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Date:
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شماره:
تاریخ:
پیوست:

In the Name of God

**required Documents for the non-Iranian companies membership in
The Shipping & Related Services Association of Iran**

- 1 -company membership application for on the letterhead with the authorized seal and signature of the Managing Director.**
- 2 -The image of the Company Statute, sealed with the authorized seal and signature.**
- 3 -Certificate of incorporation**
- 4 -Two photos of the MD.**
- 5 -Passport image of the managing board members and MD.**
- 6 -The amount of 1000 dollars for the annual membership fee.**
- 7 -The amount of 2000 dollars for the entrance fee (once and at the beginning of membership acceptance)**
- 8 -Reference Letter of the company representative.**
- 9 -Authorized seal and signature of the company under all pages of the association's constitution.**
- 10 -Filling the questionnaire and sealing it with the authorized seal and signature of the company on all pages**



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Terms of membership in Iran's Shipping Association and Related Services

1- The subject of the company's activity in the articles of Company Statute should be that the company owns a vessel or is authorized for shipping activity, shipping lines agency, fishing, or providing services such as unloading, loading, cargo counting, ?, insurance, supplying materials such as fuel, water, larder, construction and repairing vessels, diving or any other port and sea services.

2- Accepting the commitment to implement the provisions of the constitution, bylaws, circulars and decisions of the association.

3- The directors of the board, the managing director and the executive managers must - in both divisions of shipping or shipping agency or port services such as following affairs; (at least one section), technical, procurement, fishing, diving, unloading and loading, stowage, inspection of goods and ships,. Insurance, construction and repairs, etc., have occupation background at the management level and be approved by the board of directors.

4- Payment of entrance fee.

5- Payment of membership fee.



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Questionnaire

1- Name of the company and its type (in both Farsi and English languages)

2- Registration number, date and place of registration:

3- National ID of the company:

4- The type of activity of the company according to the Company Statute and the field of activity (various ports):

5- Company capital:

The initial capital of the company: Rial

Size of the head office: type of use: ownership: property rental

Branch size: type of use: ownership: property rental

Number of head office personnel:

Number of branch personnel:



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6- The full address of the central office with the exact mention of phone and fax numbers and the company's email address in both Persian and English languages.

7- The full address of the branches and representative offices, including the phone number, fax and email.

8- Write the names of the members of the board of directors and the managing director (along with the position) and the ones who have the right to sign in the company / the names of the partners/shareholders in the floating property and the owners of the signatures and their records



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9- Landline phone number, cell phone number and email address of the MD and the chairman of the board of directors.

Managing Director's Mobile Number: Fixed: Email:

Mobile number of the Chairman of the Board of Directors: Fixed: Email:

10- If that respected company does the representation on behalf of a reputable institution/company, write down its name.

11- If your company represents lines or tankers/ships that you own or lease, you are a member of an international conference or association, write down its name.



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12- Write the itinerary of the ships or tankers that you own or lease and the lines that you represent

13- If you are active in other fields, name it.

14- If you are the owner of marine vehicles or the owner of a factory that constructs, repair, vessels, unloading and loading equipment, depot/storage area, diving and salvage equipment, fuel and water tankers or any other equipment, please mention the type and Specify its number.



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15- If you wish to have a communication channel of the association other than phone, fax and e-mail mentioned above, please mention it exactly.

Mrs./Mr. Managing Director and Mrs./Mr. Chairman of the Board of Directors of the company hereby confirm that this company has met all the conditions listed in the membership Questionnaire sheet, and commits to respect, consider and implement the provisions of the constitution, bylaws, circulars and regulations of the shipping and related services association of Iran Place of the company's seal and signature of the managing director and the chairman of the board of directors



Instruction Disciplinary Bylaw

Iran Shipping and
Related Services
Association

Introduction:

The board of directors of Iran Shipping and Related Services Association, based on paragraph 6 of the association's statutes, in order to strengthen and elevate the position of the association, facilitate the continuation of its activities and achieve the goals of the association, as well as complying with moral values towards the professional activities of the members and to secure each of the member's collective and individual rights, members are obliged to implement the provisions of the association's constitution to prevent disputes and violations.

Chapter I

This bylaw is an integral part of the conditions for accepting membership in the Iran Shipping and Related Services Association and is binding for all members.

Chapter II

a. In the following provisions Iran Shipping and Related Services Association is called "Association"

b. The term "members" in this regulation refers to individual and legal entities who are members of Iran Shipping and Related Services Association.

J. The board of directors in this regulation means the board of directors of Iran Shipping and Related Services Association.

d. In this regulation, the general secretary means the general secretary of Iran Shipping and Related Services Association.

e. In this regulation, the heads of committees are the heads of the specialized-advisory committees of the Iran Shipping and Related Services Association.

