



APPLICATION FOR ORDINARY MEMBERSHIP

Date of Application : _____ (dd/mm/yy)

SECTION I

We hereby apply for Membership of the **Malaysian Employers Federation** and agree to abide by its Rules.

- 1. Name of Company
- 2. Correspondence Address

Tel: Fax :
 Homepage : e-mail :

- 3. Nature of Business Activity :
 Kindly elaborate

- 4. Total number of employees in Malaysia

- 5. **Name of Directors**
- 1. 4.
- 2. 5.
- 3. 6.

- 6. **ENTRANCE FEE**
 An application for Ordinary Membership shall be accompanied by an **Entrance Fee of RM500.** RM _____

- 7. **PAYMENT OF ANNUAL SUBSCRIPTION FEE**
 Annual Subscription depends on the total workforce in your company. Ordinary Members shall pay an annual subscription at the following rates :
 the first 100 employees at RM10.00 per employee RM
 - the second 100 employees at RM9.00 per employee RM
 - the third 100 employees at RM7.00 per employee RM
 - the fourth 100 employees at RM5.00 per employee RM
 - thereafter up to 3,900 employees at RM3.00 per employee RM
 - 3,901 employees up to 9,999 at RM10,000.00 RM
 - 10,000 employees and above at RM15,000.00 RM
- Total Entrance Fee + Subscription Fee** RM _____

**** (However, the subscription is subject to a Minimum of RM500.00 for members with 20 employees and less and a minimum of RM1,000 for members with 21 employees up to 100 employees.)**

Important Note for Payment :

- For payment via electronic transfer, MEF bank account number is **10-528-000242-2 AFFIN ISLAMIC BANK BERHAD** in favour of **MALAYSIAN EMPLOYERS FEDERATION**.
 A copy of the bank transaction slip with details of payment to be e-mailed to **financesubs@mef.org.my**.
*(You are required to send, or scan and e-mail your duly completed Subscription Form to **mefmembership@mef.org.my** to request for Tax Invoice).*
- For payment via cheque, please enclose a cheque (Number: _____) amounting RM _____ payable to **MALAYSIAN EMPLOYERS FEDERATION**.
*(You are required to send, or scan and e-mail your duly completed Subscription Form to **mefmembership@mef.org.my** to request for Tax Invoice).*

8. INFORMATION ON COMPANY'S MANAGEMENT
Chief Executive Officer/Managing Director/General Manager/Executive Director/Director

- i) Name : (Tan Sri/Dato'/Datuk/Mr./Ms./Mdm.)
- Designation :
- e-mail :

- ii) **Person in-charge of Human Resources / Industrial Relations**
- Name : (Tan Sri/Dato'/Datuk/Mr./Ms./Mdm.)
- Designation :
- e-mail :
- Handphone :

- iii) **Name of person in-charge of Training**
- Name : (Tan Sri/Dato'/Datuk/Mr./Ms./Mdm.)
- Designation :
- e-mail :

- iv) **Name of person in-charge of Finance**
- Name : (Tan Sri/Dato'/Datuk/Mr./Ms./Mdm.)
- Designation :
- e-mail :

9. INFORMATION ON COMPANY'S CAPITAL OWNERSHIP
The source of capital ownership of your company (equity more than 50%).

- Malaysia (%) Japan (%) Other Asian Countries (%)
- UK / Europe (%) USA (%) Other Countries (%)

- 10. If your **employees** are represented by a trade union of workmen, please state name of the union :
- 11. If your **company** is represented by a trade union of employers, please state name of the union :

12 INFORMATION ON APPOINTMENT FOR NOMINEE (Compulsory)
Name of Nominee ** :

**** Note :** Rule 8.1 of the MEF Constitutional Rules, stated that " the nominee of an Ordinary Member shall be its Chief Executive or any other person nominated in the prescribed nomination form and approved by the Council."

Designation of Nominee :
 (Chief Executive Officer/Managing Director/General Manager/Executive Director/Director)

E - Mail of Nominee :

13. TYPE OF MEMBERSHIP

Please mark (X) the appropriate box of the type of membership that you are applying:

Single Company Ordinary Membership

Please proceed to complete the information in **SECTION II**

Group Ordinary Membership

Please proceed to complete the information in **SECTION III and SECTION III (A)**

SECTION II (For Single Company Ordinary Membership only)

Location of Branches and number of employees of each office :

Branches	Location	No. of employees	Location	No. of employees
1.	4.
2.	5.
3.	6.

(if space is insufficient, please attach a separate sheet)

14. DECLARATION

I hereby declare that all the information provided is true to the best of my knowledge. We shall update MEF should there be any changes in the information given.

