

MEMBERSHIP APPLICATION FORM

Private and Confidential

We, _____ the undersigned, do hereby submit the completed and signed application for ***annual** membership with the SASA **(Membership renewed annually)*

(Please tick where applicable)

Region: Eastern Cape Gauteng Kwa-Zulu Natal Western Cape

Other: _____

1. MEMBER (Contractor)

Installer

2. ASSOCIATE MEMBER (Material Supplier)

Supplier / Distributor / Manufacturer

3. DETAILS OF APPLICANT – (Director / Owner & Representative)

Registered Company Name: _____

Trade Name: _____

Physical Address: _____

Postal address: _____ Code: _____

Business No: _____ Fax: _____

Mobile No: _____

Company E-Mail: _____

Website: _____

Manager / Representative: _____

Representative E-Mail: _____

Number of years trading experience: _____ years

4. BANKING DETAILS

a) Bank: _____ Branch Code: _____

b) Bank Account No: _____ Type: _____

5. TRADE REFERENCE FOR BACKGROUND VERIFICATION

- a) Company: _____
 Contact Name: _____ Position: _____
- b) Company: _____
 Contact Name: _____ Position: _____

6. GENERAL INFORMATION (Partners / Directors / Co-Owners details)

- a) Name: _____
 Addresses: _____
- b) Name: _____
 Address: _____
- c) Name: _____
 Address: _____

6.1 Number of Employees (Including Directors/Members): _____

6.2 Registration Documentation: (Supporting Documents Compulsory)

- 6.2.1 Company Registration Number: _____
 Copy needs to be attached and marked Annexure A
- 6.2.2 Tax Registration Number: _____
 Copy needs to be attached and marked Annexure B – If not VAT registered
- 6.2.3 VAT Registration Number: _____
 Copy needs to be attached and marked Annexure C
- 6.2.4 Workmen’s Compensation Number (**COMPULSORY**): _____
 Copy needs to be attached and marked Annexure D
- 6.2.5 Public Liability Insurance Cover:
 Insurance Company: _____
 Amount of Cover: _____

7. JUDICIAL MANAGEMENT OR LIQUIDATION

Have any of the Directors / Members / Partners / Proprietors / Shareholders been involved in any company Partnership / Business which has been placed under Judicial Management or Liquidation? (If Yes, please provide the information separately)

Yes

No



CODE OF ETHICAL PRACTICE

AIMS AND OBJECTIVES

The overall aims and objectives of the Skylight Association of Southern Africa (SASA) are set out in the following Mission Statement:

MISSION STATEMENT

SASA will at all times endeavor to:

Develop and expand the Architectural market by coordinated promotion of aluminium as the Architectural metal of choice and SASA as the guardian of standards.

Set and maintain appropriate standards of commercial conduct, quality and workmanship in the interest of both the industry and its customers.

Educate members and specifiers in the development, manufacture and use of aluminium building components and products through publications, lectures and seminars.

Assist members in contractual and legal matters by informing them of their rights and obligations under current contract conditions and represent their interests in the appropriate form.

Encourage mutual support, respect and fair dealings amongst members in all matters affecting their interest.

THE CODE DEALS WITH:

1. Sales Promotion and Advertising
2. The Product/s
3. The Sale
4. Employment
5. Installation of Products
6. Guarantees
7. Handling of Complaints
8. Requirements of Business Operations
9. Mutual Respect
10. General
11. Enforcement

1. SALES PROMOTION AND ADVERTISING

This section covers all forms of sales promotion, including exhibitions, retail displays, literature, samples, discussion groups and advertising.

- 1.1 Product samples should always be representative of the actual product/s.
- 1.2 All printing and advertising should not include exaggerated claims and should be legal, decent, truthful and not misleading.
- 1.3 A member of the Association or employee thereof shall not pay or receive commission as an inducement or reward for the placing of orders.

2. THE PRODUCT/S

- 2.1 Products should be fit for the purpose for which they are bought.
- 2.2 Where the buyer, expressly or by implication makes known to the seller, at the time of purchase or installation, any particular purpose which the products are being bought, there is an implied condition that the products offered are reasonably fit for that purpose at the time of purchase or installation and comply with SASA standards as published from time to time.
- 2.3 All products shall perform according to the associated test certificates and conform to the minimum standards as set out in the Association's Selection Guides as published from time to time. The product as installed must meet all the design load criteria and specific site conditions.
- 2.4 To ensure that minimum standards are met all window products must be submitted for type testing to SASA standards.
- 2.5 All window manufacturers must obtain individual certificates for each product that they manufacture.
- 2.6 Test certificates are not transferable to a third party under any circumstances whatever.

3. THE SALE

- 3.1 Member shall ensure that their sales personnel treat a customer with courtesy and respect at all times; moreover it is incumbent upon employers to see that their staff is well trained, advise customers correctly and do not knowingly disseminate false or misleading information concerning the product/s or service they sell.

