



# *IBCA International Business Credential Association*

## Membership Application Form

Thank you for your interest in joining IBCA. This application form is for prospective Members (importers and suppliers). Please complete all applicable sections and submit with the required supporting documentation.

IBCA sets voluntary industry standards for IOR (Importer of Record) compliance capability, helping importers transform regulatory obligations into structured, auditable operations.

### \*\* IMPORTANT DISCLAIMER— Before You Begin

IBCA is not a customs broker, law firm, accounting firm, or professional advisory institution. Membership does not constitute an endorsement of your products, services, or compliance status. All compliance responsibility remains with the importer and their licensed professionals. Review of this application typically takes 15 – 30 business days.

---

### Section 1 — Application Type (Membership)

#### A. Membership Application

For importers, suppliers, and companies seeking IOR compliance capability building.

Associate Member — Tier 1: Compliance Cold Start

Compliance gap scan, IOR Enablement Playbook, UBO/anti-fraud structure review, training access, baseline documentation templates.

Certified Supplier Member — Tier 2: Governance Evidence

All Associate benefits plus Cloud Control Plane access, SKU Gate, IAL WORM Evidence Layer, Business Integrity Certificate eligibility, Digital Credit Passport framework, priority compliance advisory.

---

### Section 2 — Organization Information

#### 2.1 Legal Entity Details

Legal Entity Name: \_\_\_\_\_

DBA / Trade Name (if different): \_\_\_\_\_

Country of Incorporation: \_\_\_\_\_

State of Incorporation (if U.S.): \_\_\_\_\_



Date of Incorporation: \_\_\_\_\_

Entity Type:  Corporation  LLC  Partnership  Sole Proprietor  Other

EIN / Tax ID Number: \_\_\_\_\_

DUNS Number (if available): \_\_\_\_\_

SAM.gov Registration (if applicable):  Yes  No  In Progress

CAGE Code (if applicable): \_\_\_\_\_

## 2.2 Principal Office Address

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State / Province: \_\_\_\_\_

ZIP / Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_

## 2.3 U.S. Operational Presence (if headquartered outside U.S.)

U.S. Registered Agent Name: \_\_\_\_\_

U.S. Registered Agent Address: \_\_\_\_\_

U.S. Business Address (if different): \_\_\_\_\_

U.S. Phone Number: \_\_\_\_\_

## 2.4 Primary Contact Person

Full Name: \_\_\_\_\_

Title / Position: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Preferred Language:  English  Chinese (Mandarin)  Other \_\_\_\_\_

## 2.5 Secondary / Billing Contact (optional)

Full Name: \_\_\_\_\_

Title / Position: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## Section 3 — Business Profile

### 3.1 Industry Operations

Primary Industry Sector: \_\_\_\_\_



Number of Employees:  1 - 10  11 - 50  51 - 200  201 - 500  500+

Annual Revenue Range (USD):  <\$1M  \$1M - \$5M  \$5M - \$25M  \$25M - \$100M  \$100M+

Years in Operation: \_\_\_\_\_

Website URL: \_\_\_\_\_

### 3.2 Geographic Scope (Check all that apply)

Primary Markets Served:

- United States (domestic)  Canada  Taiwan  China (Mainland)  
 Southeast Asia  Europe  Latin America  Other

U.S. States with Active Operations or Economic Nexus:

\_\_\_\_\_

### 3.3 Brief Description of Business Activities (200 words max)

Summarize your core business, products/services, and relevance to cross-border trade compliance:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Section 4 — IOR Compliance Profile (Members Only)

### 4.1 IOR Status & Structure

Current IOR Status:

- Self-filing IOR  Using third-party IOR  Transitioning  Not yet established

Customs Broker of Record: \_\_\_\_\_

Customs Broker License Number: \_\_\_\_\_

Average Monthly Import Entries: \_\_\_\_\_

Primary HS Code Categories: \_\_\_\_\_

### 4.2 Compliance Readiness Self-Assessment

Indicate current status for each compliance area:

Compliance Area

- |                                                   |                                                                                                     |
|---------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| UBO (Ultimate Beneficial Ownership) documentation | <input type="checkbox"/> In Place <input type="checkbox"/> Partial <input type="checkbox"/> Not Yet |
| Anti-fraud controls / declarations                | <input type="checkbox"/> In Place <input type="checkbox"/> Partial <input type="checkbox"/> Not Yet |
| BAA (Buy American Act) compliance framework       | <input type="checkbox"/> In Place <input type="checkbox"/> Partial <input type="checkbox"/> Not Yet |
| UFLPA supply chain evidence / due diligence       | <input type="checkbox"/> In Place <input type="checkbox"/> Partial <input type="checkbox"/> Not Yet |



- OFAC sanctions screening procedures  In Place  Partial  Not Yet
- Section 301 tariff management protocols  In Place  Partial  Not Yet
- De minimis threshold compliance tracking  In Place  Partial  Not Yet
- Sales tax / economic nexus multi-state management  In Place  Partial  Not Yet
- SOPs for customs declarations / entries  In Place  Partial  Not Yet
- Record retention/evidence archiving (WORM or equivalent)  In Place  Partial  Not Yet
- CPA-endorsed financial statements  In Place  Partial  Not Yet
- IOR responsibility boundary documentation  In Place  Partial  Not Yet

4.3 Compliance Goals

What are your primary objectives for joining IBCA? Check all that apply:

- Establish foundational IOR compliance framework (Cold Start)
- Formalize governance and automate compliance workflows
- Build immutable evidence chain (IAL WORM Evidence Layer)
- Obtain Business Integrity Certificate for buyer due diligence
- Develop Digital Credit Passport for financing and insurance
- Access RFP database and government procurement opportunities
- Participate in training and compliance workshops
- Transition from DDP model to self-operated U.S. IOR entity
- Other: \_\_\_\_\_

Section 5 — Ownership Integrity Disclosure

5.1 Ultimate Beneficial Ownership (UBO)

List all individuals who directly or indirectly own 25% or more of the applicant entity, or who exercise significant control over the entity.

