



MEMBERSHIP POLICY OF CAMBODIAN WATER SUPPLY ASSOCIATION



BOARD OF DIRECTORS OF CAMBODIAN WATER SUPPLY ASSOCIATION

- ◆ has seen statute of Cambodian Water Supply Association, April 25, 2012
- ◆ according to comments from members of the association at General Assembly 2014, December 18, 2014
- ◆ according to the decision of the Board of Directors meeting, February 13, 2015

Decided

Article 1: Membership (According to Article 10 of Statute of the Association)

There are 2 categories of the association membership:

- ◆ **active members** are all water service providers, either individuals or legal entities who receive the license from the Ministry of Industry and Handicraft.
- ◆ **associate members** are individuals or legal entities who are involved or interested in field of water supply in Cambodia including material and chemical supplier, bank, NGO, and other business partners.

Article 2: Membership Registration (According to Article 10 and 11 of Statute of the Association)

Registration to be active members is opened to all individuals or legal entities who are water service providers in Cambodia and received the license from the Ministry of Industry and Handicraft.

Registration to be associate members is opened to all individuals or legal entities who are involved or interested in field of water supply in Cambodia including material and chemical supplier, bank, NGO, and other business partners.

The association encourages students or retired staff to register to be associate members by discount annual membership fee 80% for students and 100% for retired staff.

To be a member of the association, individuals or legal entities must meet the following conditions:

For active members:

1. individuals or legal entities who are water service providers in Cambodia and received the license from the Ministry of Industry and Handicraft;
2. completed and apply for active members, and comes with license; and
3. have paid for membership fee for at least 6 months.

For associate members:

1. individuals or legal entities who are involved in field of water supply in Cambodia;
2. completed and apply for associate members, and comes with photo 4x6 (1 piece) (and copy of institution establishment for legal entities);
3. were permitted to be member from association; and
4. have paid for membership fee for at least 6 months.

Article 3: Right of Member (According to Article 10 of Statute of the Association)

Active members can vote while the associate members cannot, but he/she can join and express his/her opinion in the association's general and extraordinary general assembly.

Article 4: Membership Fee

All members of the association have to pay for membership fee in every 6 months or annual to support the work of the association. Membership fees are defined by type and size of the water supply business as following:

1. individual associate member has to pay annually at least USD 50 (fifty US dollars);
2. Khmer legal entity associate member has to pay annually at least USD 200 (two hundred US dollars);
3. foreign legal entity associate member has to pay annually at least USD 300 (three hundred US dollars);
4. active member of micro water service provider, less than or equal to 750 connections, has to pay annually at least USD 130 (one hundred and thirty US dollars);
5. active member of small water service provider, from 751 to 1,500 connections, has to pay annually at least USD 180 (one hundred and eighty US dollars);
6. active member of medium water service provider, from 1501 to 3,000 connections, has to pay annually at least USD 300 (three hundred US dollars); and
7. active member of large water service provider, more than 3,000 connections, has to pay annually at least USD 500 (five hundred US dollars).

Members who pay a minimum annual amount as defined above will be able to get one more representative to get benefit of the association membership for payment of USD 100 (one hundred US dollars) plus the minimum payment.

Frist time payment of membership fee for new members will be determined depending members as following:

- ◆ first quarter (from January 1 to March 31) will be charged 100% of the total payment;
- ◆ second quarter (from April 1 to June 30) will be charged 75% of the total payment;
- ◆ third quarter (from July 1 to September 30) will be charged 50% of the total payment; and
- ◆ fourth quarter (from October 1 to December 31) will be charged 25% of the total payment.

Article 5: Benefit of Member of the Association

All members of the association will receive the following benefits:

Benefits of member	Associate Member		Active Member			
	Individual	Legal Entity	Micro	Small	Medium	Large
Connecting in association Network*						
◆ listed in Member Book of the association	✓	✓	✓	✓	✓	✓
◆ listed in material supplier and service list	✓	✓	-	-	✓	✓
◆ visit website for only members of the association	✓	✓	✓	✓	✓	✓
◆ receive quarterly Newsletter	✓	✓	✓	✓	✓	✓
◆ can have representative(s) who can receive benefit from membership **	1 person	2 people	1 person	1 person	2 people	3 people
◆ receive updates regarding the water sector	✓	✓	✓	✓	✓	✓
◆ participation in Annual General Assembly	✓	✓	✓	✓	✓	✓
Cooperation*						
◆ can ask to be a member of the Advisory Council of the association	-	✓	-	-	✓	✓
◆ can participate in the water supply team	-	✓	-	-	✓	✓
◆ business consultant on legal or technical issues	-	✓	✓	✓	✓	✓

