USPI

Association for Oil, Gas, Process and Power Industries
Engineering Information Standards

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Title: Subscription Form and Terms for USPI and Project Membership
Version: 5.1

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1. Membership application form

Kindly return the signed document (in its entirety) in PDF format via email to: stichting@uspi.nl

Company full name [1]	
Company legal type e.g. Ltd., B.V.	
Name Management Board member *Name of the person who will represent the company in the USPI Management Board and participate in USPI-related strategic discussions and decisions.*	
Function/Job title *Job Title of the Management Board member*	
Telephone: *Telephone number of the Management Board member*	
Mobile: *The mobile number of the Management Board member*	
Fax: *Fax number of the Management Board member*	
Email: *Email of the Management Board member*	
Company visit address *The company visit address as used in the country of residence including postal code and country*	

1 Company name: the name of the company for which the MB member works. For invoicing, the strict legal name will be requested at the time of sending Invoices.

Company postal address *The company postal address as used in the country of residence including postal code and country*	
Company VAT number (EU only)[2] *The country VAT number, only for companies located in the EU (Tax Authority Requirement)*	
Invoice contact *The name of the person responsible for processing the invoice, if applicable*	
Invoice e-mail address *The name of the person responsible for processing the invoice, if applicable*	
PO number? (Yes/No) *Yes or No depending on whether a PO number is required for the contribution. If available, you can mention the PO number itself.*	
Payment: *(please indicate if you would like to pay by credit card link or via bank transfer)*	
USPI Membership[3] (This includes membership in the USPI association)	*Please indicate the applicable option by ticking the relevant box.* ☐ Rate category 1, Sponsor Membership, €5750 ☐ Rate category 2, > 500 employees, €2300 ☐ Rate category 3, > 10 & < 500 employees, € 1150 ☐ Rate category 4, < 10 employees, € 374 ☐ Rate category 5, Universities, € 288

2 According to Dutch tax laws: VAT = 21% for NL, VAT = 0% for EU companies outside NL (VAT number will be stated on the invoice), VAT=0% for companies outside EU.

3 The USPI Membership fees are explained in the section: Company membership

FL3DMS Membership[4] (This includes membership to the FL3DMS project)	*Please indicate the applicable option by ticking the relevant box.* ☐ Plant owners, €6843 ☐ Software vendors, €6843 ☐ Contractors, €4888 ☐ Small software vendors >10 < 500 employees, €3666 ☐ Equipment Suppliers, €2444 ☐ Service providers, €2444 ☐ Small company, < 10 employees, €850
Tagging and Coding Membership[4] (This includes membership to the Tagging and Coding project)	*Please indicate the applicable option by ticking the relevant box.* ☐ Plant owners, €2975 ☐ Software vendors, €2975 ☐ Contractors, €2125 ☐ Small software vendors >10 < 500 employees, €1600 ☐ Equipment Suppliers, €1275 ☐ Service providers, €1275 ☐ Small company, < 10 employees, €425
IM-LCF Project Membership[5] (This includes membership to the IM-LCF project)	*Please indicate the applicable option by ticking the relevant box.* ☐ Plant owners, €1700 ☐ Software vendors, €1700 ☐ Contractors, €1700 ☐ Small software vendors >10 < 500 employees, €1700 ☐ Equipment Suppliers, €1700 ☐ Service providers, €1700 ☐ Small company, < 10 employees, €1700

4 USPI membership is mandatory. It supports the need to create critical mass and support the standardization program making large project possible. Also, the other USPI activities may be of interest to members. This includes e.g, Maintenance Knowledge Management, ISO 15926 development and maintenance under ISO TC 184/SC 4, Cooperation with B&C on BIM, Conferences, Workshops and Safari's.

5 Membership to IM-LCF is free of charge for USPI members

Special Arrangements	
Number of employees of company *The estimated number of employees of your company*	
Please provide the following information for the USPI Contract Holder. This information will be used for USPI administration and contract-related communication.	
Email address of contract holder *The contract holder is the senior manager responsible for the company's USPI contract, including contractual obligations, internal coordination, and approvals where required. This person may also be the Management Board Member, but this is not mandatory.*	
Date of signature	
Signature of contract holder	

Please provide the information below in English for the USPI Management Board Member. This information will be used for announcements to USPI members and for publication on the USPI website.	
A very short description (5 lines) of your company: what kind of company it is, what it does and why your company has joined the association.	
Your company logo which we can show on the website. *Please provide together with the form via mail*	
A very short (5 lines) professional CV of the management board (MB) member representative. With a focus on current job and involvement in Information Management.	
A small photograph (JPEG) of the person who will take part in the detailed project discussions. *Please provide together with the form via mail*	
Please fill in the section below with information about the staff members from your company who will participate in the detailed project discussions. Copy this section if you would like to include additional experts from your company.	
Expert 1:	
First Name:	
Last Name:	
Job title:	
Tel:	
Mob:	
e-mail:	

Can e-mail be shared within project?[6]	
Expert 2:	
First Name:	
Last Name:	
Job title:	
Tel:	
Mob:	
e-mail:	
Can e-mail be shared within project?[6]	
Expert 3 (if applicable):	
First Name:	
Last Name:	
Job title:	
Tel:	
Mob:	
e-mail:	
Can e-mail be shared within project? [6]	
Expert 4 (if applicable):	
First Name:	
Last Name:	
Job title:	
Tel:	
Mob:	
e-mail:	
Can e-mail be shared within project? [6]	

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6 If answered with yes the e-mail address can be shared with staff of other participants within the project, but not with people outside the project

2. Membership rules

By signing this form, the above-named company applies for membership in the association USPI and, where applicable, its projects, and hereby confirms its acceptance of the Association's statutes and membership regulations.

