

# Associate Membership Application



The American Chamber of Commerce in Japan [www.accj.or.jp](http://www.accj.or.jp)  
Masonic 39 MT Bldg. 10F, 2-4-5 Azabudai, Minato-ku, Tokyo 106-0041 Japan  
Membership Department  
Phone: (03) 3433-7304 Fax: (03) 3433-8454  
Email: [membership@accj.or.jp](mailto:membership@accj.or.jp)

Please send the completed and signed form (1-2 pages) to the Membership Department by email. Fields marked with an asterisk (\*) are required.

## Membership Category\*

- Individual Membership (IM)  
 Non-Resident Membership (N)

## Preferred Joining Month (MM/YYYY)\*: \_\_\_\_\_

Note: ACCJ Membership is billed on a calendar year basis. If you are joining in the middle of the year, we will issue an invoice for the prorated dues based on your preferred joining month. Application and payment must be received by the 20<sup>th</sup> of the previous month.

## Payment Method\*

- Credit Card (You will receive an email with the instructions for online credit card payment.)  
 Bank Transfer (You will receive a PDF invoice by email with the ACCJ's bank account information.)

Note: This is for your initial payment only. We do not have an automatic billing system. After you join, we will issue a monthly statement/invoice for any dues and fees incurred during the previous month and ask for payment upon receipt.

## Member Data

Salutation\*:  Mr.  Ms.  Dr.  Other: \_\_\_\_\_ Gender\*:  Male  Female  Prefer not to say  
First name\*: \_\_\_\_\_ Middle initial: \_\_\_\_\_ Last name\*: \_\_\_\_\_  
Preferred name (if different from above): \_\_\_\_\_

Email address for receiving ACCJ communications\*: \_\_\_\_\_  
Email address for Directory listing (if different from above): \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Alternate contact number: \_\_\_\_\_  Cellular  Phone  Fax

Home address\*  
Bldg. name/Floor/Room number: \_\_\_\_\_  
Street number: \_\_\_\_\_  
Street /Area/Ward: \_\_\_\_\_  
City: \_\_\_\_\_  
Prefecture/State: \_\_\_\_\_  
Country: \_\_\_\_\_  
Postal code: \_\_\_\_\_

Citizenship\*: \_\_\_\_\_ Date of birth (MM/DD/YYYY)\*: \_\_\_\_\_

English ability:  Fluent  Good  Minimal  None  
Japanese ability:  Fluent  Good  Minimal  None

Name of last school attended: \_\_\_\_\_  
Country: \_\_\_\_\_ Degree (list highest degree earned): \_\_\_\_\_

How did you hear about us? (Please check all that apply):  
 Introduced by member (member name): \_\_\_\_\_  
 Web search  Word of mouth  ACCJ Journal  ACCJ hosted/sponsored events  
 SNS (Please check:  Facebook  Twitter  LinkedIn  YouTube)  Other: \_\_\_\_\_  
Reasons for joining (e.g., Advocacy, Networking, Information): \_\_\_\_\_

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## Privacy Setting:

Do you want to show your direct contact details (home address and email address) to members in the Member Database in the member-only website? Failure to make any selection will default the choice as no.

- Yes     No

Note: The setting above will be reflected in the Member Database, but not in the annual Membership Directory. Since appearing in and receiving the Directory are considered to be important benefits of ACCJ membership, it is assumed that all members will want to have their contact information appear in the Directory. You will be contacted to confirm your listing for the Directory.

## Mailing Label Preferences:

The ACCJ sells adhesive mailing labels drawn from our member database for both member and non-member purchase. Would you like to be listed in ACCJ mailing labels and receive mailings? Failure to make any selection will default the choice as no.

- Yes     No

## Status of Residence\*

- I live outside Japan.  
 I live in Japan and (please select one below):  
     I am a Japanese citizen.  
     I am a permanent resident of Japan.  
     I hold a current resident visa to live/work/study in Japan.

## Certification\*

Pursuant to the requirements of the ACCJ Constitution and Bylaws, I hereby certify as follows (please check the box or provide information below):

- Except as detailed below, I have never been (i) convicted of a criminal offense; (ii) adjudicated bankrupt or insolvent; or (iii) disqualified or disbarred from membership of, or subject to any probation or disciplinary sanctions by, any professional, regulatory or other body or authority, that prevents me from performing any professional services.

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Note: The ACCJ Constitution requires that we confirm the eligibility of every Associate Membership every two years. The Membership Department will be contacting you to re-certify your status.

Please go to <http://www.accj.or.jp/privacy-policy> to see ACCJ Privacy Policy.

## Agreement <sup>1)</sup>

The undersigned, if and when accepted as a member, agrees to be bound by the Constitution and Bylaws of the Chamber. Further, the undersigned acknowledges having read and understood the ACCJ Privacy Policy as provided in this packet. As set forth in the Constitution and Bylaws, the undersigned also agrees that membership dues shall be paid annually, and fees, if any, shall be paid monthly upon receipt of an invoice from the ACCJ.

- I accept.\*

The ACCJ accepts electronic signatures. By checking the "I accept", you agree your electronic signature is the legal equivalent of your manual signature on this Agreement.

- I accept.

## Signature\*:

Date (DD/MM/YYYY)\*:

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Note: Unsigned applications will not be accepted. For more information about how to use electronic signatures, please see page 3.

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<sup>1)</sup> **ACCJ memberships renew automatically.** A member may resign or a membership may cancel its membership upon not less than 30 days' written notice submitted to the ACCJ. Until your written notice is received, your membership remains active and your membership dues will continue to accrue for the prorated month(s).

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## Membership Categories and Dues/Fees


Associate Membership
<b>Individual Membership</b> For individuals not representing companies or organizations Annual Dues: ¥75,000 Entrance Fee: ¥15,000
<b>Non-Resident Membership</b> Limited to individuals living outside a 100-kilometer radius of Tokyo, Nagoya, Osaka Annual Dues: ¥30,000 Entrance Fee: ¥15,000

## How to Electronically Sign PDF Forms

The ACCJ accepts electronic signature – an image of your signature overlaid on PDF forms. You can place an e-signature using several applications/software, and here are some examples.

**Windows:** Open the PDF form in Adobe Reader and click the Fill & Sign button  Fill & Sign ▾

**Mac:** Open the PDF form in Preview, click the Toolbox button  then click Sign 

**Tablets and Smartphones:** Download Adobe Fill & Sign, open the PDF form and tap the Signature button 

If you have trouble with e-signature, please print out the form, sign, and send us a scanned form.