

STEP-BY-STEP GUIDE TO ESTABLISHING AN ICT COUNCIL/CHAPTER

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Welcome to the Journey of ICT Development!

We're excited to present this comprehensive guide designed to assist you in forming an ICT Council or ICT Chapter under the National ICT Confederation of the Philippines (NICP). Inside, you'll find practical steps, key insights, and essential requirements to successfully create a collaborative platform that drives ICT growth and innovation in your community.

I. About NICP

The **National ICT Confederation of the Philippines (NICP)** is a national organization that promotes Information and Communications Technology (ICT) development across the country. NICP is composed of various ICT

councils/chapters that act as catalysts for ICT-enabled growth in their localities. These councils/chapters bring together key stakeholders from the government, academe, and private sector to collaborate in promoting ICT investments, industry growth, and innovation at the local level.

NICP plays a critical role in capacity-building, policy advocacy, and networking. Through its nationwide network of ICT councils/chapters, the organization drives digital transformation initiatives, supporting the Philippines' vision to become a global hub for ICT and Business Process Management (BPM). NICP provides a platform for collaboration, knowledge-sharing, and partnership between local government units (LGUs), academic institutions, and private industries.

II. Creation of ICT Council/ICT Chapter

A. ICT Council/Chapter Creation Process

ICT Councils/Chapters may be established through participation in an **Institutional Development (InDev)** program conducted either by the **Department of Information and Communications Technology (DICT)** or the **National ICT Confederation of the Philippines**. This is an essential first step to understanding the operational dynamics and requirements of setting up a local ICT council/chapter.

An ICT Council/Chapter can be created and formalized through one of the following means:

- **Securities and Exchange Commission (SEC) Registration** (for private sector-led councils/chapters.)
- **Executive Order/Resolution/Ordinance** issued by a local government unit (for government-led councils/chapters).

B. Legal Entity Requirements

ICT Councils/Chapters must have legal recognition and be formally constituted either through:

- **SEC Registration** for councils primarily led by private sector organizations.
- **Executive Order/Resolution/Ordinance** issued by the Local Government Unit (LGU) for government-led councils.
- **Organized as a Chapter under NICP**

B. 1. Steps to Register a Non-Stock, Non-Profit Organization with the SEC

1. **Verify Corporate Name:** Ensure that the name you choose for your organization is unique and not already in use by another entity. You can check the availability of the name through the SEC's online system.
2. **Prepare Articles of Incorporation:** Draft the Articles of Incorporation, which include important details such as the organization's name, purpose, principal office address, term of existence, names and addresses of incorporators, and other necessary information
3. **Draft By-Laws:** Create the by-laws of the organization, which outline the rules and regulations governing its operations, membership, meetings, and other organizational matters
4. **Appoint Incorporators:** You need at least five incorporators, with the majority being residents of the Philippines. Ensure that each incorporator has a valid Tax Identification Number (TIN) from the Bureau of Internal Revenue (BIR)
5. **Submit Application for Registration:** File the Articles of Incorporation and by-laws with the SEC through their online system or over-the-counter. Pay the required registration fee
6. **Pre-Processing and Review:** The SEC will review your application and documents to ensure compliance with legal requirements. This may include verification of the corporate name, incorporation details, and other necessary information.
7. **Final Review and Approval:** Once the pre-processing and review are complete, the SEC will conduct a final review of your application. If everything is in order, the Regional Director will approve and sign the registration documents
8. **Issuance of SEC Registration Certificate:** After approval, the SEC will issue a Certificate of Incorporation, officially recognizing your non-stock, non-profit organization.
9. **Post-Registration Requirements:** After receiving the Certificate of Incorporation, you may need to fulfill additional requirements, such as

registering with other government agencies and obtaining necessary permits and licenses.

B.2 Through an Executive Order or Ordinance

Steps to Create a Council through an Executive Order

1. **Identify the Need:** Determine a council's need and purpose within the city or municipality.
2. **Draft the Executive Order:** Prepare a draft of the Executive Order, including the council's name, purpose, structure, and any other relevant details.
3. **Consult with Legal Advisors:** Review the draft with legal advisors to ensure compliance with local laws and regulations.
4. **Approval by the Mayor:** Submit the draft to the Mayor for approval. The Mayor will review and sign the Executive Order.
5. **Publication:** Publish the Executive Order in a local newspaper or official bulletin to inform the public.
6. **Implementation:** Begin the implementation of the organization as outlined in the Executive Order.

