room No. 233A, Ashok Hotel,  
Niti Marg, Chanakyapuri,  
New Delhi – 110021, INDIA

**Subject: New Membership**

Sir,

I/We hereby, apply for the following category of **Membership** of the Indian Convention Promotion Bureau (ICPB), New Delhi.

- **Active**
- **Allied**
- **Observer**
- **Associate**

*(Tick the appropriate category)*

I/We agree to abide by the Memorandum of Association and rules and regulations of ICPB, New Delhi for the time being in force or any other rules or regulations or code of conduct prescribed both by the Governing Board / Bureau /Government from time to time.

I/We undertake to pay the annual subscription fee and hereby declare that the particulars given in the application are true and correct to the best of my/our knowledge and belief.

Yours faithfully,

(To be signed by the Authorized Representative)

**Company Stamp**

*(Note: The application to the Bureau does not guarantee your selection as member).*

## **Brief introduction about ICPB, Its membership categories and applicable Fee**

As the MICE segment is flourishing in developed countries, the potential in India has also been discovered and companies started to explore the opportunities.

To promote India more effectively as a convention destination, India Convention Promotion Bureau (ICPB) was set up in the year 1988 jointly by the Ministry of Tourism, Government of India and the Industry and Trade.

In the recent past, the Bureau has undertaken a number of activities, which would give further exposure to the India's MICE Market. In order to further develop, ICPB is taking initiative and developing based on the feedback from its members and industry.

### **Now the new member of ICPB is open and companies are applying for its memberships.**

Currently, one can apply for membership under any of the three categories as applicable with admission fee & annual subscription fee & GST:-

**Active :** Corporate entities located in India as are directly concerned with MICE and include National Air carriers, Travel Agents / Tour Operators, Hoteliers, Convention / Exhibition Venues, Professional Congress / Exhibition Organizers etc.

**Allied :** Organizations directly or indirectly involved with Convention Industry other than those included under active category.

**Observer :** Mainly Travel Agencies & Tour operators or any others, as specified, will be considered under active category. The members shall have no voting rights and would be inducted only for one year before they are upgraded as 'Active Members' provided they fulfill pre-defined criteria of active membership. While they are Observer Members they cannot use ICPB's Logo for marketing purposes.

### **Applicable Admission fee and annual subscription charges**

Category	Membership Fee	Application Fee (One Time)	GST	First Time	Annual Subscription Charges
Active	35,000/-	10,000/-	18%	53,100/-	41,300/-
Allied	15,000/-	5,000/-	18%	23,600/-	17,700/-
Observer	15,000/-	NIL **	18%	17,700/-	17,700/-
Associate	15,000/-	5,000/-	18%	23,600/-	17,700/-

**(\*)** GST - as per govt. Rule, currently @18%

**(\*\*)** In case of Observer, on up gradation of membership from Observer to Active, the admission fee of Rs. 10,000/- will also have to be paid.

We welcome you to consider becoming member of India Convention Promotion Bureau (ICPB), to participate in the policy formulation and information sharing of the ever-growing MICE industry.



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### A. ABOUT THE APPLICANT COMPANY

1. Applied for (Please tick the category)	<input type="checkbox"/> ACTIVE MEMBER <input type="checkbox"/> ALLIED MEMBER <input type="checkbox"/> OBSERVER <input type="checkbox"/> ASSOCIATE MEMBER	(pls tick segment in the attached annexure A)
2. Name of the Organiser		
3. Registered Address		
4. Telephone/fax/e-mail / website		
5. Date of Establishment		
6. Branch Offices, if any		
7. Name and address of Office in Delhi, if any (Please specify whether Branch /Liaison / Representative office)		
8. Company	Public / Private / Partnership / Society / Proprietorship / Others ( pls. specify)	
9. Functions and objectives of the company. (Please attach company profile along with a copy of Memorandum & Articles of Association in case of Registered Company and Association / Partnership Deed (in case of Partnership)		

10. Name of members(s) of the Board of Directors /Partners/ Proprietors (List to be attached)



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11. Business performance for the past three years (certificate from a qualified Chartered Accountant to be attached)

11(i) Provide details of Service Tax No. / PAN No./ GST etc. Attested copy for the document to be attached.

12. Please attach a sheet with the information of conferences / conventions / exhibitions and events etc. organized / handled in past two year with Pax etc. (Please attached separate sheet)

13.(i) Are you approved by the Department of Tourism, Govt. Of India?

Yes / No

(ii) If no, have you applied to Dept. for approval?

YES/ NO

- If yes, pls. provide photocopy of the relevant correspondence.

14. Provide details of qualified / Trained Conference Professionals in your organisation.

15. Provide the names of the Industry / Trade Association, your company is currently member.

16 Name and address of person & Office who will represent your company at ICPB

Name

Designation

Tel. No.

Fax No.

Mobile No.

E-mail.