2.1. Invoicing period

Membership periods for the association USPI and, if applicable, its projects run from 1 January to 31 December of each calendar year. This period also applies to invoicing.

2.2. Company membership

- Membership of the association USPI and, where applicable, participation in USPI projects are held by the company, not by the individual who signs the contract or participates in USPI activities. If the designated Contract Holder leaves the company or changes role, the company is responsible for appointing a replacement Contract Holder. The newly appointed Contract Holder is also responsible for confirming or replacing the participating experts from the company.

2.3. Role of the Contract Holder

- The Contract Holder is the senior manager responsible for the company's USPI contract, including contractual obligations, internal coordination, and approvals where required.
- The Contract Holder ensures internal strategic alignment within the company on USPI-related matters and makes sure that the company's participation in USPI is properly coordinated and supported.The Contract Holder may also be the Management Board Member, but this is not mandatory.

2.4. Role of the Management Board Member

- The Management Board Member represents the company in the USPI Management Board and participates in USPI-related strategic discussions and decisions.
- This person acts as the company's representative at Management Board level and contributes to the strategic direction, priorities, and governance of USPI.
- The Management Board Member participates in the review and, where required, approval of key USPI matters, including the business plan, annual priorities, budgets, project direction, and other matters requiring Management Board approval.

2.5. Ending membership to USPI and/or its projects

- If a company wishes to terminate its USPI membership and/or its participation in a project, written notice must be sent to the Association's official email address (stichting@uspi.nl). The membership and/or project participation will formally end twelve (12) months after receipt of such notice. Membership dues will be calculated on a pro-rata basis for this period.
- Termination of USPI membership also results in the termination of participation in any projects that require USPI membership. However, if a company chooses to terminate its participation in

a specific project, it may remain a member of USPI and continue its participation in other projects it has joined, where applicable.

2.6. Indexation and inflation corrections

- USPI reserves the right to apply an annual indexation and inflation correction to the membership fees for USPI and, if applicable, its projects. This adjustment will be based on recognized economic indicators (such as the Consumer Price Index or similar) to ensure that fees remain aligned with market conditions and operational costs. The updated fees will apply from the start of the next membership period.

2.7. General Data Protection Regulation (GDPR)

As a legal entity within the European Union, the Association (USPI) is required to comply with the General Data Protection Regulation (GDPR). Accordingly, the personal data of members, participants, and personnel of participating organizations must be protected and may not be shared without their explicit written consent.

For practical and operational reasons, the Association prefers that USPI members, experts and project participants, consent to the sharing of their email addresses for internal communication purposes only, within the scope of the Association's activities or the boundaries of the relevant project. Email addresses obtained through the Association or its projects may not be shared by any member, participant, staff member, or personnel of participating organizations with individuals or organizations outside the Association or project, unless the same email address has been obtained independently through other means.

Members, participants, and personnel of participating organizations will be asked—typically through membership, event registration, or subscription forms—whether they consent to having their email address shared internally for communication purposes.

2.8. Anti-trust agreement

USPI follows the anti-trust legislation of the Netherlands. This means teleconferences and meetings for USPI and, if applicable, its projects are held with the intention that no anti-trust legislation of the Netherlands and of the other countries involved is violated. This is achieved by having rules for conducting teleconferences and meetings including things like:

- The role of the chair or Project Leader is very important to conduct meetings and teleconferences that will not violate anti-trust legislation. The Chair or Project Leader must work on this intent in preparation, conduction, and minutes of the meetings.
- The written Meeting Agenda must be prepared and distributed before the start of the teleconference or meeting.
- Informal Meetings and other communications must be carried out with the intention of not violating anti-trust legislation.

3. Intellectual Properties and Licensing Conditions

3.1. Copyright

- The USPI IP will include the key components of the standard developed as part of the project.
- Copyright of the industry standard (as defined above) is held by Stichting USPI-NL, residing legally in the Netherlands.
- Whatever project members contribute to the standard through change requests or through taking part in project sessions, that material will fall under this same copyright.

3.2. License agreement

USPI, having copyright of all USPI standards, can give out licenses to members of the project as per the below terms.