Steps to Create an Organization through an Ordinance

1. **Identify the Need:** Determine the need for the organization and its purpose within the city or municipality.
2. **Draft the Ordinance Proposal:** Prepare a draft of the ordinance, including the organization's name, purpose, structure, and any other relevant details.
3. **Consult with Legal Advisors:** Review the draft with legal advisors to ensure compliance with local laws and regulations.
4. **Legislative Process:** Submit the draft to the city or municipal council for review. The ordinance will go through several readings and public hearings.
5. **Approval by the Council:** The council will vote on the ordinance. If approved, it will be sent to the Mayor for approval.
6. **Mayor's Approval:** The Mayor will review and sign the ordinance.
7. **Publication:** Publish the ordinance in a local newspaper or official bulletin to inform the public.
8. **Implementation:** Begin the implementation of the organization as outlined in the ordinance.

Sample Executive Order:

EXECUTIVE ORDER NO. [XX-XXXX]

CREATING THE [CITY/PROVINCE] ICT COUNCIL AND PROVIDING FOR ITS COMPOSITION AND FUNCTIONS

WHEREAS, Information and Communications Technology (ICT) is vital to fostering economic growth, promoting innovation, improving government services, and driving the digital transformation of the [City/Province];

WHEREAS, Republic Act No. 11337, also known as the **Innovative Startup Act**, provides benefits and programs that support the establishment and development of startups and startup enablers in the Philippines, which the ICT Council/Chapter can promote and support;

WHEREAS, Republic Act No. 11293, also known as the **Philippine Innovation Act**, mandates the government to foster innovation in local industries and services to ensure inclusive development and global competitiveness, a core function of the ICT Council/Chapter;

WHEREAS, the creation of an ICT Council/Chapter in [City/Province] will further promote ICT-related initiatives, investments, and innovation, ensuring that the [City/Province] contributes to and benefits from the country's broader ICT and innovation strategies;

NOW, THEREFORE, I, [Mayor/Governor Name], by virtue of the powers vested in me by the laws of the Republic of the Philippines, hereby order as follows:

SECTION 1: Creation and Composition

The [City/Province] ICT Council, hereinafter referred to as the **Council**, is hereby created and shall be composed of representatives from the following sectors:

- **Government:** Representatives from the Local Government Unit (LGU) and relevant national government agencies.
- **Private Sector:** Business leaders and industry stakeholders from ICT-related industries.
- **Academe:** Representatives from universities, colleges, and educational institutions.

SECTION 2: Officers

The Council shall be led by the following officers:

- **Chairperson:** The Chairperson shall be the **[Mayor/Governor]** of [City/Province].
- **Co-Chairperson:** The Co-Chairperson shall be elected from among the private sector representatives.

- **Secretary:** *The Secretary, who is part of the Secretariat, shall be appointed by the Chairperson or chosen by the Council.*
- **Treasurer:** *The Treasurer shall be elected from among the members of the Council and shall oversee financial matters, including the budget allocation from the LGU.*

SECTION 3: Committees

The following standing committees shall be formed to ensure the effective operation of the Council:

- **Executive Committee:** *Responsible for the overall strategic direction of the Council and decision-making between meetings.*
- **Membership Committee:** *In charge of recruiting new members from the government, private sector, and academe. It will also oversee member retention and engagement.*
- **Ways and Means Committee:** *Focuses on identifying sources of funding and generating additional resources for the Council's activities.*
- **Program Committee:** *Organizes and manages the ICT-related programs, events, workshops, and other initiatives of the Council.*
- **Other Committees:** *As identified by the Council based on specific needs, including a **Startup and Innovation Committee** to support initiatives under RA 11337 and RA 11293.*

SECTION 4: Secretariat

*The **Secretariat** shall provide administrative and operational support to the Council and its committees. The Secretariat shall either consist of volunteers or be hired personnel, depending on the needs and resources of the Council.*

The duties and responsibilities of the Secretariat include:

- *Preparing meeting agendas, minutes, and reports.*
- *Assisting in the coordination of programs, events, and activities organized by the Council.*
- *Managing communication between the Council members, NICP, and external stakeholders.*
- *Ensuring compliance with all requirements set forth by the NICP, including the submission of reports.*
- *Maintaining records of the Council's activities, membership, and financial accounts.*

SECTION 5: Annual Budget and Funding

*An annual budget shall be allocated by the **[Local Government Unit (LGU)]** to support the operational expenses of the Council. This budget shall include, but not be limited to:*