Name : **Date** :

Designation : **Signature** :

SECTION III (For Group Ordinary Membership only)

Please list the subsidiary companies of your organisation. Subsidiary companies listed under Group Membership must be active. The number of employees, contact numbers and addresses as well as the nature of business must be indicated. In the event you have more than 1 subsidiary company, kindly duplicate the **SECTION III (A)** form before you fill it up with the information required.

Total number of employees in the **HOLDING COMPANY** is persons

Total number of employees in the **SUBSIDIARY COMPANIES (all inclusive)** is persons

TOTAL NO. OF EMPLOYEES IS persons

SECTION III (A)

INFORMATION OF SUBSIDIARY COMPANY

- Name of Company** :
- Address** :
- Tel:** **Fax** :
- Contact Person** : **e-mail** :
- Designation** :
- Nature of Business Activity** :
- Kindly elaborate**
- Total number of employees in Malaysia**
- If your employees are represented by a trade union of workmen, please state name of the union** :
- If your company is represented by a trade union of employers, please state name of the union** :

NATURE OF BUSINESS ACTIVITY

MANUFACTURING

- | | |
|--|--|
| 1. Basic & Fabricates Metallic Products | 8. Paper & Paper Products |
| 2. Electrical & Electronics | 9. Petroleum, Chemical & Gases |
| 3. Food, Edible Oils, Beverages & Tobacco | 10. Pharmaceuticals & Toiletries Products |
| 4. Footwear, Textiles, Apparel & Garments | 11. Plastic & Rubber |
| 5. Machinery & Engineering | 12. Printing & Publishing |
| 6. Mining | 13. Timber & Wood Products |
| 7. Non Metallic, Mineral & Cement Products | 14. Transport / Motor / Parts Manufacturing & Assembling |
| | 15. Others (Manufacturing) |

NON-MANUFACTURING

- | | |
|--|---|
| 1. Association & Society | 10. Media, Publishing & Advertising |
| 2. Banking, Finance & Charge Card | 11. Medical & Health Services |
| 3. Business Services :-
- Post, Courier, Maintenance, Repair Facilities, etc. | 12. Plantation |
| 4. Diversified, Holdings & Investment | 13. Professional Services |
| 5. Education & Training | 14. Property Development & Construction |
| 6. Entertainment :-
- Cinema, Amusement Centre, Theme Park, Travel Agencies | 15. Security Services |
| 7. Hotel, Resort, Restaurant & Club | 16. Stockbroking, Investment Funds & Unit Trust |
| 8. Insurance | 17. Transportation Services - Sea, Land & Air |
| 9. IT & Communication | 18. Warehousing & Freight Forwarding, Shipyard & Port Services |
| | 19. Wholesale, Trading, Retail, Supplier, Distributor, Direct Selling, etc. |
| | 20. Others (Non-Manufacturing) |

BRANCHES

NORTHERN REGION – 379-D, Jalan Hajjah Rehmah, 11600 Jelutong, Penang **Tel:** 04 – 659 9236 / 04 – 659 6909 **Fax:** 04 - 6599 873 **E-mail:** mefpg@mef.org.my
SOUTHERN REGION – No. 17A & 17B Jalan Cantik 6, Taman Pelangi Indah, 81800 Ulu Tiram, Johor. **Tel:** 07 – 862 4776 **Fax:** 07 – 862 4773 **E-mail:** mefjb@mef.org.my
EAST COAST REGION – B-8 & B-10, First Floor, Jalan Haji Ahmad 3, Sri Pahang Business Centre 25300 Kuantan, Pahang Darul Makmur. **Tel:** 09 – 512 4373 **Fax:** 09 – 512 4251 **E-mail:** mefkt@mef.org.my
PERAK OFFICE – A-1-3, 1st Floor, Wisma MFCB, No.1, Persiaran Greentown 2, Greentown Business Centre, 30450 Ipoh, Perak. **Tel:** 05 - 255 7778 / 05-255 9778 **Fax:** 05 - 255 2778 **E-mail:** mefip@mef.org.my
SABAH OFFICE – 3rd Floor Lot No. 1 Block A, Damai Point, 88300 Kota Kinabalu, Sabah. **Tel:** 088 - 210 579 **Fax:** 088-204 979 **E-mail:** mefkk@mef.org.my
SARAWAK OFFICE – Lot No 95, Jalan Nyiur, 93200 Kuching, Sarawak. **Tel:** 082 - 247 027 **Fax:** 082 – 247 028 **E-mail:** mefkh@mef.org.my