

**APPLICATION FORM**  
**for**  
**ORDINARY MEMBER**

Acting on behalf of \_\_\_\_\_

I hereby apply for affiliation to the Association of Business Service Leaders in the Czech Republic as an Ordinary Member.

I declare that I have acquainted with the aims, tasks and rules of the Association provided for in its Articles of Association. I shall actively participate in the Association's activities, observe the statute and by-laws, as well as pay membership fees on time.

The applicant's contact details are presented below:

1. The legal person's name \_\_\_\_\_
2. ID No. (IČO) \_\_\_\_\_
3. Registered seat \_\_\_\_\_
4. Correspondence address \_\_\_\_\_
5. Contact person \_\_\_\_\_
6. Telephone no. \_\_\_\_\_
7. E-mail \_\_\_\_\_

Place \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
signature  
name, surname and the position of the signatory, seal

\_\_\_\_\_  
signature  
name, surname and the position of the signatory, seal

## SUPPLEMENTARY INFORMATION

The Ordinary Members of the Association may include legal entities operating Shared Services and Business Outsourcing Industry in the Czech Republic.

Decisions on admitting members are made by the Board of Directors following the review of the candidate concerned. The candidate which applies for the membership in the Association should submit an application form.

The Management Board may refuse to admit the candidate. In case of refusal, the applicant is entitled to appeal against the refusal to the General Meeting, within 30 days of the date of delivery of the refusal. A resolution of the General Meeting which allows the appeal shall substitute for the Management Board's decision.

## ABSL QUESTIONNAIRE:

Questions		Answers	
<b>Name:</b>			
<i>Official Name of the Company:</i>			
<i>Also Known As:</i>			
<b>Country of Origin:</b>			
<b>If a subsidiary of another company, or part of a group, group's name:</b>			
<b>Legal Entity Address and Key Data:</b>			
<i>Street:</i>			
<i>House Number:</i>			
<i>Postal code:</i>			
<i>City:</i>			
<i>Main Phone:</i>			
<i>Website:</i>			
<b>Correspondence Address, if different:</b>			
<i>Street:</i>			
<i>House Number:</i>			
<i>Postal code:</i>			
<i>City:</i>			
<b>Head of Center:</b>			
<i>Last Name:</i>			
<i>First Name:</i>			
<i>Position:</i>			
<i>Email Address:</i>			
<i>Office Phone:</i>			
<i>Mobile Phone:</i>			
<b>Contact Person, if different from above:</b>			
<i>Last Name:</i>			
<i>First Name:</i>			
<i>Position:</i>			
<i>Email Address:</i>			
<i>Office Phone:</i>			
<i>Mobile Phone:</i>			
<b>Center location(s) – city:</b>			
<b>Year of establishing activities in CZ:</b>			
<b>Office Profile:</b>		<b>Yes / No</b>	<b>Number of employees:</b>
<i>Shared Service Center (internal clients):</i>			
<i>Outsourcing Center (external clients):</i>			
<b>Scope of services (described in table no. 1):</b>		<b>Yes / No</b>	<b>Number of employees:</b>
<i>Finance &amp; Accounting:</i>			
<i>HR:</i>			
<i>Procurement:</i>			
<i>Customer Service, excl. IT Support:</i>			
<i>Financial Services:</i>			
<i>Decision Support &amp; Knowledge Process Outsourcing:</i>			
<i>IT:</i>			
<i>Research &amp; Development (incl. Software D.):</i>			
<i>Other – please describe:</i>			
<b>Total Center Employment (current):</b>			

Table no. 1: Detail scope of services – description:

Area	Detail scope
Finance & Accounting	Accounts Payable
	Travel & Expenses
	Accounts Receivable, incl. Credit Management, Order Capture, Invoicing, Cash Application, Collections, Master Data, Disputes
	General Accounting, incl. Journals, Reconciliations, Fixed Assets, Cost Accounting, Inter-company reporting
	Financial Planning and Analysis
	Treasury and Cash Management
	Taxation
HR	Recruitment to Reporting
	Rewards & Recognition
	Employee Data Reconciliations & Disbursements
	Payroll
	Incentive Program
	Taxation
	Time & Attendance
Procurement	Category Spend Management
	Purchase to Pay Processes
	E Sourcing Factory
	Tactical & Strategic Support
	Supplier Management
	Inventory Management Fulfilment
Customer Service, excl. IT support	Customer Care
	Contact Centre
	Business Process Help Desk
	Order Management
	Telemarketing
Financial Services	Banking Services
	Insurance Services
	Investment Services
	Foreign Exchange Services
	Other Financial Services
Knowledge Process Outsourcing	Business Research and Analysis
	Market Data Management and Analysis
	Documentation Content Management
	Legal and Patent Services
	Any other knowledge- and information-intensive services requiring domain expertise (other than IT)