- *Payment for membership dues to the **National ICT Confederation of the Philippines (NICP)**.*
- *Funding for the Council's programs, events, and initiatives.*

- *Compensation for the Secretariat (if applicable).*

*The **Ways and Means Committee** is authorized to identify additional funding sources, including partnerships, grants, and sponsorships, to ensure the sustainability of the Council's operations.*

SECTION 6: Reports and Planning

The Council shall:

- *Conduct an **annual planning workshop** to define its goals, priorities, and action plans for the year.*
- *Submit **quarterly reports** to the NICP detailing its activities, financial status, and accomplishments.*

The Council shall also align its programs with the mandates of RA 11337 (Innovative Startup Act) and RA 11293 (Philippine Innovation Act), ensuring the local ICT ecosystem supports innovation and startups.

SECTION 7: Effectivity

This Executive Order shall take effect immediately upon signing and remain in force unless amended or repealed by a subsequent Executive Order.

*Signed this **[Date]**, at **[City/Province]**, Philippines.*

[Signature of Mayor/Governor]

[Mayor/Governor's Name]

[City/Province]

Sample Resolution:

Republic of the Philippines

[City/Province Name]

[City/Province Council]

RESOLUTION NO. [XX-XXXX]

A RESOLUTION ESTABLISHING THE [CITY/PROVINCE] ICT COUNCIL AND PROVIDING FOR ITS CREATION, COMPOSITION, OFFICERS, COMMITTEES, SECRETARIAT, BUDGET, REPORTING, AND EFFECTIVITY

WHEREAS, the advancement of Information and Communications Technology (ICT) is essential for the economic growth, innovation, and modernization of local government operations, business processes, and public services in [City/Province];

WHEREAS, Republic Act 11337, or the **Innovative Startup Act**, and Republic Act 11293, or the **Philippine Innovation Act**, mandate support for innovation,

startups, and the development of local industries through the promotion of ICT-enabled initiatives;

WHEREAS, the creation of an ICT Council in [City/Province] will facilitate a collaborative platform among the local government, the private sector, and the academe to promote ICT development, drive digital transformation, and attract ICT investments;

NOW, THEREFORE, on motion of [Councillor's Name], duly seconded, be it resolved as it is hereby resolved by the [City/Province Council], to enact this Resolution:

SECTION 1: Creation of the [City/Province] ICT Council

There is hereby created the **[City/Province] ICT Council**, which shall serve as a tripartite advisory and coordinating body tasked with promoting ICT development and innovation in [City/Province].

SECTION 2: Composition

The [City/Province] ICT Council shall be composed of representatives from the following sectors:

- **Government:** Representatives from the Local Government Unit (LGU), including the Office of the Mayor/Governor, and other relevant government agencies.
- **Private Sector:** Representatives from ICT-related businesses, startups, and industry associations.
- **Academe:** Representatives from universities, colleges, and educational institutions engaged in ICT education and research.

SECTION 3: Officers

The Council shall be led by the following officers:

- **Chairperson:** The Chairperson shall be the **[Mayor/Governor]** of [City/Province].
- **Co-Chairperson:** The Co-Chairperson shall be elected from among the private sector representatives.
- **Secretary:** The Secretary shall be appointed by the Chairperson or elected by the Council from among its members.
- **Treasurer:** The Treasurer shall be elected by the Council from among its members and shall be responsible for managing the Council's finances, including its budget allocation from the LGU.

SECTION 4: Committees

To ensure the effective implementation of its programs, the Council shall form the following standing committees:

- **Executive Committee:** Responsible for overall governance, decision-making, and strategic direction of the Council.

- **Membership Committee:** Oversees the recruitment of new members and ensures engagement of representatives from the government, private sector, and academe.
- **Ways and Means Committee:** In charge of identifying funding sources and generating additional resources for the Council’s programs and initiatives.
- **Program Committee:** Responsible for planning, organizing, and executing ICT-related programs, events, and activities.
- **Other Committees:** As deemed necessary by the Council, additional committees may be formed, such as a **Startup and Innovation Committee** to support local startups and innovation programs in line with Republic Act 11337 and Republic Act 11293.

SECTION 5: Secretariat

The Council shall establish a **Secretariat**, which will serve as the administrative and operational arm of the Council. The Secretariat may consist of volunteers or hired personnel, depending on the needs and resources of the Council. The Secretariat shall perform the following duties:

- **Administrative Support:** Prepare and maintain meeting agendas, minutes, reports, and other documents.
- **Event Coordination:** Assist in the planning and organization of programs, workshops, and events initiated by the Council.
- **Communication and Liaison:** Manage communications between the Council members, the National ICT Confederation of the Philippines (NICP), and other stakeholders.
- **Documentation:** Maintain records of the Council’s activities, decisions, financial transactions, and membership.
- **Compliance:** Ensure that the Council submits all required reports to the NICP and other relevant entities in a timely manner.

