

MEMBERSHIP APPLICATION

Please complete this form and return it to the Puerto Rico Chamber of Commerce **by email, saving it first as PDF:** oteroj@camarapr.net along with the Privacy Policy, Payment Method and Working Committees Forms.

General company information:

Company Name: _____

Membership Category: Company Corporation Society Individual Business Non-Profit Organization Association

Product or Service (please specify): _____

Date of establishment (m/d/y): _____

Total of employees: _____

Total of full-time employees: _____

Total of part-time employees: _____

Total of freelancers' personnel: _____

Postal Address: _____

Zip Code: _____

Physical Address: _____

Zip Code: _____

Phone numbers: _____

URL: (Web address): _____

Facebook address: _____

Twitter address: _____

Linked-In address: _____

YouTube channel: _____

**Person who will manage the electronic record online and will receive the communications.
(This person is designated as the account Bundle Coordinator to make updates to the company profile):**

Email: _____

Main Contact: _____

Job Title: _____

Direct Phone: _____ Mobile: _____

**Voting Rights Representatives (maximum five people): Start with the highest-ranking person in the company.
Important note: It is one vote per company, therefore one of the representatives will exercise the vote for the company, the company decides who will vote.**

Full name	Job Title	Email:(indicate who will receive emails from the PRCC)	x

Other representatives (information required, indicate executives in Marketing and /or Public Relations, Human Resources and Finance):



Full name	Job Title	Email: (indicate who will receive emails from the PRCC)	x

In which areas the Puerto Rico Chamber of Commerce may help your business:

- | | | |
|---|---|--|
| <input type="checkbox"/> Alliances with organizations | <input type="checkbox"/> Mentoring | <input type="checkbox"/> Advertising |
| <input type="checkbox"/> Property rentals | <input type="checkbox"/> Marketing | <input type="checkbox"/> PyMEs |
| <input type="checkbox"/> Consultancy | <input type="checkbox"/> Networking | <input type="checkbox"/> Relations with the Government |
| <input type="checkbox"/> Continuing education | <input type="checkbox"/> New business opportunities | <input type="checkbox"/> Relations with other associations |
| <input type="checkbox"/> Export | <input type="checkbox"/> New markets outside of PR | <input type="checkbox"/> Public Relations |
| <input type="checkbox"/> Financing | <input type="checkbox"/> Business permits | <input type="checkbox"/> Other (type in specify): |
| <input type="checkbox"/> Laws | <input type="checkbox"/> Public policy | |

Specify: _____

Information about the person(s) applying to the PRCC:

Recommended to join us by: _____
 Referred by: _____

NAICS Sectors (Business Sectors and Basic Code)			
Business Sector	Code	Business Sector	Code
<input type="checkbox"/> Agriculture, Forestry, Fishing and Hunting	11	<input type="checkbox"/> Professional, Scientific and Technical Services	54
<input type="checkbox"/> Mining	21	<input type="checkbox"/> Management of Companies and Enterprises	55
<input type="checkbox"/> Utilities	22	<input type="checkbox"/> Administrative, Support, Waste Management and Remediation Services	56
<input type="checkbox"/> Construction	23	<input type="checkbox"/> Educational Services	61
<input type="checkbox"/> Manufacturing	31-33	<input type="checkbox"/> Health Care and Social Assistance	62
<input type="checkbox"/> Wholesale Trade	42	<input type="checkbox"/> Arts, Entertainment and Recreation	71
<input type="checkbox"/> Retail Sale	44-45	<input type="checkbox"/> Accommodation and Food Services	72
<input type="checkbox"/> Transportation and Warehousing	48-49	<input type="checkbox"/> Other Services (except Public Administration)	81
<input type="checkbox"/> Information	51	<input type="checkbox"/> Public Administration	92
<input type="checkbox"/> Finance and Insurance	52	<input type="checkbox"/> Other	99
<input type="checkbox"/> Real Estate, Rental and Leasing	53		

Provide the NAICS Code that appears in your Merchant Registration (enter number and description)

Primary NAICS Code:

Secondary NAICS Code:

Tertiary NAICS Code:

Annual Gross Business Volume									
Please mark with an "X" the ranking of your business (products, services and any business income)									
<input type="checkbox"/>	000,000	-	500,000		<input type="checkbox"/>	10,000,001	-	15,000,000	
<input checked="" type="checkbox"/>	500,001	-	1,000,000		<input checked="" type="checkbox"/>	15,000,001	-	25,000,000	
<input type="checkbox"/>	1,000,001	-	3,000,000		<input type="checkbox"/>	25,000,001	-	50,000,000	
<input checked="" type="checkbox"/>	3,000,001	-	7,000,000		<input type="checkbox"/>	50,000,001	ó	más	
<input type="checkbox"/>	7,000,001	-	10,000,000						

If I am accepted as a member, I agree to comply with the **By-laws, Regulations** and **Code of Ethics** or any other regulation established by the Puerto Rico Chamber of Commerce during my membership. I am aware that the membership fee will be reviewed at any time and could be adjusted based on my business annual volumen.

