



# International Association of Commonwealth Clubs

## OFFICIAL GUIDELINES FOR CLUB REGISTRATION

*IACC Club Registration & Membership Portal — Step-by-Step Guide*

### A. CLUB REGISTRATION PROCESS (FOR FOUNDERS)

1

STEP

#### Access the Official Portal

Visit the official IACC Club Registration and Membership Portal through the official access link provided by the IACC Secretariat.

2

STEP

#### Select "Club Register"

The Founder must select the:

*"Club Register"* option.

3

STEP

#### Enter Club Name

The system will automatically generate  
*Commonwealth Club of*

Accordingly, the founder is **ONLY** required to enter:

- A unique club name; or
- A local village / community / area-based name.

**Important Naming Conditions** — The following are **STRICTLY NOT** permitted:

- Country names
- State or Province names

- District names
- "International"
- "Global"
- "Commonwealth"
- Any restricted institutional terms

Club names must remain unique, professional, and institutionally appropriate in accordance with IACC policies and constitutional guidelines.

**4**

STEP

### Fill Club Information

The founder must accurately complete all required club details and information.

**Submission of false or misleading information is strictly prohibited.**

**5**

STEP

### Fill Founder Information

Complete the Founder Information section by entering the required personal, contact, and identification details of the founder responsible for the club registration. Ensure all submitted information is accurate and valid before proceeding to the next step.

**Submission of false or misleading information is strictly prohibited.**

**6**

STEP

### Accept Terms and Conditions

The founder must carefully review and accept the official terms and conditions before proceeding.

**7**

STEP

### Club Registration Payment

The founder must complete the official one-time club registration payment

USD 20 – ONE TIME  
PAYMENT

Once payment is completed, the club registration request will be officially submitted.

### **! IMPORTANT CLUB ACTIVATION CONDITION**

After registration, the club will receive a maximum period of:

#### ***20 Working Days***

to complete the minimum required membership enrollment. Each club must maintain:

- **Minimum: 20 Members**
- **Maximum: 300 Members**

Only after completion of the required membership threshold will the club receive full official recognition and activation under the IACC Secretariat.

## **B. OFFICIAL RECOGNITION AND DOCUMENT ISSUANCE**

Upon successful verification and approval, the following official documents and materials will be issued through the respective IACC Country Secretariat.

<b>CLUB-LEVEL ISSUANCE</b>	<b>MEMBER-LEVEL ISSUANCE</b>
<ul style="list-style-type: none"><li>■ Official Club Registration Certificate</li><li>■ Club Registration Identification</li><li>■ Official Recognition Documents</li><li>■ Related Institutional Materials</li></ul>	<ul style="list-style-type: none"><li>■ Official Membership Certificate</li><li>■ Annual Membership ID</li><li>■ Official Membership Emblem / Badge</li><li>■ Relevant Membership Materials</li></ul>

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All official communications and approvals shall be coordinated through the authorized IACC Secretariat structures of the respective country. The IACC Secretariat highly encourages all Country Representatives, Regional Representatives, Secretariat Officials, and leadership structures to actively guide founders and members in properly completing the registration process in accordance with institutional standards, governance policies, and constitutional procedures.

***"Connecting People, Empowering Nations, Strengthening the  
Commonwealth."***

***Approved by***

**Directorate of Membership and Club Development  
IACC Secretariat**