SECTION 6: Annual Budget and Funding

The **[City/Province] Local Government Unit (LGU)** shall allocate an annual budget to support the operations of the ICT Council/Chapter. This budget shall cover, but not be limited to:

- Operational expenses of the Council and its Secretariat.
- Payment for membership dues to the National ICT Confederation of the Philippines (NICP).
- Costs related to programs, events, training, and capacity-building activities organized by the Council.

The **Ways and Means Committee** is authorized to identify and secure additional funding sources, including partnerships with private sector entities, grants, sponsorships, and donations.

SECTION 7: Reporting and Planning

The Council shall:

- Conduct an **Annual Planning Workshop** to define its strategic goals, priorities, and action plans for the year.
- Submit **Quarterly Reports** to the NICP and the LGU detailing the Council’s activities, financial status, and progress toward achieving its objectives.
- Ensure that its programs align with national policies, including the promotion of innovation and support for startups, as outlined in Republic Act 11337 and Republic Act 11293.

SECTION 8: Effectivity

This Resolution shall take effect immediately upon approval and shall remain in force unless amended or repealed by a subsequent Resolution.

Approved this **[Date]**, at **[City/Province]**, Philippines.

[Signature of Vice-Mayor/Vice-Governor]

[Vice-Mayor/Vice-Governor’s Name]

[City/Province]

Attested by:

[Signature of Council Secretary]

[Council Secretary’s Name]

Sample Ordinance:

Republic of the Philippines

[City/Province]

[City/Province Council]

ORDINANCE NO. [XX-XXXX]

AN ORDINANCE ESTABLISHING THE [CITY/PROVINCE] ICT COUNCIL AND PROVIDING FOR ITS COVERAGE, CREATION, COMPOSITION, OFFICERS, COMMITTEES, SECRETARIAT, BUDGET, REPORTS, AND PLANNING

WHEREAS, the advancement of Information and Communications Technology (ICT) is vital to fostering economic growth, enhancing innovation, and improving public services and local governance in [City/Province];

WHEREAS, Republic Act No. 11337, otherwise known as the **Innovative Startup Act**, and Republic Act No. 11293, or the **Philippine Innovation Act**, mandate government support for innovation, entrepreneurship, and the development of ICT-related industries to promote inclusive growth and global competitiveness;

WHEREAS, the creation of an ICT Council will serve as a platform for collaboration among the government, private sector, and academe in promoting ICT development and attracting investments in [City/Province];

NOW, THEREFORE, BE IT ORDAINED by the [City/Province Council] in session duly assembled:

SECTION 1: Title

This Ordinance shall be known as the "**Ordinance Creating the [City/Province] ICT Council.**"

SECTION 2: Coverage

This Ordinance shall apply to all individuals, organizations, and entities within the jurisdiction of [City/Province] involved in ICT-related activities and services, including but not limited to startups, businesses, government agencies, and educational institutions.

SECTION 3: Definition of Terms

For the purpose of this Ordinance, the following terms are defined as follows:

- **Information and Communications Technology (ICT):** Refers to technologies that provide access to information through telecommunications, which includes the internet, wireless networks, cell phones, computers, software, and other communication mediums.
- **ICT Council:** A tripartite body created under this Ordinance composed of representatives from the government, private sector, and academe tasked with promoting ICT development and innovation in [City/Province].
- **Innovative Startup:** As defined in Republic Act No. 11337, any business entity operating in the Philippines with the goal of developing an innovative product, process, or business model.
- **Philippine Innovation Act:** Republic Act No. 11293, which outlines the government's role in fostering innovation to achieve sustainable and inclusive growth.

SECTION 4: Creation of the [City/Province] ICT Council

The **[City/Province] ICT Council** is hereby created and shall serve as an advisory and coordinating body to promote the development of ICT initiatives, programs, and investments in [City/Province].

SECTION 5: Composition

The [City/Province] ICT Council shall be composed of the following:

- **Government Sector:** Representatives from the Local Government Unit (LGU) including the Office of the Mayor/Governor and relevant national government agencies.
- **Private Sector:** ICT industry representatives, entrepreneurs, and business associations involved in ICT-related ventures.
- **Academe:** Representatives from local educational institutions, colleges, universities, and research organizations.

