



COMMONWEALTH  
TELECOMMUNICATIONS  
ORGANISATION

## MEMBERSHIP APPLICATION

This form should be used by government, national regulatory bodies and other specialised agencies, industry and civil society organisations to apply as either full member countries, affiliate member countries and ICT Sector members.

### ORGANISATION'S DETAILS

Organisation's name			
Street address			
Mailing address			
City	Postal/ZIP code	State	
Telephone	Fax	Website	

### POINT OF CONTACT FOR THE CTO

Title	First name	Last name	
Position			
Tel.	Mobile	(Optional)	Fax
Email			

### FINANCIAL DETAILS

Annual turnover in GBP (£) '000   
(from latest annual report)

Number of units of membership contribution

Please indicate in the space below the number of units of membership contribution your organisation is willing to pay annually e.g. 1, 3, etc (membership fees are based on a unit of membership contribution; see overleaf for full details).

### 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	<input type="text"/>	Position	<input type="text"/>
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 MEMBERSHIP FEES\*

Annual membership fees are based the unit of membership contribution (UMC; 1 UMC = £25,000), as follows:

Membership Category	Minimum Number of UMCs
<b>Full Member Countries</b>	
GDP > £650 million .....	1 unit (£25,000)
GDP < £650 million or Population < 100,000 .....	1/4 unit (£6,250)
<b>Affiliate Member Countries</b>	
GDP > £650 million .....	1 unit (£25,000)
GDP < £650 million or Population < 100,000 .....	1/4 unit (£6,250)
<b>ICT Sector Members</b>	
Annual turnover > £1 billion .....	1 unit (£25,000)
Annual turnover > £100 million but < £1 billion .....	1/2 unit (£12,500)
Annual turnover < £100 million .....	1/4 unit (£6,250)
<b>Academia</b> .....	1/10 unit (£2,500)

\* A member may choose to pay any number of UMCs in addition to the minimum level above. Please also note that effective admission, and subsequent yearly membership renewals are subject to the payment of annual membership 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 1 month 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. For the full version of our Code of Ethical Guidelines, go to [www.cto.int](http://www.cto.int)