Date (month/day/year): _____ Signature: _____



Payment Form

Make checks or money orders payable to: Cámara de Comercio de Puerto Rico.

Name:		Date:			
(As it appears on the Membership Application)		Month	Day	Year	

<input type="checkbox"/> Check #		for the amount of:	
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<input type="checkbox"/> Charge to:	<input type="checkbox"/> 	<input type="checkbox"/> 	<input type="checkbox"/> 
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Account #							

Month	<input type="text"/>	Year	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Expiration date				CVV/ID Security, Amex 4 digits/V-MC 3 digits on the back of your card			

Name as it appears on the credit card	Signature (I will pay the total amount charged to my credit card)
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Requirement to be a member according to our Statute: Article II - Members, Section 1:

Any person or company actively dedicated and in good faith to business, industry, professions or any other branch of business, educational entities and public corporations or instrumentalities that operate as a business may be a member of the Puerto Rico Chamber of Commerce (PRCC). May be also members of PRCC, business and professional associations as well as civic and charitable organizations whose purposes, standards, objectives, and policies are in harmony with PRCC's standards, objectives, and policies. Administrative staff of PRCC cannot be a member of PRCC.

Applying Process Information:

Applying Process Information: Once you complete the membership form, you must send all the required documents with the assigned payment. Your membership benefits and services will begin once your application has been approved by our Board of Directors. The date of your approval depends on the scheduled board meetings. This Institution can't guarantee that your application will be approved. You will be notified by email of the Board of Directors decision. Once your application you will receive by email your acceptance letter and a member's id number will be assigned. If your application is not approved, we will notify you by email and reimburse the membership payment minus the processing fee or initiation. If you have any questions about this process, please contact oteroj@camarapr.net.

Our Finance Department Policy (Collections, Payments, and Billing)

To be considered for membership, the application must be submitted with the membership fee and the \$80.00 processing and initiation fee. If approved, the date of approval is considered as your date of entry, your membership covers from that date until the end of one year. Therefore, your membership is auto renewed until you write a reason for cancellation, our staff makes several collection attempts or the end of the fiscal year without you having covered the payment, so your account becomes a cancellation (dropout). Your business has 30 days to meet the payment terms of all installment billing and a 3-month grace period to cover what is owed. Once the 30 days have passed, your debt remains pending until you make the payment, if within 30 days of the payment terms of your invoice you request a cancellation of membership with your reason, the debt can be erased and there would be no debt left, but if the 30 days of the term pass your business will have contracted the debt of your membership, even if after 30 days, you request the cancellation. Your first billed installment may be a partial installment if it does not coincide with our annual billing cycle (our cycle runs from May 1 to April 30). Your first billing will be prorated to carry you into our billing cycle, covering the remaining months you have left in our annual billing cycle. Conversely, if your application is not accepted by our Board of Directors, the annual fee paid will be refunded as soon as possible, but not the \$80.00 processing and initiation fee, which is non-refundable.



PRIVACY POLICY

The Puerto Rico Chamber of Commerce (PRCC) recognizes that privacy is very important for our members, and we are committed to protecting the security and privacy of any personal information that our members provide us. This includes information such as name, address, telephone numbers, email addresses, among other. We safely collect and store this personal information.

As part of the process of joining PRCC, we collect information that is voluntarily submitted in the membership application. We will not store any information that has not been voluntarily provided by the member.

In this Policy, we detail the information collected, why it is collected, the use that could be given, with whom such information may be shared and how to access your information in accordance with legal provisions in force in Puerto Rico.

Information Collected

PRCC collects general identification information such as name of commercial identity, name and information of its representatives, address, email address, telephone numbers, web page, among other. When using our web page, virtual network or any other program or service provided through our web page, information is automatically collected about IP, time of entry and other information about the usage. Upon entering our web page, the User will be asked for identification information for the sole purpose of verifying the User's identity.

We will not collect any personal information that has not been voluntarily provided. It is your option to provide your personal identifiable information to PRCC. On the other hand, we will not store information of minors under 18 years of age, without proper consent.

What is user information collected for?

PRCC will save information voluntarily provided by Users to offer services, verify User's identity, provide reliable transactions and send relevant information, about offers, events and PRCC procedures. User information can be also used for administrative webpage purposes or for any purpose described in this policy or on the site where you request the service. By accepting this policy, the User agrees PRCC to send emails or promotions. This acceptance can be withdrawn at any time by writing to: camarapr@camarapr.net

With whom your information is shared

PRCC will not share or disclose personal information about its members without prior consent, except as required by law or legal process (including those cases pursuant to court orders, subpoenas, interrogatories, or similar directives that have law value). The User will always have access to his/her information and to review its content.

