



# Sri Lanka Energy Managers Association

## Guidelines to Application for Membership

### Corporate Member

#### ***Eligibility:***

Corporate Membership is open to any person who possesses a minimum educational qualification equivalent to the National Diploma in Technology awarded by a recognized university in Sri Lanka or any other qualification awarded by a recognized institution acceptable to SLEMA, and one or more of the following qualifications;

- a) Graduate of any Energy Planning, Management & Conservation course sponsored by the Ministry of Power and Energy and/or any other local or foreign organization recognized as a suitably qualified organization to hold such a training course.
- b) Person who is involved in the design and/or implementation of Energy Management programmes.
- c) Person with training and/or experience in Energy Planning, Conservation and Management related activities.

#### ***Application Procedure:***

1. Application forms should be filled accurately and in full.
2. All applications should be proposed and seconded by two corporate members of SLEMA and the proposer should verify the details given by the applicant in items [4], [5], [6], [9], [13] and [14].
3. Applications should be submitted with the following
  - a. Relevant fees (refer Membership Fees Table).
  - b. A copy of the certificate of the highest educational qualification
  - c. A copy of certificate(s) of training programs on energy attended by the applicant
  - d. A written report titled "Experience in Energy Management and Related Work" typically of five pages, but not exceeding ten pages, that best describes the applicant's practical application of energy management skills in one or many of the following areas:
    - Energy efficiency
    - Renewable energy
    - Rural energy
    - Energy financing
    - Energy economics
    - Teaching energy and related courses in Universities and technological institutions
    - Work done for a higher degree in energy such as a research project

Note: Please note that the above report must be factually accurate, grammatically correct and well presented. If these are not satisfactory, SLEMA will be compelled to reject the application and any re-submissions will be entertained only after one year from the original submission.

4. If the above submissions are found to be satisfactory, SLEMA will invite the applicant for an interview. During the interview, the applicant should fulfil the following:
  - a. Submit the original certificate of the highest educational qualification (a copy of which was submitted with the application) for the inspection of the interview panel.
  - b. Submit the original certificate(s) of training programs on energy, attended by the applicant (of which copies were submitted with the application), for the inspection of the interview panel.
  - c. Successfully defend the contents of the report “Experience in Energy Management and Related Work” submitted with the application.

## **Life Member**

### ***Eligibility:***

Life Membership is open to any member who is eligible to be a Corporate Member, and Life Members are exempted from the annual membership payment by paying the once and for all life membership payment as specified in the Membership Fees Table.

### ***Application Procedure:***

Application procedure is the same as for Corporate Membership.

## **Associate Member**

### ***Eligibility:***

Associate Membership is open to anyone who possesses a minimum educational qualification equivalent to the National Diploma in Technology or any other qualification awarded by a recognized institute acceptable to SLEMA.

### ***Application Procedure:***

1. Application forms should be filled accurately and in full.
2. All applications should be proposed by a corporate member of SLEMA and the proposer should verify the details given by the applicant in items [4], [5], [6], [9], [13] and [14].
3. Applications should be submitted with the relevant fees (refer Membership Fees table).

## **Companions**

### ***Eligibility:***

Companionship is open to any one who is not eligible for any of the above membership categories but, whose interest and expertise can contribute to the achievement of objectives of the Association as deemed by the Board of Directors.

### ***Application Procedure:***

1. Application forms should be filled accurately and in full.
2. All applications should be proposed by a corporate member of SLEMA and the proposer should verify the details given by the applicant in items [4], [5], [6], [9], [13] and [14].
3. Applications should be submitted with the relevant fees (refer Membership Fees table).

### **Membership Fees**

As of 1<sup>st</sup> January 2008, following fees apply:

	Entrance fee (Rs)	Annual subscription (Rs)	Life Membership (Rs)
Corporate Member	400.00	400.00	4,000.00
Associate Member	300.00	200.00	
Companion	300.00	200.00	
Institutional member		4,000.00	

### **Submission of Application**

Application submissions can be mailed/hand delivered to the following address:

The Joint Secretaries  
Sri Lanka Energy Managers Association  
29, Fairfield Gardens  
Colombo 8, Sri Lanka



# SRI LANKA ENERGY MANAGERS ASSOCIATION APPLICATION FOR MEMBERSHIP

**Application for:**

New membership

Upgrading

Present Membership No

**Application Category:**

Associate

Corporate

Companion

[1] Name of Applicant \_\_\_\_\_

[2] Private Address \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_ e-mail: \_\_\_\_\_

[3] Date of Birth \_\_\_\_\_ Age: \_\_\_\_\_ Yrs.

[4] Academic Qualifications

_____	Initial of Proposer
_____	
_____	

[5] Professional Qualifications

_____	Initial of Proposer
_____	
_____	

[6] Qualifications for SLEMA membership (refer Guidelines to Application for Membership, details to be given under [12], [13] and [14])

_____	Initial of Proposer
_____	
_____	

[7] Name and address of present employer

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[8] Present Position \_\_\_\_\_  
Working From (Date): \_\_\_\_\_  
Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_ e-mail: \_\_\_\_\_

[9] Please give a brief description of your present duties and responsibilities

_____	Initial of Proposer
_____	
_____	
_____	
_____	

[10] Address for Communication (Private/Official)

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Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_ e-mail: \_\_\_\_\_

[11] Previous employment

Organization	Position	From	To

[12] Details of Energy Conservation and Management programs followed by the applicant

Program	From	To

[13] Details of any Energy Conservation/Management Programs the applicant has been involved in. (Please state the specific responsibilities of the applicant and the benefits accrued to the organization)

_____	Initial of Proposer
_____	
_____	
_____	
_____	

[14] Other experience in energy conservation/management activities

_____	Initial of Proposer
_____	
_____	
_____	
_____	

[15] Any other relevant information in support of the application

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

[16] Proposer

Name of Corporate Member \_\_\_\_\_

Present Position \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

[17] Seconder

Name of Corporate Member \_\_\_\_\_

Present Position \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**[18] Declaration by the applicant**

I, the undersigned hereby apply for membership in the Sri Lanka Energy Managers Association as a Corporate/ Associate/ Companion\* Member and undertake to abide by the constitution and by-laws of the Association.

I am enclosing cash / cheque payable to **“Sri Lanka Energy Managers Association”** for Rs. \_\_\_\_\_ as an entrance fee and Rs. \_\_\_\_\_ as my annual subscription for \_\_\_\_\_ year(s)/ life membership.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

For Official use only

I.

Date received						
Payment included	Yes	No	Cheque		Cash	
Amount (Rs)						
If Cheque Payment, Cheque No./ Bank						
Receipt No.						
Acknowledgment letter						
Submissions acceptable						
Interview date						
Approval date						
Minutes confirmed						
Acceptance letter						
Computer feeding						

II

Date of approval			
Approval of Membership Panel	Panel	Name	Signature
	Chairman		
	Member		
	Member		
Signature of the President			
Class of membership			