

**MALAYSIA CHAMBER OF COMMERCE AND INDUSTRIES PHILIPPINES, INC.**  
**(MCCI)**  
**OFFICIAL MEMBERSHIP GUIDELINES**  
*Effective July 1, 2025*

**1. MEMBERSHIP CATEGORIES & FEES**

*A. Individual Membership*

- **Registration Fee (One-Time, First-Time Only):** ₱2,000
- **Annual Membership Fee:** ₱6,000 (*₱500 per month*)

*B. Corporate and Associate Membership*

- **Registration Fee (One-Time, First-Time Only):** ₱5,000
- **Annual Membership Fee:** ₱12,000 (*₱1,000 per month*)

**2. DOCUMENT REQUIREMENTS**

*A. Individual Membership*

- Accomplished membership application form
- Valid government-issued ID (Philippines) / Passport (For Foreigners/Malaysian)
- Résumé or professional profile
- 2×2 or passport-size photo

*B. Corporate and Associate Membership*

- Accomplished membership application form
- Business registration documents (SEC/DTI)
- Articles of Incorporation and By-Laws
- Latest General Information Sheet (GIS)
- Latest Business Permit
- BIR Certificate of Registration (Form 2303)
- Company profile and high-resolution logo
- Company ID of the company representatives
- Valid government-issued ID (Philippines) / Passport (For Foreigners/Malaysian) of the company representatives
- 2×2 or passport-size photo of company representatives

### 3. PRO-RATED ANNUAL FEES FOR NEW MEMBERS

New members joining MCCI within the calendar year will be charged a **pro-rated annual membership fee** based on the remaining months of the year from their joining date.

*Example: A member joining in July will pay for 6 months — ₱3,000 for Individual / ₱6,000 for Corporate.*

### 4. MEMBERSHIP RENEWAL PROCESS

- **Membership renewal notices will be issued every October.**
- Members are required to **renew and pay their annual membership fee on or before December 31** of the same year to remain in active status for the upcoming calendar year.
- Members who fail to renew by December 31 will be considered **lapsed** and must re-apply as **new members**, including payment of the one-time registration fee.

### 5. GENERAL TERMS

- All fees are **non-refundable** and **non-transferable**.
- Membership benefits, terms, and categories are subject to periodic review and may be updated by MCCI Membership Committee

For inquiries or clarifications, please contact the MCCI Secretariat at **malaysiachamberph@gmail.com**.