The User can choose to be part of PRCC Members Directory that appears in our Virtual Network. The User may select if it appears in the Directory and what specific information will be published. For this, you must access the following link: <https://camarapr.wildapricot.org>.

The User who does not wishes to receive emails from PRCC must notify us at any time in writing to oteroj@camarapr.net. Members who appear on the "do not contact" list will be excluded from PRCC's general mailing lists, will not be automatically enrolled, and may not receive certain legal notices

Data security

PRCC takes reasonable precautions to prevent unauthorized access to disclosure of or use of members personal information. PRCC data is saved through the Wild Apricot system, which has the following safeguards to protect the information.

Occasionally, third parties can be hired to offer services regarding our web page and database. These contractors will have the obligation not to compromise the security, confidentiality and integrity of the personal information contained in PRCC's webpage or database.

We are not responsible for the content or privacy and security policies and practices of any third-party websites, accessible from a link on our website.



Cookies

We use cookies on our website to personalize the experience of our visitors and to support some of the necessary functions. We also use cookies to better understand how visitors use our website. A cookie is a text file that is placed on your computer's disk by a web server. Cookies cannot be used to run programs or infect your computer with viruses.

Cookies are assigned to your browser and computer profile and can only be read by the web server that assigned the cookie to you. You also have options regarding cookies. By modifying your browser preferences, you have the option of accepting all cookies, being notified when a cookie is placed, or rejecting all cookies. However, please note that if you reject some or all cookies, your experience on this and other Internet sites may not be complete. Also, if you do not allow cookies, you will not be able to take advantage of the delivery of personalized content offered by other Internet sites or us.

Change to the Privacy Policy

We reserve the right to change this privacy policy at any time, so please review it frequently. Changes and clarifications will take effect immediately after its publication on the website. If we make material changes to this policy, we will publish it in our website and notify by email that it has been updated.

Questions or Additional Information

If you have any questions about this policy, you can contact Dr. Juanita Otero by email at: oteroj@camarapr.net

f you prefer not to receive these messages by email, we offer you the possibility of exercising your right to cancel and waive the receipt of these messages, in accordance with the provisions.

I. Communication options for emails:

- Official communications, event promotions and electronic marketings (e-Blasts) from other members
- Official communications and event promotions only

II. Commercial Referrals:

- Use my company information for commercial referrals
- Do not use my company information for commercial referrals

III. Email information:

- I do not want the information in any email from my company to be disclosed to third parties, only to official officers of PRCC Working Committees or authorized suppliers that provide products or services on behalf of PRCC.
- My company's email information may be disclosed to third parties.

IMPORTANT NOTE: If you do not check any of these options, PRCC will understand that you have no objection to the use of your email address as established in the Privacy Policy.

Company name/individual member

Name of individual / MOLD LETTER

Date

Authorized signature from company

Notes:

1. The FCC (Federal Communications Commission) and FTC (Federal Trade Commission) regulations require your signature. We wish to apologize for any inconveniences and thank you for helping us comply with these federal regulations.
2. **Please complete and return it to the Puerto Rico Chamber of Commerce in PDF format via email: oteroj@camarapr.net along with your Membership Application.**



Working Committees

Fiscal Year 2024-2025

Join us. Mark the committee or committees of your choice. Complete one sheet per person. **Your participation is renewed annually, that is, you must complete a sheet each year.**

● Legislative and Government Affairs

Tax Committee

● Commerce and Industry

- Agro-industries
- Small and Mid-size Enterprises (SMEs)
- Tourism

● Service Industry

- Banking, Finances and Cooperatives (Credit Unions)
- Human Resources and Laboral
- Insurance

● Technology

Telecommunications

● Infrastructure

- Environment and Permits
- Energy and Water
- Export, Transportation and Logistic

● Institutional Development

- University Chapters
- Young Entrepreneurs (must be 39 years or younger)
- Professional and Businesswomen's Network

● Social Development

- Quality of Life and Corporate Social Responsibility
- Education
- Emergency and Recovery Management
- Health

Please fill out the following information:

Name: _____ Job Title: _____

Company: _____

Postal address: _____

Telephone _____ Fax: _____

eMail: _____

(Your email is required to send meeting notifications)

Clause to share your contact information with the committee's presidents you select:

Information to be shared would include your name, company, email, and phone number. This information would be used exclusively for matters related to the work committees and will not be used for any commercial, promotional, or other purpose.

Important: Send by email to: oteroj@camarapr.net.
For more information, please call: 787-721- 6060, Dr. Juanita Otero Santana

