



# LAE CHAMBER OF COMMERCE INC.

Room 5, the Professionals Haus, 5<sup>th</sup> Street, Lae

Date:

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.....

Dear Sir/Madam,

## INTRODUCTION TO THE LAE CHAMBER OF COMMERCE INCORPORATED

I would like to take this opportunity to introduce you to the Lae Chamber of Commerce Incorporated (LCCI) and offer you membership to the Chamber.

The LCCI is one of the largest Chambers of Commerce in Papua New Guinea and currently has a strong membership of over 280 companies. Due to the strength of the membership, the Lae Chamber of Commerce is very active in many areas of the community and can offer many services with representation on several Boards and Committees. The Lae Chamber of Commerce is a member Chamber of the Papua New Guinea Chambers of Commerce, which is the major link between business and government and is in turn a member of the Confederation of Asian/Pacific Chambers of Commerce & Industry and the International Chamber of Commerce & Industry.

The Lae Chamber of Commerce has a full time secretariat and the office is located in Room 5, Professional Haus, 5th Street, Lae. Internet access is offered for a small fee and Certificates of Origin for exports are issued. A comprehensive library of current economic bulletins, trade directories and magazines are available at the office. Information concerning Trade Fairs and seminars as well as various business opportunities and commercial offers are held in the office and also advertised in the LCCI Newsletter which is emailed or faxed weekly. Your company will be kept up to date with public holiday dates, power outages, telephone problems and many other topical news items through regular information notices emailed or faxed to all members as required.

With support from members and the PNGCCI, the LCCI endeavours to meet the following objectives:

- To promote the business interests of the private sector, to further the economic development in Lae and to ensure the provision of services and utilities essential to such development.
- To provide a representative body for business people with which government can consult. To promote support or oppose legislation or other measures affecting the business community;
- To provide a forum for discussion of private sector goals;
- To pool the strengths of business people so that together, they can accomplish tasks that cannot be achieved by each one alone;
- To promote the economic viability of the area, so those current businesses will grow and new ones will be developed locally.
- To provide business with a common voice.

Membership is open to any business enterprise in Lae or the Morobe Province whose management and employees are willing to uphold these objectives. We encourage every person or firm in private industry to join, contribute to and benefit from the operations of the LCCI. It is a requirement for membership that each new member agree by signature to work towards the aims and objectives of the Chamber and to sign a Code of Conduct.

The LCCI has very good avenues of communication with the Morobe Provincial Government and many Government organizations and statutory bodies and acts as the voice of the business community, often receiving requests from various levels of government for our input and suggestions in major decision making. In fact many Government organizations are also members of the LCCI which makes it easier for communications purposes. Although all businesses in Lae benefit, unfortunately not all are financial members, as in PNG unlike many other countries, membership is entirely voluntary.

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P.O. Box 265, Lae · Morobe, 411 · Papua New Guinea  
Tel: +(675) 472 2340 · Fax: +(675) 472 6038

Email: [president@lcci.org.pg](mailto:president@lcci.org.pg)

website: [www.lcci.org.pg](http://www.lcci.org.pg)

The Chamber Secretariat and Councillors (the latter of which are wholly voluntary), spend many hours providing the services of which the LCCI can boast, some of these functions and services are listed below:

The PNG Government Departments refer in the first instance to the PNGCCI for advice and comment on matters affecting private enterprise. The PNGCCI then requests the advice from one of the 16 Provincial Chambers, in particular the LCCI.

The PNGCCI and Provincial Chambers supply private sector delegates to many consultative councils, committees and working groups such as National Standards Council, Labour Advisory Council, Apprenticeship Board, Port Advisory Committee, National Tripartite Consultative Council, Board of Secretarial Studies, Investment Promotion Authority, National Roads Authority and many others.

The LCCI hosts several Breakfast/Luncheon meetings each year and aim to invite a guest speaker who will provide information and answer questions, which are topical at that point in time. All member companies and their staff are invited and encouraged to attend these meetings. Councillors of the LCCI meet on the second Monday of each month to discuss immediate issues and concerns.

If you would like more information regarding the functions and effectiveness of the Lae Chamber of Commerce Incorporated, it is recommended you speak with any of the current Councillors who are as follows:

|                          |                  |                            |
|--------------------------|------------------|----------------------------|
| President                | Alan McLay       | MBC Consultancy            |
| Snr. Vice-President      | Nigel Merrick    | Warner Shand Lawyers       |
| Jnr. Vice-President      | Robert Howden    | Express Freight Management |
| Hon. Treasurer           | Alison Judd      | PricewaterhouseCoopers     |
| Immediate Past President | Philip Franklin  | Dalfar Consultants         |
| Councillors              | Peter Diezmann   | Puma Energy Limited        |
|                          | Kaity Bluett     | Attic Holdings Ltd         |
|                          | Dennis Brewster  | Bank South Pacific Ltd     |
|                          | Danny Kepi       | Regional Engineering       |
|                          | Terry Fuery      | Consort Shipping Lines Ltd |
|                          | Andrew Gunn      | Dulux PNG Limited          |
|                          | Belinda Edwards  | Lae Travellers Inn         |
|                          | Samadhi Lewis    | Hornibrook NGI Ltd         |
|                          | Angus King       | Chemcare Group             |
|                          | Rajitha Ratwatte | Theodist Ltd               |
|                          | Paul Savage      | Rabtrad Wholesalers        |

