



COMMONWEALTH  
TELECOMMUNICATIONS  
ORGANISATION

## ICT SECTOR MEMBERSHIP APPLICATION

### ORGANISATION'S DETAILS

Organisation's name	<input type="text"/>		
Street address	<input type="text"/>		
Mailing address	<input type="text"/>		
City	Postal/ZIP code	State	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Telephone	Fax	Website	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

### POINT OF CONTACT FOR THE CTO

First name	<input type="text"/>	Last name	<input type="text"/>
Position	<input type="text"/>		
Tel.	Mobile	(Optional)	Fax
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	<input type="text"/>		

### FINANCIAL DETAILS *Please attach the relevant financial statements.*

Annual turnover	2012	2013	2014
GBP (£) '000	<input type="text"/>	<input type="text"/>	<input type="text"/>

### ORGANISATION'S DESCRIPTION *Approximately 50 words description of the organisation.*

### EXPECTATIONS FROM THIS MEMBERSHIP

**How did you become aware of the opportunity to be a CTO member?**

CTO website     Email from CTO     CTO officer

Other .....

### SIGNATURE

*It is hereby confirmed that the functions and purposes of our organisation are compatible with the purposes of the CTO, and that our organisation conforms to the ethical standards set down in the CTO's Code of Ethical Guidelines overleaf.*

Full name       Position

Signature .....      Date .....

Return to: CTO, 64 - 66 Glenthorne Road, London, W6 0LR, United Kingdom, or email at [membership@cto.int](mailto:membership@cto.int)



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## APPLICABLE ANNUAL ICT SECTOR MEMBERSHIP FEES\*

ICT Sector Membership fees are calculated according to annual turnover of the applicant, as follows:

### **Non-Commonwealth countries**

Countries with a population of less than 100,000 or a GDP of less than £650 million: £5,000  
All other non-Commonwealth countries: £20,000

**International organisations:** £10,000

**Civil society organisations:** £5,000

### **Regulatory and specialised agencies, regional organisations, and industry**

Annual turnover of less than £100 million: £5,000  
Annual turnover over £100 million but less than £1 billion: £10,000  
Annual turnover of £1 billion or over: £20,000

\* Please note that effective admission, and subsequent yearly membership renewals are subject to payment of applicable annual fees.

## ADMISSION PROCESS

The admission process is defined as follows, in accordance with the CTO's Rules of Procedure:

- Step ① Council is notified upon receipt of duly submitted application form.
- Step ② Council has 30 days to raise any objection to the admission of the applicant as member.
- Step ③ If no objection, the applicant is invoiced for the applicable amount as described above.
- Step ④ Upon receipt of payment, applicant is admitted as member and notified accordingly.

## CODE OF ETHICAL GUIDELINES

The CTO as an organisation and our employees individually, aim to maintain the highest ethical standards. All our operations are based on integrity and transparency. We value the trust and confidence of our wider stakeholder network including members, employees, partners and, particularly, the people living in our member countries. We value diversity both at the workplace and across the Organisation.

We treat all our employees with respect and dignity; we recruit, promote and remunerate employees based on suitability, merit and inclusiveness, without discrimination, and provide them with opportunities for advancement. Both the CTO and our employees consider health and safety to be of paramount importance.

We will treat all our stakeholders including members and partners with respect, honesty and fairness. We will ensure good value and consistent quality in our services, and provide redress if a service is found to be lower than the agreed standards. The CTO and our employees will respect the property of our stakeholders including intellectual property.

We will form business relationships on the basis of objective criteria including adherence to ethical standards that are not lower than these standards. Payments to business partners will only be for actual services rendered. We impose strict rules on receipt of gifts or favours by employees from business partners; our employees will not solicit gifts or favours and will never accept money.

We will make a positive contribution to the communities in which we work while complying with applicable laws and regulations and being sensitive to local customs and conventions.

We will ensure the protection of employees in instances where compliance with our code of ethics endangers the reaching of financial or other targets.