◆ can participate in development programs with development partners	-	-	✓	✓	✓	✓
◆ attend annual water conference and other meeting	✓	✓	✓	✓	✓	✓
◆ can be asked to survey the need of capacity development	-	-	✓	✓	✓	✓
◆ can attend technical training in water sector	✓	✓	✓	✓	✓	✓
◆ can get an internship for technical student	-	✓	✓	✓	✓	✓
◆ can purchase or investment projects of the association	-	✓	✓	✓	✓	✓
Best Practice Document in Field of Water*						
◆ can ask for legal documents or standard related to water sector	-	-	✓	✓	✓	✓
◆ can ask for Standard Operating Procedure (SOP)	-	-	✓	✓	✓	✓
◆ can ask for good model for water supply	-	-	✓	✓	✓	✓
◆ annual reports index results	-	✓	✓	✓	✓	✓
Saving Money*						
◆ discount on other services or programs of the association	✓	✓	✓	✓	✓	✓
◆ discount on training program	✓	✓	✓	✓	✓	✓
◆ discount on the exhibition organized by the association	-	✓	-	-	✓	✓
◆ discount on advertising through the association	-	✓	-	-	✓	✓
<p>Note: *for only representatives of members specified in the letter assigned of members of the association</p> <p>** number of representatives can be increased one person by paying USD 100 plus the minimum payment.</p>						

Article 6: Loss of Membership (According to Article 13 of Statute of the Association)

Members of members may lose their membership in any cases of the following:

- ◆ resigning in writing and inform at least 1 week before⁹
- ◆ active members who lost their water supply business license issued by Ministry of Industry and Handcraft
- ◆ convicted of any crime imprisonment

- ◆ decision to withdraw from membership of Board of Directors' meeting by 50% plus 1 if a member violated the regulation and the decision of the association which cause damage to the interests of the entire association.

Article 7: Amendment

This membership policy is a living document; when the association grows and water supply sector changes, some articles of this policy can be amended to make this policy remains effectiveness in helping the performance of the association.

The association has to review the policy at least once in two years and make any adjustments in case of necessary. Any changes must be made in writing and approved by the Board of Directors of the association.

Article 8: Validation

All staffs and members of the association are required to comply with this membership policy from the date of signature of the president of Board of Directors.

Phnom Penh, date:.....

**The President of the Board of Directors
of Cambodian Water Supply Association**

CC:

- ◆ All members of the association
- ◆ All members of board of the association
- ◆ All staffs of the association

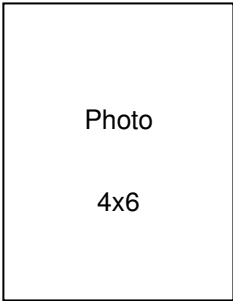
Mr. Un Yuthy

Attached Annex

Annex 1: Application Form for Active Member

Annex 2: Application Form for Associate Member

Annex 3: Delegation Letter



Application Form for Active Member

This application form is only for individual or legal entity who hold a water business permit from the Ministry of Industry and Handicraft (MIH).

Name of water supply:.....

Name (of person/company) in water business permit:

Name of owner/director: Gender:..... Age:.....

Contact Address:

.....

.....

Telephone:..... Mobile phone:..... Email:

Address of water station: Village.....Commune.....

District.....Province.....

Water business permit number:..... Issued date:.....

Number of village(s) in license area:village(s)

Number of latest connetions:connections

I am the owner/director of the above mentioned water supply. I would like to be an active member of **Cambodian Water Supply Association (CWA)** with the aim to promote the development of water supply sector in Cambodia. I agreed to follow the by-law of CWA and the decision made by the board of directors of CWA, and willing to pay the annual membership fees in the amount of USD..... (.....).

According to the above statement, I hope the managment team of CWA will kindly accept me to be an active member of the Cambodian Water Supply Association.

..... Date:.....

Signature and Seal

Owner/Director of the Water Supply

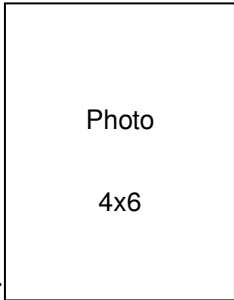
Attachment

- A Photo 4x6
- A photocopy of ID card
- A photocopy of license
- A delegation letter (if any)

Annex 2: Application Form for Associate Member

Application Form for Associate Member

Associate member is open to individual or legal entity who profession or interested in water sector in Cambodia and would like to be an associate member of Cambodian Water Supply Association.



Name (of person/organization):

Name of owner/director:Position..... (if organization)

Contact Address:

.....

.....

Telephone:..... Mobile phone:..... Email:

I am [individual/entity] which resident at of the above mentioned address. I would like to be an associate member of **Cambodian Water Supply Association (CWA)** with the aim to promote the development of water supply sector in Cambodia. I agreed to follow the by-law of CWA and the decision made by the board of directors of CWA, and willing to pay the annual membership fees in the amount of USD..... (.....).

According to the above statement, I hope the managment team of CWA will kindly accept me to be an active member of the Cambodian Water Supply Association.

..... Date:.....

Signature and Seal

Attachment

- A Photo 4×6
- A photocopy of ID card
- A photocopy of patent (for company) or letter from MOI/MOFA (for NGO)
- A delegation letter (if any)

Annex 3: Delegation Letter

Delegation Letter

Name:..... Gender:..... Age:.....

Owner/Director ofwater supply or organization

Address:

.....

Telephone numebr:..... Email:

Willing to pay annual membership fee USD.....(.....
.....)

I am please to authorize my representatives as following names to work with **Cambodia Water Supply Association** related to general work, meeting, or vote. The delegation of authority is effective from until the next notification.

N°	Name	Position	Phone	Email
1				
2				
3				
4				
5				
6				

According to the above mentioned, I hope the management team of the association will kindly accept my representatives.

..... Date:.....

Signature and Seal

Attachment

- A photo 4×6
- A photocopy of the ID card of the representative