

AFTA

Association of Temping and Outsourcing Agencies *Membership Document*

1. *Introductory notations*
 2. *Membership form*
 3. *Terms and Conditions*
 4. *Authorisation of Designated Representative*
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Introductory Notations

Scope & Mission

Our mission at AFTA is to promote ethical standards, good governance, fair treatment and transparency in the temping and outsourcing sectors. We are committed to be a dedicated, independent and specialised association and to work in favour of our fully licensed members.

We advocate for positive change by engaging with stakeholders and decision-makers, offering expert recommendations that strengthen industry integrity. Our goals are to prevent the exploitation of employees, unregulated practice and to foster an industry that values integrity, protects workers and contributes to a healthy and ethical labour market. Through collaboration with stakeholders, we work to create a temping industry that is responsible, sustainable, trustworthy, and socially responsible for the benefit of all.

Important Preambles

- Membership fees will be utilised to for the set up and general administration of the Association;
- The Association will be registered with MBR, have a statute, an official website, hold annual general meetings and extraordinary meetings as required;
- The Association is non-profit making. A financial report will be presented at the Annual General meeting, and available for review any time and upon request;
- All council members will work for the better good of the industry and have no remuneration or other forms of benefits. They will also have to declare any conflicts of interests that they may have;
- The Association will represent all temping and outsourcing agencies regardless of size since the scope is to create a responsible, sustainable, trustworthy, and socially responsible for the benefit of all;
- Direct consultation meetings will be held with all paid up members to ensure that the association is preparing; reflecting and addressing the issues and challenges that directly impact such members.

Association of Temping & Outsourcing Agency

Application Form for Association Membership

Company Information:

- Company Name: _____

- Company Address: _____

- Phone Number: _____ Email Address: _____

- License Number (Temping and Outsourcing): _____

- Date of Issuance of License: _____ License Expiry Date: _____

Company Designated Representative:

Name: _____ Surname: _____

ID Card: _____ Mobile: _____

Designation: _____ E-Mail: _____

Membership Fee

First Year Membership Fee: €500

For applicants joining the association before December 2024, the membership is valid until December 2025.

Renewal Fee: €150

Renewal fees are invoiced in advance and will cover the full calendar year from January to December.

Bank Details:

Beneficiary Name:

IBAN:

Terms and Conditions

1. Eligibility:

Applicants must hold an active and valid license for temporary staffing and outsourcing services. Incomplete or inaccurate information may result in rejection of the application.

2. Application Process:

The application will be submitted to the association's Ethics Committee for vetting. After the vetting process is complete, the Ethics Committee will make a recommendation, and the final approval will be subject to the association's council.

3. License Revocation:

In the event that a member's license is revoked, the member shall be temporarily suspended until any appeal process is complete. If the revocation is confirmed, the member will be automatically expelled from the association.

4. Court Proceedings or Ethical Breach:

If a member is subject to any court proceedings, criminal investigations, or is found to have committed an ethical breach, the member will be temporarily suspended and referred to the Ethics Committee for review.

5. Payment and Renewal Terms:

Membership fees must be paid in full before membership can be activated or renewed. Renewal fees will always cover the full calendar year (Jan-Dec), and failure to pay on time will result in automatic suspension of membership.

6. Non-Transferability of Membership:

Membership is granted to the individual or company listed in the application and is non-transferable without the written consent of the association.

7. Resignation from the Association:

Members may resign by providing written notice to the association. However, no refunds of membership fees will be given for resignations occurring before the end of the membership period.

8. Compliance with Association Code of Conduct:

All members must comply with the association's Code of Conduct, which may be updated from time to time. Non-compliance may lead to suspension or expulsion from the association, depending on the severity of the breach.

9. Company Designated Representative:

The member company shall appoint one (1) Designated representative that may be eligible to attend and vote on behalf of the company. If the designated representative is not a director, a signed below declaration from the company director is required authorising the designate representative to represent the company.

10. Data Protection and Privacy:

The association will use the personal and company information provided solely for the purpose of managing membership and communication. The data will not be shared with third parties without the member's consent, unless required by law.

11. Governing Law:

This agreement and all matters arising out of or related to it shall be governed by the laws of Malta.

Acknowledgment

I, the undersigned, certify that the information provided in this application is true and complete to the best of my knowledge. I have read and agree to the terms and conditions of membership as outlined above.

- Signature of Applicant: _____

- Date: _____

For internal use:

- Date of Application Received: _____

- Vetting Outcome: _____

- Recommendation from Ethics Committee: _____

- Council Approval (Yes/No): _____

Authorisation of Designated Representative

Dear General Secretary,

In accordance with the membership clause which states, "The member company shall appoint one (1) Designated representative that may be eligible to attend and vote on behalf of the company. If the designated representative is not a director, a signed declaration from the company director is required authorising the designated representative to represent the company," we hereby authorise the following individual to act as our Designated Representative:

Designated Representative Details:

- **Full Name:** _____
- **Position:** _____
- **Contact Information:** _____
- **Email Address:** _____
- **Phone Number:** _____

This authorisation grants the Designated Representative full authority to attend meetings, participate in discussions, and cast votes on behalf of _____ in all matters related to the association.

I, the undersigned, confirm that I am a Director of _____ and duly authorised to provide this declaration on behalf of the company.

If you require any further information or documentation, please do not hesitate to contact us.

Sincerely,

Name:
Director