Membership subscription rates vary depending on the size of the Member Company. For the twelve-month period 1st January 2015 – 31st December 2015 rates are as follows:

| Membership Classification | DETAILS                                                                                          | Annual Subscription (Kina) | 10% GST (Kina) | Total (Kina) |
|---------------------------|--------------------------------------------------------------------------------------------------|----------------------------|----------------|--------------|
| CLASS A                   | Companies with <b>Head Office in Lae/Morobe</b> with <u>branches</u> in other towns or Provinces | 4,455.00                   | 445.50         | 4,900.50     |
| CLASS B                   | Large Companies: Lae/Morobe operations - <b>50</b> employees or more                             | 2,490.00                   | 249.00         | 2,739.00     |
| CLASS C                   | Small Companies, Lae/Morobe operations only with <b>11- 49</b> employees                         | 1,407.00                   | 140.70         | 1,547.70     |
| CLASS D                   | Small Companies, Lae/Morobe operations only with <b>2-10</b> employees                           | 849.00                     | 84.90          | 933.90       |
| CLASS E                   | Individual Membership                                                                            | 494.00                     | 49.40          | 543.40       |
| CLASS F                   | Small overseas based companies that service industry in Lae/Morobe Province                      | 809.00                     |                | 809.00       |

Membership fees will be charged on a pro-rata basis. We trust that this information will assist with your decision to subscribe to the Lae Chamber of Commerce and look forward to working closely with yourself and your company.

Yours sincerely

**Alan McLay OL**

President

## APPLICATION FORM FOR MEMBERSHIP TO THE LAE CHAMBER OF COMMERCE INC – 2015

To apply for membership of the LAE CHAMBER OF COMERCE INCORPORATED please fill in the below form in entirety and return with a copy of your company REGISTRATION CERTIFICATE and cheque for the APPROPRIATE MEMBERSHIP CLASS made payable to the: LAE CHAMBER OF COMMERCE INC.

### **Company Details**

Company Name (Include Business Name or Trading Name): .....

.....

.....

E-mail address: ..... Website: .....

Postal Address: .....

Street Address: .....

Name of Designated Representative:

.....  
*name position email phone/mobile*

Please list up to 5 additional Representatives for our LCCI Newsletter (include email and phone):

1. ....  
*name position email phone/mobile*
2. ....  
*name position email phone/mobile*
3. ....  
*name position email phone/mobile*
4. ....  
*name position email phone/mobile*
5. ....  
*name position email phone/mobile*

|                                                 |                |                |                |              |              |              |
|-------------------------------------------------|----------------|----------------|----------------|--------------|--------------|--------------|
| <b>Membership Category:</b><br>Total Annual Fee | A<br>K4,900.50 | B<br>K2,739.00 | C<br>K1,547.70 | D<br>K933.90 | E<br>K543.40 | F<br>K809.00 |
|-------------------------------------------------|----------------|----------------|----------------|--------------|--------------|--------------|

Please circle the appropriate membership category, as per schedule in attached letter

Membership is based on head office location and employee numbers. Please use the accompanying letter as a guide or contact the LCCI for clarification.

| <u>Further Information</u>           |                                       |
|--------------------------------------|---------------------------------------|
| Head Office Location:<br>.....       | Number of permanent<br>Employees..... |
| Other Trading Locations: .....       | Number of Employees .....             |
| .....                                | Number of Employees .....             |
| .....                                | Number of Employees .....             |
| .....                                | Number of Employees .....             |
| Include on separate Page if no space |                                       |

|                            |                   |                        |
|----------------------------|-------------------|------------------------|
| <u>Payment<br/>details</u> | Chq number: ..... | Amount: K..... : ..... |
|                            | Bank: .....       |                        |

Please make cheques payable to the: - Lae Chamber of Commerce Inc.

Company's activities (please place in order of importance):

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.....

We agree to subscribe to the LCCI and will support the aims and objectives of the Chamber.

Signed: ..... Date: ..... / ..... /2015

Witness: ..... Date: ..... / ..... /2015

We have also read the attached LCCI Code of Conduct and have signed on behalf of my company.

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### **Office Use Only**

The application was presented to the LCCI Councillors Meeting on .../.../2015.

The application was:       Approved  
                                           Not Approved  
                                          *Cross out which is not applicable*

**CODE OF CONDUCT AND ETHICS**

This is a simple code that you are asked to sign as a member of the Lae Chamber of Commerce Incorporated (LCCI). It is not a binding document but if member companies uphold the provisions of this code, it may place them in a more favourable legal and political environment, improve their public image, give them a strategic advantage in the long-term and help them to make their systems more effective. Market forces, the demands of customers, and scope for pre-empting government legislation, all provide further incentives. The LCCI does encourage responsible members to develop their own code of business conduct which may improve long-term profitability and the ability of companies to obtain a greater share of market. These positive consequences of the exercise of corporate responsibility make it a far-sighted and profitable business policy.

On becoming members of the Lae Chamber of Commerce Incorporated all companies agree to:

1. Operate within the structure of the PNG Constitution and Laws;
2. When dealing with other countries, respect and abide as much as possible by the laws relating to that country;
3. Recognize equal human rights, gender equality and avoid biased and discriminatory practices;
4. Enter into contracts and agreements truthfully and without deception and meet obligations and services undertaken as part of such contracts;
5. Conduct all financial transactions honestly, ethically and in accordance with agreed terms and within due settlement dates;
6. Avoid and actively discourage any forms of bribery and corruption and uphold the principles of transparency in business dealings;
7. Respect the rights of employees and ensure that they receive all due entitlements under the PNG Labour and Employment laws and their contracts of employment;
8. Deal fairly with employees in all matters and ensure that their conditions and circumstances are safe and will not adversely affect their health;
9. In all dealings and business activities, bear in mind your membership to the LCCI so as not bring the Chamber into disrepute;
10. Avoid using Chamber membership for anything other than bone fide purposes.

Signed by: .....

Name: .....

Position: .....

For and on behalf of .....Limited.  
*(Name of the Company)*

Witnessed By: .....

Name: .....

Date: ...../...../2015.