- Once a company has formally joined a USPI project, the representatives of that company for the project get full access to the SharePoint or Teams (Microsoft) site where all project information is stored and can be accessed.
- All project members have the right to share all material internally in their company / corporate and with affiliates.
- Project members cannot share the standard with non- project members to avoid overloading issues and to be fair against the members who pay a fee. However, in cases listed below project members can share the standard to project partners on a “need to refer” basis. This includes:
    - Plant Owners can pass the standard on to EPC contractors for use in projects they do for them.
    - EPC Contractors can pass the standard on to equipment suppliers who deliver equipment to their projects.
    - Software suppliers can pass on the standard in their software used by their clients. This may include non- project companies as far relevant for the project work.
    - consultants can adopt the standard in advice given to non- project clients as far relevant for the study or advice.
    - When the standard is transitioned into a part of an ISO standard, the Copyright will transition to ISO as is the case with all ISO standards. This means:
        - There will be no restrictions for any of the stakeholders wishing to adopt the ISO standard, except each company must purchase that ISO standard from ISO for a nominal fee.

4. Instructions for project members

4.1. Project target participation and domain

- Companies in Process & Power industry plant engineering supply chain
- Solution and service providers to the process & power industry plant engineering supply chain
- Usually, companies have an international orientation

4.2. Membership to USPI Projects

- Membership is possible for all companies in the process & power industry plant engineering supply chain.
- In the initial phase of the project, the organization is flat. Teams may be created to work on different subjects and elements considered valuable for the project.
- Differentiation between participating companies is only whether they have voting right or not (if voting is required at all as consensus is the preferred approach).
- The following categories of companies have voting rights:
    - Plant Owners
    - EPC and other contractors
    - Software vendors
- All other participating companies or institutes don't have voting rights and can participate in the teams and influence the standard by participating in discussions and by providing input.
- Typical companies and organizations in this category are:
    - Equipment suppliers
    - Consultants and other service providers
    - Institutions
    - Universities
    - USPI MoU Partners

Once the standard matures and a more comprehensive organization with different kinds of teams becomes required, the organization and member structure may have to be changed in line with other similar standardization projects like the CFIHOS project.

4.3. Teleconferences and meetings

- General teleconferences or web meetings of 1.5 hours will typically be held on a bi-weekly basis.
- MS Teams will be used for web meetings.
- Once sub-teams are defined, these sub-teams will decide the required frequency for their team to meet and about their preferred meeting method.

4.4. Face-to-face meetings

- Typically, once a year a face-to-face (FTF) meeting is held.
- The FTF meeting is possibly combined with the USPI annual meeting if the timing and locations suit this.
- It is wise to make reservations for an FTF meeting early.

4.5. SharePoint and/or Teams (Microsoft)

- The project information will initially be stored in and made available through Teams / SharePoint.
    - All participants will have access to this site. Sub-sites (teams) are planned and will be created on demand.
    - Project Teams will be defined with permission rules to access the information in the mentioned sites.
    - A guide on how to use the Teams / SharePoint environment is provided to participants

5. USPI Membership

Membership in USPI is solely for joining the association. If a company wishes to participate in a specific project, it must enroll separately by selecting the corresponding option in the membership form provided above in this document.

Please note that the member scheme of USPI, which can be found in the invitation pack, is under revision to align with the changing global environment and the changing insights in standardization. Preempting this revision, the contribution categories have been simplified, and the rates have been further reduced significantly compared to the rates in the (to be updated) scheme of 2012. A consultation among USPI's MB members hasn't resulted in any objections against the updated contribution categories and related annual rates.

The new rates and categories have been included in this subscription form. The scheme of 2012 still is included in the invitation package since it still contains the right information about member benefits and duties. The new member scheme for 2026 is under update and will be distributed once the MB has approved the new scheme.

5.1. USPI Fees

Per 11 May 2023 the USPI annual rates are:[7]

-	Rate category 1	Sponsor Membership	€5750
-	Rate category 2	> 500 employees	€2300
-	Rate category 3	> 10 < 500 employees	€1150
-	Rate category 4	< 10 employees	€ 374
-	Rate category 5	Universities	€ 288

6. FL3DMS Membership

6.1. FL3DMS Fees

The following annual fees are applicable for the project.

-	Plant owners		€6843
-	Software vendors		€6843
-	Contractors		€4888
-	Small software vendors	> 10 < 500 employees	€3666
-	Equipment suppliers		€2444
-	Service providers		€2444
-	Small company	< 10 employees	€850

7 An explanation of the USPI membership categories is provided in the Member Scheme document (2012), which is included in the subscription package. Please note that the USPI member scheme is currently under revision. The new member scheme for 2026 is currently being updated and will be distributed once it has been approved by the MB.

7. Tagging and Coding Membership

7.1. Tagging and Coding Fees

The following annual fees are applicable for the project.

- Plant owners		€2975
- Software vendors		€2975
- Contractors		€2125
- Small software vendors	> 10 < 500 employees	€1600
- Equipment suppliers		€1275
- Service providers		€1275
- Small company	< 10 employees	€425

8. IM-LCF Membership

8.1. IM-LCF Fees[8]

The following annual fees are applicable for the project.

- Plant owners		€1700
- Software vendors		€1700
- Contractors		€1700
- Small software vendors	>10 < 500 employees	€1700
- Equipment suppliers		€1700
- Service providers		€1700
- Small company	< 10 employees	€1700

8 Membership to IM-LCF is free of charge for USPI members