Chapter III

Article 1: The members of the association are committed and obliged to always try their best to raise the name, status and reputation of the association inside and outside the country and refrain from committing any act that causes damage to the association and its members dignity. should refrain.

Article 2: The members of the association are obliged to strictly comply and implement the provisions of the statutes, bylaws, act of the Public assemblies, the board of directors,



Instruction Disciplinary Bylaw

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the rules and regulations announced by the guidelines and circulars issued by the association.

Article 3: The members of the association are bound to obey the decisions issued by the arbitration and dispute resolution committee along with the provisions of its executive regulations.

Article 4: In order to preserve professional and union rights in the business aspect and obtain legal and judicial protection of the association, members have to put the arbitration and dispute resolution center of the Iran Shipping and Related Services Association as an arbitration authority in all their business dealings and contracts unconditionally and carefully comply with it in lawsuits brought against them.

Article 5: The members of the association are committed to avoid unhealthy competition in all fields of maritime and port business and to refrain from accepting and entering into a shipping agency contract without obtaining inquiries from the previous agency company. It is obvious that it is mandatory to announce the representation of foreign shipping companies to the association.

Article 6: The members of the association are obliged to follow the announced tariffs of the association and refrain from setting and applying any tariffs outside the framework of this bylaw.

Article 7: The members of the association are obliged to announce any official and registered changes of the company immediately by submitting documents to the association. (The last announcement of changes in the official newspaper)

Article 8: The members of the association are committed to attend assemblies, educational meetings, advisory committees and meetings that are organized by the invitation of the association.

Article 9: The members of the association should refrain from using illegal and unrealistic words and expressions in their correspondence (administrative and advertising letterheads). besides, any administrative correspondence should be signed by the owners of the company's authorized signature and official seal.

Article 10: If, after the applicant's membership, it is determined that the member does not have all or one of the conditions for membership listed in the articles of association or bylaw, or has lost it further, the aforementioned member will be notified in written



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form and for a period of three months has the time to provide the required documents to prove the acquisition and fulfillment of the association's conditions, otherwise, the membership will be suspended.

Article 11: Whenever it is determined that a member has abused the name and status of the association for personal gain and benefit or with any other motive, the membership will be suspended.

Article 12: Members are obliged to pay their annual membership fee as announced by the association within a specified period of time and the approved amount.

Article 13: The members are obliged to participate in the evaluation and organizations ranking carried out by the association and provide all the necessary information and documents.

Article 14: Members should resist from any act or omission which results in disorder and interruption in normal process of the colleague companies or association's activities, and comply with legal consequences.

Article 15: The disciplinary decisions of the association adopted by the board of directors or the investigating committee in relation to the violations listed in this regulation are:

15-1: Depriving from the orientation of ancillary services

15-2: Depriving from the right to vote in committees or meetings and assemblies of the association

15-3: Suspension of membership or temporary dismissal

15-4: Exclusion from candidacy of the board of directors and inspection

15-5: Revocation of membership

15-6: Introduction to administrative and judicial authorities in order to determine the duty and apply the law

Article 16: If a member of the association is object against disciplinary decisions, he can report his objection in writing to the inspector of the association with reasons and documents. The inspector is obliged to review the matter and if he sees the board of directors false decision, reflects the matter to the board of directors, and if the board of directors still remains on its opinion; in the first session of the general assembly, the issue will be raised and the decision of the general assembly in such cases shall be binding.



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However, this action will not prevent the implementation of the board of directors' decision until the meeting is held.

Article 17: The application of disciplinary decisions listed in Article 16 of this bylaw is adopted in the disciplinary committee as follows:

a. Board of Directors

b. The Violation Review Committee consists of the heads of the arbitration and dispute resolution committees, legal affairs and insurance, specialized committee in the field of member's activity or representatives approved by the aforementioned committees, the legal advisor of the association and the general secretary.

Note 1: The authorized representative or the lawyer of the violating company to should be invited to attend the disciplinary committee meeting.

Note 2: The scope of authority for the deciding committee is restricted to paragraphs 2,3&4, and board of directors decide about paragraphs 1 and 5.

Article 18: The members are committed to announce the criminal conviction of companies' managers which has deprived them from the aspect of social rights, especially in financial and economic affairs, via sending a version of the final award to the association.

Article 19: Members, whenever they were notified about the governmental authorities and officials business-related lawsuit against them, in order to preserve their union rights and to acquire legal protection of the association, announce it to the association as soon as possible.

Article 20: Using the association's logo in letterhead, companies' official emails and advertisements is compulsory to indicate the membership of the association.

This bylaw in 3 Chapters, 20 Articles, 12 Paragraphs and 2 Notes in date..... Is confirmed by Mr/Ms with the Managing Director position in company and the authority to sign and seal all pages.