



General Secretariat (SG)

Geneva, 12 October 2021

Ref: **DM 21/1023**
Contact: Mr Christopher Clark
E-mail: membership@itu.int

To all exempted entities

Subject: **Request for ITU membership fee exemption for the coming four-year period: 2024-2027**

Dear Madam/Sir,

Thank you for your participation in ITU. The purpose of this letter is to request confirmation of your organization's interest in continuing its ITU membership with fee exemption as we prepare documentation for the last Council session of the current 4-year cycle.

Due to its status as a regional/international organization, and based on the principle of reciprocity, your organization was exempted from ITU membership fees by the ITU Council. According to the procedures established by ITU Council, exemptions granted are valid until the following Plenipotentiary Conference.

If your organization would like to be included in the list to be submitted to Council at its session in March 2022 for potential membership fee exemption, we invite you to formally request exemption status for the 2024-2027 period by replying to this letter by 15 November 2021, incorporating the letter template provided in Annex 1. The criteria for exemption, revised by Council 2017, are available [here](#).

Thank you in advance for your cooperation.

Yours faithfully,

[original signed]

Houlin ZHAO
Secretary-General

Annex: (Letter template)

LETTER TEMPLATE:

REQUEST FOR FEE EXEMPTION FOR THE COMING FOUR-YEAR PERIOD: 2024-2027

Dear Secretary-General,

According to the procedures and criteria established by ITU Council, we kindly request exemption from ITU fees and other financial contributions.

In support of our request, we have attached information addressing all 6 of the points listed below:

1. Documentation confirming our legal status as a not-for-profit regional/international organization dealing with telecommunication matters (including articles of incorporation);
2. Location of our headquarters and other offices;
3. List of our members, their location and confirmation of their status as non-profit organizations;
4. Website address and updated email contact information, including my executive office and focal point for ITU;
5. Most recent annual report [and/or other reports on the activities of the organization]; and, a
6. Description of previous ITU engagement, including ITU participation in our activities, and our involvement in ITU and associated benefits for our respective organizations, as well as any planned activities for the future.

In addition, we recognize and commit to making arrangements to meet the requirement of your Council that ITU be invited to participate in our meetings free of charge and that ITU will have access to the relevant documentation.

Lastly, [Name of organization] commits itself to:

- Support in general the purposes and basic activities of the Sector(s) of which it wants to become a Sector Member (or Associate);
- Follow the rules and procedures of the ITU specified in the Constitution and Convention and other relevant resolutions and decisions of the ITU Conferences and Council;
- Accept the Secretary-General's action of deleting the organization from the list of Sector Members and Associates, in accordance with the criteria and procedures established by the Council, or in case the organization or the Member concerned has denounced its participation.

[Salutations and Signature of Organization Head