



## Annual Fees

- Every member of ASIPI is personally responsible for the payment of ASIPI's the annual fees; the membership is personal and does not belong to a Law Firm/Company, except for Corporate Memberships. For our Corporate members the payment responsibility lies with the Company and not the representative.
- Annual fees are charged according to the calendar year regardless of the affiliation date.
- All annual fees must be paid by March 31<sup>st</sup>, after this date an overdue payment penalty of USD 100 will be charged.
- When payments are received the older charges will be settled first.
- All payments must be processed in US dollars.
- Memberships will be automatically renewed every year, whenever you wish to unsubscribe from ASIPI it is required to notify us at [tesoreria@asipi.org](mailto:tesoreria@asipi.org) asking that the pending invoice be cancelled before March 31<sup>st</sup> of the year in course, otherwise the outstanding balance will not be eliminated.
- Annual fees will be cancelled when the un-subscription request is received by March 31<sup>st</sup>, after this date the annual fee and penalty fees will be charged. If the outstanding balance isn't paid at the time of the un-subscription it will remain on record and must be paid prior to returning to ASIPI, this balance will prevent those who have it from attending our events.
- Payments will be received at ASIPI's events when they take place before March 31<sup>st</sup>, otherwise the outstanding balance must be canceled before filling out the registration to the event. In case we receive the registration and payment when there's still an outstanding balance for membership fees, we will cover the fees first and the payment to the event will be incomplete.
- No payments will be accepted in events that are not ASIPI events
- Only in extreme cases this Treasury will consider accepting other payment methods.

## Overdue payment penalty fee charge exceptions

- When the payment was performed before the due date and has been proved with the tracking number or SWIFT.
- When there have been communications with this Treasury in regard to the annual fee before the due date.