

## EPSM Membership Fee Rules

Status: 01. January 2018

For all EPSM members, the following rules do apply:

1. The annual membership fee is Euro 1 400,- for a full year and in case of new members proportional Euro 166,67 per month for each started month of the membership.
2. The annual membership fee will be due for all members that are voting or non-voting members effective on 1<sup>st</sup> January of each year.
3. For members that cancel their membership during a year, the full annual membership fee will still be due. There will be no refund and no proportional calculation of the membership fee.

Only in case of cancellation of a membership and financial hardship of the former member (like high costs for closing a business), the former member can apply in writing to the EPSM board for a waiver of the outstanding membership fee. Two members of the EPSM board will decide on giving this waiver and will inform all members.

4. The membership fee will be invoiced in January of each year. The due date will be app. 4 weeks after the invoice date and will be printed on the invoice.
5. All changes to a member's billing information, especially any changes in the billing address or contact person, have to be send without delay by the member to [office@EPSM.eu](mailto:office@EPSM.eu) .
6. In case a member needs a "Purchase Order number" or similar item on the invoice, the member has to send this number by e-mail to [office@EPSM.eu](mailto:office@EPSM.eu) until Dec15th of the preceding year.
7. The membership fee is payable in full amount the Euro account of the EPSM. In case of non-Euro credit transfers, the sender has to pay the transaction cost (e.g. SWIFT cost option for the sender: "OUR").
8. The membership fee is a "true membership fee" according to EU and German tax laws. It will be invoiced without VAT.
9. According to the bylaws of EPSM, membership is continuously valid. Therefore, an active, written cancellation (by paper, fax, or scanned pdf-file per email) is needed to cancel the EPSM membership.
10. In case an EPSM membership invoice will not be paid in time, a typical collection process will be started: 1<sup>st</sup> step: an e-mail-based "Informal Reminder", 2<sup>nd</sup> step: a paper-based "First Formal Reminder", 3<sup>rd</sup> step: a paper-based "Second Formal Reminder" 4<sup>th</sup> step: a paper-based "Third and Last Formal Reminder", as final step by decision of the EPSM board: exclusion from the EPSM according to the bylaws, afterwards optional transfer to a professional collection specialist.

Approved by the EPSM members at the EPSM Annual General Meeting, Copenhagen, 29<sup>th</sup> June 2017.