

## INTRODUCTION

This document outlines the procedure for any UK Chamber of Commerce interested in registering the company Companies House. For the British Chambers of Commerce (BCC) to properly consider lending our support to any application we would require the following points checked and information provided:

### **ESSENTIAL INFORMATION to be provided to the BCC:**

Please note that any failure to provide any of the required submissions will prevent/delay the application from being approved and processed.

1. Please provide written confirmation that you have the support for your application from your nearest local accredited Chamber of Commerce. You can find a list of accredited UK Chambers of Commerce on our website: <http://www.britishchambers.org.uk/>
2. A letter outlining the territory which your place name, if appropriate, represents and confirmation that you are not aware that the territory is represented by any other Chamber of Commerce. Clearly indicate if you have advised adjoining Chambers of Commerce regarding your plan to register the company name.
3. The proposed, or existing, Chamber's Articles of Association which must include the following points:
  - A company limited by guarantee under the UK Companies Act
  - Prevention of the payment of dividends or other distributions to its members
  - Provision that any profits are used to further the objectives of the Chamber
  - Preservation of its representative nature in respect of all its members equally and does not allow it to be controlled by any one member of group of members
  - That there are proper processes in place for the members to elect the Chamber's Board / committee and that there are stipulated terms of office.
  - That membership be available to business organisations rather than individuals and that in the constitution each member has only one vote
4. Whether in the proposed Articles or otherwise there should be a Statement of Principles which must include the following points, the Chamber will:
  - Serve and promote the interests of the business community in any place, area or sector indicated by the proposed name
  - Provide advice; information and assistance to the relevant business community
  - Undertake, or encourage members to undertake, joint activities and arrangements for mutual support and promotion of the interests for the business community
5. It is a condition that Chamber confirms in writing that it will:
  - Act independently of Government (national or local) and is independent of any other body that is not a Chamber (for example whether it is a subsidiary or division of another body).
  - Represent the business community on whose behalf it is to be formed and reflects the nature of the community (which could be specific).
6. A medium-term business plan (3-5 years) evidencing that the organisation will be financially viable and sustainable in this period.

**7. The Application Fee**

A fee of £500 (plus VAT) will be charged for the review and processing of the application and the associated submissions. Note: the application will not be processed until the application fee is received by the BCC.

This fee is non-returnable in the event of a rejection, so it is essential that any applicant ensures the submissions required are fully complete BEFORE submitting the application and fee to BCC.

**POINTS OF ISSUE TO NOTE PRIOR TO PROCEEDING WITH AN APPLICATION**

An application will not be successful if it represents:

- A racial or secular interest.
- A country, region or city or area that is already covered by an existing Chamber. The applicant will be notified of this and requested to work with the existing Chamber for the benefit of the membership/business. The BCC considers that multiple Chambers representing the same geographic locations is potentially confusing for local business and only in exceptional circumstances would multiple Chambers be supported.