4. EMPLOYMENT

- 4.1 Members shall not blatantly solicit the service of other Members' employees so long as they are employed.
- 4.2 All statutory obligations must be met by members.

5. INSTALLATION OF PRODUCTS

- 5.1 Installation of products must comply with accepted good practice and SASA guidelines as updated from time to time.
- 5.2 Where sub-contract labour is used it is the duty of the Member to ensure the quality of workmanship is in keeping with accepted good practice, and that all installed products meet SASA regulations and standards, together with other criteria.

6. GUARANTEES

- 6.1 Guarantee periods for supply only sales should be clearly stated at the time of sale and the customer made fully aware of these conditions.

7. HANDLING OF COMPLAINTS

- 7.1 Complaints about delivery, quality and workmanship, however minor, should be dealt with promptly and not be allowed to develop into major issues through failure to respond, broken promises, vague assurances and defensive or evasive attitudes.
- 7.2 Members should take particular care to settle quickly disputes over quality and workmanship as these can bring the entire architectural aluminium industry into disrepute. Complaints should be investigated promptly by members and if substantiated, settled quickly, efficiently and courteously. All responses, offers, comments and remedies should be made in writing. If it is felt that the customer does not have justifiable complaint the member should explain why this is felt to be the case.
- 7.3 If the member's remedies or explanations do not satisfy the customer, the Association may be approached, in which case the President or Executive Director from AAAMSA may appoint an ad hoc committee to give an independent expert opinion.
- 7.4 Such opinions should only be given in good faith in order to give a recommendation to remedy the situation and the Association shall in every case state that:
 - 7.4.1 There is to be no suggestion that the parties concerned will have any claim against the Association arising out of the opinion and advice given.
 - 7.4.2 The Association's intervention is not to involve the Association in any expense or liability and, accordingly, it is deemed that the parties to the dispute shall specifically hold the Association harmless against any claims or actions by themselves and/or any other party arising out of this opinion and advice in regard thereto, whether such claim may arise out of breach of any contractual obligation or as a result of negligence or in respect of any defamatory statement contained in our report or otherwise made.
 - 7.4.3 The Association's sole obligation is to investigate the matter as it sees best, report its bone fide opinion and make whatever recommendations it considers appropriate to remedy the matter.

8. REQUIREMENTS FOR BUSINESS OPERATIONS

- 8.1 Members are expected to ensure their business operations are carried out in a completely professional manner at all times, to be seen as a business of repute and at all times upholding the aims and objects of SASA.

9. MUTUAL RESPECT

- 9.1 Members shall at all times have mutual respect for one another and their respective organizations.

10. CONDITIONS OF TENDER

- 10.1 Members will respect and adhere to decisions of the Association in regard to contractual and trading conditions insofar that these decisions and conditions are restricted to quality assurance and industry good practice only.
- 10.2 Members shall not misrepresent the performance grading of their windows by implying that a certificate for one product covers a different product or that a certificate obtained by another manufacturer for the same product covers the product made by the member. If, when submitting a tender, the seller wishes to offer a product of lesser performance than required in the original specification, then the difference in performance must be clearly stated in the offer.

11. DIE DRAWINGS, DIES AND ALUMINIUM EXTRUSIONS

11.1 Where aluminium extrusions are made to a member's own design, these are not to be copied or used by any other member in breach of:

11.1.1 The Copyright Act 98 of 1978 - covering the drawings.

11.1.2 The Design Act 57 of 1967 - covering the shape of the extrusion; or such other Acts as may be promulgated from time to time unless mutually agreed upon by the parties concerned.

12. MAINTENANCE AND PROMOTION OF COMPETITION ACT

12.1 Members will not infringe the Maintenance and Promotion of Competition Act 1979 as gazette on 2 May 1986, or any modification thereof, or substitution, therefore.

13. GENERAL

13.1 Notwithstanding the foregoing the Association reserves the right to amend or add to these rules as may be required from time to time.

14. ENFORCEMENT OF THE CODE

14.1 It is a condition of Membership of this Association that this Code of Ethical Practice is accepted in its entirety. In the event of an alleged infringement of the Code the matter will be placed for adjudication before an ad hoc disciplinary committee consisting of the Regional Chairmen and two co-opted members. It shall be obligatory for a member to serve on the disciplinary committee if requested to do so. The disciplinary committee is empowered to impose penalties on the member which may include suspension or expulsion from the Association. The member may appeal against any penalty to the National Council, whose decision, however, shall be final and binding.

I understand that I may not use the SASA logo or intellectual property on any certificate I issue other than through SASA

COMPANY NAME: _____

DULY AUTHORISED TO BE REPRESENTED BY:

PRINT NAME

SIGNED

SIGNED AT _____ ON THIS _____ DAY OF _____ 20/ _____

WITNESSES

1. _____
SIGNED

2. _____
SIGNED

PRINT NAME

PRINT NAME

It should be noted in subscribing to this Code of Ethical Practice, relevant clauses covering installation