SECTION 6: Officers

The Council shall be led by the following officers:

- **Chairperson:** The **[Mayor/Governor]** of [City/Province], who will serve as the presiding officer of the Council.
- **Co-Chairperson:** A representative from the private sector elected by the members of the Council.
- **Secretary:** The Secretary shall be appointed or elected by the members and shall oversee the administrative functions of the Council.
- **Treasurer:** The Treasurer shall be elected from among the members and shall manage the Council's funds and financial resources.

SECTION 7: Committees

To ensure the effective functioning of the Council, the following committees are hereby created:

- **Executive Committee:** Responsible for providing overall leadership and strategic direction to the Council. It shall make key decisions between regular meetings.
- **Membership Committee:** Tasked with recruiting new members from the government, private sector, and academe, and ensuring active participation.
- **Ways and Means Committee:** In charge of identifying funding sources and generating additional financial resources for the Council's programs and activities.
- **Program Committee:** Oversees the planning and implementation of the Council's programs, events, and activities related to ICT development.
- **Other Committees:** Additional committees may be created by the Council based on specific needs, such as a **Startup and Innovation Committee** to support local entrepreneurs and startups in alignment with the goals of Republic Act No. 11337 and Republic Act No. 11293.

SECTION 8: Secretariat

The **Secretariat** shall be established to support the administrative and operational functions of the Council. The Secretariat may consist of volunteers or paid staff, depending on the resources available. The duties and responsibilities of the Secretariat include:

- **Administrative Support:** Managing meeting schedules, preparing agendas, and documenting minutes and reports.
- **Coordination:** Assisting in the organization of programs, workshops, and events.
- **Communication:** Serving as the point of contact between Council members and stakeholders, including the National ICT Confederation of the Philippines (NICP).
- **Documentation:** Maintaining records of the Council's activities, decisions, and financial statements.
- **Compliance:** Ensuring timely submission of reports to the NICP and relevant local or national authorities.

SECTION 9: Annual Budget and Funding

The Local Government Unit (LGU) of [City/Province] shall allocate an annual budget for the operations of the ICT Council/Chapter. This budget shall cover:

- Operational costs of the Council and its Secretariat.
- Payment for membership dues to the National ICT Confederation of the Philippines (NICP).
- Funding for programs, workshops, and capacity-building activities.
- Additional resources for projects related to the promotion of ICT and innovation.

The **Ways and Means Committee** shall also identify and secure supplementary funding through partnerships, grants, sponsorships, and other revenue-generating activities.

SECTION 10: Reports and Planning

The Council shall be responsible for:

- Conducting an **Annual Planning Workshop** to set its objectives, priorities, and action plans for the year.
- Submitting **Quarterly Reports** to the NICP and the LGU, outlining its activities, financial status, and accomplishments.
- Aligning its programs and activities with national policies, particularly those under Republic Act No. 11337 and Republic Act No. 11293, to promote innovation and digital entrepreneurship.

SECTION 11: Effectivity

This Ordinance shall take effect immediately upon approval and shall remain in force unless repealed or amended by subsequent ordinances or laws.

Enacted this **[Date]** at **[City/Province]**, Philippines.

[Signature of Mayor/Governor]

[Mayor/Governor's Name]

[City/Province]

Attested by:

[Signature of Council Secretary]

[Council Secretary's Name]

B. 3. Steps to Organize a Chapter under NICP

Phase 1: Preliminary Planning

1. Conduct Initial Research and Needs Assessment

- Identify the needs of the ICT community in your locality (e.g., opportunities for ICT growth, business concerns, education sector challenges, etc.).
- Check if there are existing ICT-related organizations in your area and explore potential partnerships or alignments.

2. Form a Core Group or Steering Committee

- Recruit initial members composed of ICT leaders, professionals, business representatives, educators, and local government representatives.
- Assign roles within the committee (e.g., Chairperson, Secretary, Treasurer).

3. Coordinate with NICP Leadership

- Reach out to the **NICP Secretariat** for guidelines, requirements, and assistance.
- Request templates for by-laws and membership structures (if available).



Advantage for a Chapter Member:

- No need to complete the process for SEC Registration
- The council may use the NICP Official Receipt/Service Invoice for transaction
- Only a minimal admin fee will be collected from each Chapter.