17. Any other relevant information or details that will facilitate evaluation of your application. (pls. mention and attach separate sheet, if required)



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### B. Supporting Documents required

1. As stated above in *the application form*.
2. Letter Of approval by the Ministry of Tourism, Govt. Of India (Only for Travel Agents, Tour operators & Hotels.)
3. Cheque / Demand Draft no. .... Dated.....for Rs.....  
Favoring **India Convention Promotion Bureau** towards admission fee and / or Annual Subscription charges as per our membership plus applicable services tax.

- 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 INDIAN CONVENTION PROMOTION BUREAU, (ICPB) & **pay the annual charges.**

Place & date: \_\_\_\_\_

**Signature**

\_\_\_\_\_

**Name of Authorized Signatory**

\_\_\_\_\_

**Designation**

\_\_\_\_\_

**Company Name**

\_\_\_\_\_

**Address**

\_\_\_\_\_



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### **PLEASE TICK YOUR CATEGORY FORM THE LIST:**

1)

#### **ACTIVE CATEGORY -**

- Airlines
- Travel Agencies
- Tour Operators
- Meeting Hotels
- Professional Congress / Conventions Organiser (PCOs)
- Convention / Exhibition Centres
- Professional Exhibition Organisers

#### **ALLIED CATEGORY -**

- State / Union Territory Tourism Development Corporation
- Airport Authorities
- Chambers of Commerce and Industry
- Air Cargo Agents
- Media (trade journals/newspapers/magazines)
- Surface Transport Companies
- Ancillary services providers.
- Advertising Agencies
- Professional Associations from tourism and hospitality industry
- connected with MICE.
- 10.Event Managers / Management Companies
- Passenger Cruise-Ships / Companies
- Tourism and Hospitality related Educational Institutions
- Other organizations as decided by the Governing Board of ICPB.

#### **OBSERVER CATEGORY -**

- Travel Agencies
- Tour Operators



## India Convention Promotion Bureau (ICPB)

### Membership criteria for different segment of membership:

#### ACTIVE CATEGORY

<p><b><u>Travel Agents / Tour Operators:</u></b></p> <ul style="list-style-type: none"> <li>• Accommodation Bookings</li> <li>• Corporate / Incentive Programmes</li> <li>• Minimum to conference handling experience of 200-250 pax conference</li> <li>• Approved by the Ministry of Tourism, Govt. of India.</li> <li>• Two years existence of organisation</li> </ul>	<p><b><u>Professional Congress/Convention Organisers:</u></b></p> <ul style="list-style-type: none"> <li>• Setting up and management of pre-conference secretariat</li> <li>• Bid Assistance</li> <li>• Budget Preparation</li> <li>• Venue negotiation, selection and management</li> <li>• Sponsorship arrangements</li> <li>• Member of ICCA (Not agree)</li> <li>• Two years existence of organisation</li> </ul>
<p><b><u>Convention and Exhibition Centres:</u></b></p> <ul style="list-style-type: none"> <li>• Plenary Hall (1000 pax and above in metropolitan cities and 300 pax and above in other towns)</li> <li>• 3 smaller halls / break away rooms</li> <li>• Business Centre with requisite facilities</li> <li>• Adequate exhibition space, restaurants</li> <li>• Adequate parking area</li> <li>• Two years existence of organisation</li> </ul>	<p><b><u>Meeting Hotels:</u></b></p> <ul style="list-style-type: none"> <li>• Plenary Hall (300 pax and above in metropolitan cities and 200 pax and above in other towns.</li> <li>• Smaller meeting rooms</li> <li>• Business Centre with requisite facilities</li> <li>• Restaurants for dining options</li> <li>• Parking area</li> <li>• <b>Two years existence of organisation</b></li> </ul>
<p><b><u>Airlines _____ :</u></b></p> <ul style="list-style-type: none"> <li>• Connecting to major MICE destination to India</li> <li>• Undertaking MICE promotional activities / schemes</li> <li>• Two years existence of organisation</li> </ul>	<p><b><u>Professional Exhibition Organisers (E) :</u></b></p> <ul style="list-style-type: none"> <li>• Setting up and management of exhibition secretariat.</li> <li>• Experience in Venue negotiation, selection and management etc.</li> <li>• Two years existence of organisation</li> </ul>

#### ALLIED MEMBERS:

<p><b><u>State / Union Territory Tourism Development Corporation</u></b> Unless One Time Member</p>	<p><b><u>Airport Authorities</u></b></p> <ul style="list-style-type: none"> <li>• Two years existence of the organization</li> <li>• Professional experience in trade and related MICE to the Industry</li> </ul>
<p><b><u>Chambers of Commerce and Industry</u></b></p> <ul style="list-style-type: none"> <li>• Two years existence of the organization</li> <li>• Professional experience in trade and related to the MICE Industry</li> </ul>	<p><b><u>Air Cargo Agents</u></b></p> <ul style="list-style-type: none"> <li>• Two years existence of the organization</li> <li>• Professional Experience in Trade and related to the MICE Industry</li> </ul>



