

# RULES GOVERNING FEES

## IVAM E.V.



**updated on May 07, 2024**

**The rules governing fees are based on the articles of Association of IVAM e.V.**

1. Membership fees are due annually. The amount of the fee is set in accordance with the number of employees working for the company in the previous year. (Full time equivalent)
2. Members joining during the year pay the yearly fee in proportion rounded up to full months.
3. The membership starts upon receipt of the membership fee payment.
4. Please note that a one-time admission fee will be charged.
  - 4.1. Full members pay an admission fee to the amount of the first regular annual fee.
  - 4.2. Junior members and trial members are exempt from paying the admission fee.
5. Every year in November IVAM will ask for the number of employees in order to calculate the payment for the next year. These declarations need to be handed in to IVAM by December 31 of every year.
6. Membership fees are due by January 31 every financial year. If desired, a monthly debit of the fee can also be agreed. In this case, a surcharge of 10% of the fee will be added.
7. When the payment deadline assessed in 6 is exceeded, a fee of 50 € for the first payment reminder and 100 € for the second payment reminder will be charged.
8. The calculation for the annual fee is based on the following formula:
  - 8.1. Full members:
    - Companies: 280 € multiplied by the root of the number of employees ( $280 \times \sqrt{\text{number of employees}}$ )
    - Research institutes: 650 €
    - Natural persons: corresponding to a company with one employee
    - statutory corporations and public institutions, associations and chambers: 750 €
  - 8.2. The fee for a trial membership is double the fee for full members. The fee shall be calculated quarterly in advance. If the trial membership is converted into a full membership, the double amount shall be credited against the admission fee.
  - 8.3. Student members: 25 €.
  - 8.4. Subscribing members: free.
9. The membership of a full member inter se is held by the specific business division. The fee amount depends on the number of employees of the specific business department which holds the rights and duties of the membership. In this case 50 employees will be set as the base. Exceptions result if the total number of employees is less than 50 for a full membership.
10. All fees under 4., 7. and 8. are free of value added tax (VAT).