



MEMBERSHIP APPLICATION FORM

1. Name of Organization

2a Contact / Office Address

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2b. Branch if any

3. Telephone No / E - mail Address

4. Year of Registration with Corporate Affairs Commission

(Attach copy of Certificate, including Form 2)

5. Year of Registration / Number with TOPREC

(Attach copy of Certificate)

6. Name(s) of Partner(s) / Director(s) and Professional Qualifications / Affiliations

a.

b.

c.

7. Firm's Areas of Specialization / Corporate Competence:

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8. Corroborators (2): This must be by Principal/Managing Partners of Firms registered by
ATOPCON

8a. Name of 1st Corroborator

Registered Company

ATOPCON Membership No

Signature of 1st Corroborator & Date.....

8b. Name of 2nd Corroborator

Registered Company

ATOPCON Membership No

Signature of 2nd Corroborator & Date.....

9. Staff of the Organisation (Professional):

S/No	Name	Qualification(s)	Designation	Status (Full/Part Time)
i				
ii				
iii				
iv				
v				

(Use additional sheet, if necessary)

10. Some Major Projects Undertaken by the Organisation (List them, indicating the nature, value client and year)

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(Use additional sheet, if necessary)

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Signature of Principal Partner

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Date

11. Branch Chairman Attestation

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(Use additional sheet, if necessary)

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Signature of Branch Chairman

.....

Date

ASSOCIATION OF TOWN PLANNING CONSULTANTS OF NIGERIA (ATOPCON)

Instructions for Completing the Membership Application Form

- i. The Application Form should be submitted in duplicate.
- ii. A member of the National EXECUTIVE council SHOULD NOT sponsor an Application;
- iii. All information contained in the Application Form, except signature must be typewritten;
- iv. The two (2) Head of firms (corroborators) whose principal / managing partners are sponsoring an application must be up - to - date in their financial obligations to ATOPCON.
- v. Two (2) Photostat copies each of all relevant (educational, professional and registration) certificates and receipt of purchase of Membership Application Form must be submitted with the Application Form;
- vi. The two (2) corroborators MUST authenticate any additional sheet(s) used in the completion of the Application Form, particularly concerning Sections 9 and 10.
- vii. Two (2) passport size photographs of the head of firm making an application MUST be attached to the Application form

Important Documents to accompany the Membership Application Form

1. Educational documents of at least one of the RTP Partners of the firm listed in section 6 of the Membership Form (if any);
2. CAC Certificate of Registration (including CAC Form C02 and C07)
3. Evidence of purchase of membership application form (N 40,000)
4. Photocopy of TOPREC Certificates of Head of Firm and other RTPs who may be listed in section 6 as Directors or Partners;
5. Photocopy of NITP Membership Certificates of Head of Firm and other RTPs who may be listed in section 6 of the Membership Form as Directors or Partners;
6. Photocopy of the firm's TOPREC certificate;
7. Photocopy of Memorandum and Article of Association (for a Limited Liability Company)

Form Cost Fourty Thousand Naira only

Account Name: Association of Town Planning Consultants of Nigeria

Account Number: 2007701582

Banker: First Bank of Nigeria