Phase 2: Legal and Structural Formation

4. Draft the Chapter's Constitution and By-laws

- Align your chapter's objectives with NICP's mission and vision to support ICT growth in the Philippines.
- Define the membership structure (e.g., individual members, corporate partners, institutional members).
- Establish organizational policies, election procedures, terms for officers, and meeting protocols.

5. Register the Organization

C. Application for NICP Membership

To formally become part of the NICP, the ICT Council/Chapter must submit the following documents to the **NICP Membership Committee** for review and approval:

1. **Letter of Intent:** Expressing the council's intention to join NICP and outlining its goals.
2. **Executive Order/Resolution/Ordinance:** For government-led councils.
3. **SEC Registration:** For councils led by the private sector.

The NICP Membership Committee will review the documents for completeness and correctness. Upon satisfactory review, the committee will recommend the approval of the application to the **NICP Board**.

Sample Letter of Intent

[Date]

The Membership Committee
National ICT Confederation of the Philippines (NICP)
[Address of NICP]
[City, Province, Postal Code]

Dear Members of the NICP Membership Committee,

Subject: Letter of Intent to Join the National ICT Confederation of the Philippines (NICP)

We, the members of the [City/Province] ICT Council or NICP [City/Province] Chapter, respectfully submit this Letter of Intent to formally express our desire to join the National ICT Confederation of the Philippines (NICP). Our council is committed to advancing the growth and development of Information and Communications Technology (ICT) in our locality and contributing to the nationwide ICT and innovation agenda.

Goals of the [City/Province] ICT Council/Chapter:

1. **Promote Local ICT Innovation and Investment**
We aim to foster a dynamic and innovative ICT ecosystem in [City/Province] by encouraging investments in digital infrastructure, supporting local startups, and creating a conducive environment for ICT-related industries such as Business Process Outsourcing (BPO) and Knowledge Process Outsourcing (KPO).
2. **Support Digital Transformation in Government and Businesses**
Our Council is committed to driving digital transformation initiatives in both the public and private sectors by promoting the adoption of modern

technologies, digital literacy programs, and ICT capacity-building for local industries and the workforce.

3. **Enhance Collaboration Among Government, Academe, and Private Sector**

As a tripartite council, we seek to strengthen collaboration between the local government, educational institutions, and businesses to create a well-rounded ICT ecosystem that aligns education and training programs with the needs of the ICT industry.

4. **Promote Inclusive Growth through ICT**

Our council's mission is to ensure that the benefits of ICT development reach all sectors of society, especially marginalized groups. We plan to initiate programs that focus on digital inclusion and provide opportunities for underserved communities to participate in the digital economy.

5. **Leverage National Policies and Programs for Local Development**

We are committed to aligning our initiatives with national programs such as Republic Act 11337 (Innovative Startup Act) and Republic Act 11293 (Philippine Innovation Act) to enhance innovation and entrepreneurship in our locality.

6. **Collaborate with NICP for National and International Linkages**

Through our membership in NICP, we seek to expand our network and gain access to national and international resources, partnerships, and best practices. We look forward to participating in NICP's programs and activities and contributing to its mission of strengthening the ICT sector across the Philippines.

Required Documents

In line with our application, we have enclosed the following required documents for your review:

1. **Letter of Intent** (this document).
2. **[Executive Order/Resolution/Ordinance or SEC Registration]**.
3. **List of Officers and Members.**

We respectfully request your favorable review of our application. We believe that by becoming part of NICP, we will be able to further our mission of advancing ICT as a key driver of economic growth, innovation, and inclusive development in [City/Province]. We are committed to upholding the values and objectives of the NICP and look forward to contributing to the collective success of the organization.

Should you require additional information or documents, please do not hesitate to contact us. We are more than willing to provide any further details necessary to facilitate our membership process.

Thank you for your kind consideration. We look forward to a fruitful partnership with NICP.

Sincerely,
[Name of Chairperson]
Chairperson

D. Approval and Oath Taking

The **NICP Board** shall make the final decision to approve or deny the application. Once approved, the ICT Council/Chapter is required to:

- **Take an Oath** of membership in an official NICP activity or event.

This ceremony formally inducts the council/chapter into the NICP and signifies its commitment to actively participating in the NICP’s activities and mission.

E. Classification of Membership

Members are classified as either ACTIVE or INACTIVE. An ACTIVE member is one who has paid their membership fee and annual dues, and is eligible for nomination and voting. Conversely, an INACTIVE member is one who has not fulfilled these financial obligations

Policy:	Establishment of ICT Council/Chapter	Version 2
Status:	For Review	October 14, 2024