Full Legal Name _____	Full Legal Name _____
Nationality _____	Nationality _____
Ownership % _____	Ownership % _____
Type of Control _____	Type of Control _____
PEP Status _____	PEP Status _____

OFAC Clear? <input type="checkbox"/> Yes <input type="checkbox"/> No	OFAC Clear? <input type="checkbox"/> Yes <input type="checkbox"/> No
(PEP = Politically Exposed Person. Type of Control: e.g., <input type="checkbox"/> Direct Ownership, <input type="checkbox"/> Indirect Ownership <input type="checkbox"/> Board Control <input type="checkbox"/> Voting Rights.)	(PEP = Politically Exposed Person. Type of Control: e.g., <input type="checkbox"/> Direct Ownership, <input type="checkbox"/> Indirect Ownership <input type="checkbox"/> Board Control <input type="checkbox"/> Voting Rights.)

\*\*If more than two over 25% use additional sheet in the same format and attached with application



### 5.2 Conflict of Interest Disclosure

Do any of your owners, directors, or officers have a financial interest in, or serve as a director/officer of, any other IBCA member, partner, or service provider?

Yes  No

If yes, please describe: \_\_\_\_\_

### 5.3 Compliance History

Any customs penalties or seizures in the past 5 years?  Yes  No

If yes, provide details (date, authority, resolution): \_\_\_\_\_

Any active or pending government investigations?  Yes  No

Any denied export/import privileges?  Yes  No

## Section 6 — Required Supporting Documentation

### 6.1 Main Documents

Certificate of Incorporation / Formation / Articles of Organization  Attached  To Follow

(LLC) or Bylaws UBO Statement (CPA-endorsed preferred)

Anti-Fraud Declaration / Controls Statement  Attached  To Follow

Government-issued ID of authorized signer  Attached  To Follow

W-9 (U.S. entities) or W-8BEN-E (foreign entities)  Attached  To Follow

Proof of U.S. business address (if applicable)  Attached  To Follow

### 6.2 Additional Document — Check When Applied

Evidence of customs brokerage arrangement / IOR designation  Attached  To Follow

Evidence of logistics arrangements supporting BAA-aligned operations  Attached  To Follow

CPA-endorsed financial statements (most recent fiscal year)  Attached  To Follow

Existing compliance SOPs or governance documentation  Attached  To Follow

SAM.gov registration confirmation (if applicable)  Yes  No



Section 7 — Declarations, Terms & Signature

7.1 Applicant Declarations

By submitting this application, the undersigned authorized representative declares and acknowledges:

1. All information provided in this application is true, accurate, and complete to the best of my knowledge. I understand that any material misrepresentation may result in denial of application or termination of membership.
2. I understand that IBCA is a nonprofit trade association and is not a customs broker, law firm, accounting firm, insurance company, or professional advisory institution.
3. IBCA membership does not guarantee customs clearance, tax outcomes, regulatory approval, contract awards, or specific financial returns.
4. All compliance responsibility remains with my organization and our licensed professionals. IBCA provides compliance frameworks, standards, and coordination — not case-specific professional advice.
5. I authorize IBCA to conduct a document-based compliance review of the information and materials submitted with this application.
6. I acknowledge that AI tools within the IBCA ecosystem operate under the "No Commanded Decision" principle — AI recommends, humans sign off. No AI system is authorized to make binding compliance decisions.
7. I agree to comply with IBCA's Bylaws, Membership Terms, Code of Conduct, and applicable policies as amended from time to time.
8. I consent to the collection and processing of the information provided in this application for the purpose of membership evaluation, in accordance with IBCA's Privacy Policy.

7.2 Anti-Fraud Acknowledgment

I hereby declare that neither my organization, its owners, directors, nor officers are currently subject to debarment, suspension, or denial of export/import privileges by any U.S. government agency, and that our organization is not owned or controlled by any person or entity on the OFAC Specially Designated Nationals (SDN) list or other applicable sanctions lists.

7.3 Signature

Printed Name of Authorized Signer: \_\_\_\_\_

Title / Position: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

-----



#### Submission Instructions

1. Complete all applicable sections of this form.
2. Gather and attach all required supporting documents (Section 6).
3. Sign the declarations in Section 7.
4. Submit your completed application and attachments to: [application@usibca.org](mailto:application@usibca.org)
5. IBCA will acknowledge receipt within 7 business days.
6. Document-based compliance review estimated: 15 – 30 business days.

---

#### Disclaimer

IBCA is a non-profit organization established in accordance with applicable laws, with the purposes of promoting the exchange of information on cross-border trade compliance, developing voluntary industry standards, and facilitating data structuring and auditability of documentation. The Association is not a customs broker, freight forwarder, law firm, accounting firm, insurance company, or any other type of professional advisory institution. Any review, registration, or certification conducted by the Association is limited to formal criteria only.

--- End of Member Application Form ---