<p><b><u>Media (Trade Journals / Newspapers / Magazines)</u></b></p> <ul style="list-style-type: none"> <li>• Two years existence of the organization</li> <li>• Professional experience in trade and related to the MICE Industry</li> </ul>	<p><b><u>Surface Transport Companies</u></b></p> <ul style="list-style-type: none"> <li>• Two years existence of the organization</li> <li>• Professional experience in trade and related to the MICE Industry</li> </ul>
<p><b><u>Ancillary Services providers</u></b></p> <ul style="list-style-type: none"> <li>• Two years existence of the organization</li> <li>• Professional experience in trade and related to the MICE Industry</li> </ul>	<p><b><u>Advertising Agencies</u></b></p> <ul style="list-style-type: none"> <li>• Two years existence of the organization</li> <li>• Professional experience in trade and related to the MICE Industry</li> </ul>
<p><b><u>Professional Associations from Tourism and Hospitality Industry connected with MICE</u></b></p> <ul style="list-style-type: none"> <li>• Two years existence of the organization</li> <li>• Professional experience in trade and related to the MICE Industry</li> </ul>	<p><b><u>Event Managers / Management Companies</u></b></p> <ul style="list-style-type: none"> <li>• Two years existence of the organization</li> <li>• Professional experience in trade and related to the MICE Industry</li> </ul>
<p><b><u>Passenger Cruise-Ship / Companies</u></b></p> <ul style="list-style-type: none"> <li>• Two years existence of the organization</li> <li>• Professional experience in trade and related to the MICE Industry</li> </ul>	<p><b><u>Tourism and Hospitality related Educational institutions</u></b></p> <ul style="list-style-type: none"> <li>• Two years existence of the organization</li> <li>• Professional experience in trade and related to the MICE Industry</li> </ul>

**Observer Members**

<ul style="list-style-type: none"> <li>• New industry players who have not completed two years of existence may join ICPB as Observer member and be upgraded in the following year as Active / Allied members as applicable.</li> </ul>	
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## **INDIA CONVENTION PROMOTION BUREAU**

### **Code of Conduct and Best Practices**

1. We as ICPB members will strive continuously to improve professional standards within the MICE industry in tune with the international norms and quality standards.
2. Act professionally in all circumstances and in particular in relation to clients, suppliers, MICE professionals, fellow members and the public.
3. Represent their capabilities and services to potential clients and confirmed clients in an honest and professional manner, negotiate and agree on terms with a client, on the basis of the resources, that can reasonably be expected to be supplied.
4. Inform client of the conditions of engagement and scale of charges and agree that these conditions shall be the basis of the appointment.
5. To clearly mention charges and fees, as applicable and not attempt to get the contract by false representation. This will be treated as un-ethical trade practice.
6. Conduct business with integrity, in a manner which is not derogatory to the profession, nor bring ICPB and the country into disrepute, compete fairly with other members of the industry.
7. Governing Board membership should not use ICPB visiting card for commercial use.
8. Not to indulge in monopolistic and un-ethical trade practices.

**Confidentiality** – ICPB members will treat every client transaction confidentially and not disclose any information without permission of the client, unless required by law.

#### **Relationship amongst members:**

- a) An ICPB member shall use the ICPB logos as an emblem of the highest standards of professional conduct and service.
- b) Observer member is not entitled to use ICPB logo.

- c) No member shall solicit a proposal or seek terms, conditions, format or ideas from another with the intent of taking unfair advantage of the solicitation or with deliberate intent of using that information to manage his/her own program without the services of that company.
- d) No member shall take confidential information or creative ideas of his/her competition and/or current or former employer(s) and present them to customers as his/her own exclusive creation.
- e) No member shall knowingly make false or misleading statements:
  - About competitors.
  - To secure otherwise confidential information
  - About the member's expertise or ability successfully and professionally to meet a potential client's needs.
  - About rates, costs, accommodations, transportation, capacities or any other factors regarding a proposed program.

**Employment:**

- a) ICPB member before recruiting an employee, issue the Letter of Intent and at the same time of the joining of the employee seek the "Clearance Certificate" when due.
- b) No member shall solicit/ demand/ take from a new employee any confidential information or creative ideas of his/her previous employer.
- c) Any misrepresentation of fact by employees should be reported by ICPB members to ICPB Secretariat. So that, all the other members are alerted and cautioned.

**Compliance and Conclusion**

We have read the Code of Conduct, have acceptance and recognition thereof, would follow Code of Conduct in its letter and spirit, and conduct business accordingly. Breach of any of the above articles, may result in a disciplinary action including expulsion from ICPB, as well as reporting to the concerned authorities.

Members shall co-operate in any investigation undertaken by ICPB into an alleged breach of the Code of Conduct and shall comply with the procedures of investigation and enforcement.

Name \_\_\_\_\_

Designation \_\_\_\_\_

Organization \_\_\_\_\_

Date \_\_\_\_\_

Place \_\_\_\_\_

Signature

\*\*\*\*\*