



# ATIF MEMBERSHIP

## BECOMING AN ATIF MEMBER



### **Submit a completed Nomination Form**

Complete a nomination form by inputting your own details, then requesting two existing members of ATIF nominate and second your application. ATIF can facilitate this for you.

01



### **Complete your interview with the General Manager**

The General Manager will interview to understand your business and its ability to meet the ATIF Code of Ethics which constitute the criteria to be eligible for membership.

02



### **Committee of Management decision**

Your application and interview outcome will be presented to the Committee of Management for a decision as to whether to admit you to membership or not.

03



### **Membership status advice**

Once a decision is made, we will advise you and next steps will be provided. This might include admission to membership, or a recommendation for supporter status.

04



# WHAT MEMBERSHIP INCLUDES

As a member you will receive the benefits and services provided by ATIF associated with membership. You must however also maintain compliance with the Code of Ethics, and you are obliged to permit review by ATIF of your systems to verify your compliance.

Your ATIF Membership includes:

- Access to ATIF education sessions and resources
- Member bulletins and direct, member exclusive alerts
- Consolidated industry information that can be used to inform your business decisions
- Advocacy on behalf of industry to relevant Government bodies or industry regulators
- Application of the ATIF logo on the member's website and publications
- Ability to participate in the governance of ATIF (AGMs, SGMs, resolutions relating to ATIFs activities).
- Eligibility to be elected to the Committee of Management
- Annual visits

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## Membership Pricing

Member Pricing is dependent on the number of locations of your business.

Membership pricing structure:

|                                       |                |
|---------------------------------------|----------------|
| <b>Membership Price (single site)</b> | <b>\$3,300</b> |
| <b>Each additional site</b>           | <b>\$1,100</b> |

# THE ATIF CODE OF ETHICS

ATIF members must comply with the below code of ethics in order to maintain their membership status:

ATIF members will source their timber and timber products from lawful and well managed forests and plantations. ATIF members recognise that the independent qualification of forests and the process chain is the most useful tool in providing assurances that the timber they handle comes from lawful and well managed forests.

ATIF members will develop and encourage the adoption of processes that can verify legality through dealings with suppliers and other stakeholders in supplier countries.

Evidence of a lawful timber and timber products may include

- Documentation verifying that timber has been harvested in accordance with the laws of the country of origin.
- Documentation that timber sourced is compliant with supplier country Government endorsed forest management systems and/ or codes.
- Documentation that verifies compliance with a recognised forestry management or certification scheme and/ or third party certification scheme.

In addition to the Code of Ethics the ATIF requires its members to:

1. Provide courteous, prompt, efficient and friendly service.
2. Adopt pricing policies that are fair and competitive.
3. Provide specialist advice to others in the timber supply chain.
4. Guarantee that timber and timber products are sold as specified (species, size, grade, moisture content, quality and functionality).
5. Conform with recognised industry standards and practices.
6. Provide a safe working environment for employees.
7. Ensure there is no trading in conflict timber

# NOMINATION FORM

## Appendix 1

(Rule 4.2)

### APPLICATION FOR MEMBERSHIP OF ASSOCIATION

**AUSTRALIAN TIMBER IMPORTERS FEDERATION INCORPORATED**  
(incorporated under the *Associations Incorporation Act 1984*.)

I,.....  
(full name of applicant)

of.....  
(address)

.....hereby apply to become a  
(occupation)

member of the abovenamed incorporated Association. In the event of my admission as a member, I agree to be bound by the rules of the Association for the time being in force.

.....  
Signature of applicant

Date.....

I,..... a member for the Association,  
(full name)

nominate the applicant, who is personally known to me, for membership of the Association.

.....  
Signature of proposer

Date.....

I,..... a member for the Association,  
(full name)

second the nomination of the applicant, who is personally known to me, for membership of the Association.

.....  
Signature of seconder

Date.....

ATIF members are detailed on the **ATIF website**  
**atif.asn.au**

|   |  |
|---|--|
| <b>Company Name</b>   |  |
| <b>Primary Address</b>  |  |
| <b>Primary Contact Name &amp; Title</b>                           |  |
| <b>Primary Contact Email &amp; Mobile Number</b>                  |  |
| <b>Site addresses for branches (attach if space insufficient)</b> |  |

**ATIF holds events and provides information targeted to member employees in different roles. Please advise of any other employee you wish to be added to mailing lists for the following functional roles**

|                                   |   |
|-----------------------------------|---|
| <b>Function</b>                   | <b>Full details - Name, title, email, mobile.<br/>Feel free to attach a directory if space insufficient</b> |
| CFO/Finance                       |   |
| ILPA/Modern Slavery Due Diligence |   |
| Management                        |   |
| Procurement                       |   |
| Safety                            |   |
| Human Resources                   |   |