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membership@aaamsa.co.za

SAGGA MEMBERSHIP APPLICATION FORM

Strictly Private & Confidential

We, _____ the undersigned, do hereby submit the completed and signed application for ***annual** membership with the South African Glass & Glazing Association ***(Membership renewed annually)**

(Please tick where applicable)

Region: Eastern Cape Inland Kwa-Zulu Natal Western Cape

Other Regions: _____

1. MEMBER

Glass Manufacturer Glazier Glass Supplier Glass Processor Skylights

2. DETAILS OF APPLICANT

2.1 Registered Company Name: _____

2.2 Trading as (if applicable): _____

2.3 Physical Address: _____

2.4 Postal address: _____ Code: _____

2.5 Tel No: _____

2.6 Cell No: _____

2.7 Company E-Mail: _____

2.8 Accounts Name: _____

2.9 Representative E-Mail: _____

2.10 Website: _____

2.11 Manager / Representative: _____

2.10 Number of years trading experience: __ Years

3. BANKING DETAILS

3.1 Bank: _____ Branch: _____

3.2 Bank Account No: _____ Type: _____

4. TRADE REFERENCE OF GLASS SUPPLIER FOR BACKGROUND VERIFICATION

4.1 Company: _____

Name: _____ Telephone: _____



4.2 Company: _____

Name: _____ Telephone: _____

4.3 Background verification clause:

We acknowledge that this application will be considered on the understanding that SAGGA reserves the right to conduct a background, reference and other checks on the information supplied by the prospective member.

5. GENERAL INFORMATION (Partners / Co-Owners / Directors)

5.1 Name: _____

Addresses: _____

5.2 Name: _____

Address: _____

5.3 Name: _____

Address: _____

5.4 Number of Employees (Including Directors): _____

5.5 Documentation: (Supporting Documents are Compulsory)

5.5.1 Company Registration Number: _____
Copy must be attached

5.5.2 Tax Registration Number: _____
Copy must be attached – If not VAT Registered

5.5.3 VAT Registration Number: _____
Copy must be attached

5.5.4 Workmen’s Compensation Number (**COMPULSORY**): _____
Letter of Good Standing must be enclosed with this application.
NB: No applications will be processed without the above letter.

6. 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 supply full information separately.

Yes

No

.....

We hereby declare and certify that all statements contained in this application and any accompanying documents are true and correct, and that any misrepresentation or false statement may be grounds for rejecting our application or if discovered after our application has been accepted, subject us to immediate termination at SAGGA’s discretion without any reimbursement.

Upon admission as a Member / Associate Member / Corporate Member, we agree to uphold and abide by the AAAMSA Constitution, AAAMSA Memorandum and Articles of Association (available on request), Code of Ethical Practice (enclosed) and any decisions of the Association from time to time in force and further undertake to acquaint ourselves with all existing provisions.



Applicant:	(Company Name applying for membership)	
Signed:		Designation:
Print name:		Date:

Proposer/ Supplier:	Company name: (Must be a SAGGA member)	
Signed:		Designation:
Print name:		Date:

SAGGA Regional Chairman:		
Signed:		Designation:
Print name:		Date:



CODE OF ETHICAL PRACTICE

MISSION STATEMENT

SAGGA will always endeavor to:

- Develop and expand the Architectural market by coordinated promotion of glass as the Architectural glazing material of choice and SAGGA 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 glass and glazing building components and products through publications, lectures, and seminars.
- 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. Product samples should always be representative of the actual product/s. All printing and advertising should not include exaggerated claims and should be legal, decent, truthful, and not misleading.
- A member of the Association or employee thereof shall not pay or receive commission as an inducement or reward for the placing of orders.
- Members will provide the quality of service at the prices that have been quoted.

2. THE PRODUCT/S

- Products should be fit for the purpose for which they are bought
- Where the buyer, expressly or by implication makes known to the seller, at the time of purchase or installation, any 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 National Building Regulations and Building Standards Act 103 of 1977 and SANS 10400 Part N Code of Practice for the Installation of Glazing in Buildings.
- 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.
- To ensure that minimum standards are met all glass products must be submitted for type testing to SANS 1263 Part 1, 2 or 3.
- All glass manufacturers must obtain individual certificates for each product that they manufacture.
- Test certificates are not transferable to a third party under any circumstances whatever

3. THE SALE

Members should ensure that their sales personnel always treat a customer with courtesy and respect; it is incumbent upon employers to see that their staff is well trained, advises customers correctly and do not knowingly disseminate false or misleading information concerning the product/s or service they sell.

4. EMPLOYMENT

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

5. INSTALLATION OF PRODUCTS

- Installation of products must comply with accepted good practice and SANS 10400 Part N as amended from time to time.
- 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 SANS 10400 Part N and other criteria.

6. GUARANTEES

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

7. HANDLING OF COMPLAINTS

- 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.
- 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 a justifiable complaint the member should explain why this is felt to be the case.
- If the members' remedies or explanations do not satisfy the customer, the Association may be approached, in which case the Executive Director may appoint an ad hoc committee to give an independent expert opinion.
- Such opinions should only be given in good faith to give a recommendation to remedy the situation, and the Association shall in every case state that; 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.
- 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.
- 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

Members are expected to ensure their business operations are carried out in a professional manner and to be seen as a business of repute that adheres to the Aims and Objects of AAAMSA.

9. MUTUAL RESPECT

Members shall always remain truthful and have mutual respect and follow industry organizations alike.

10. GENERAL

The Association reserves the right to amend or add to these rules as required from time to time.

11. THE PROCEDURE

- Once the Rules & Regulations have been drafted, it will be presented to SAGGA Regional Chairman for approval.
- Once approved it will be introduced/presented at the AAAMSA Regional meetings.
- The notification will then be distributed digitally (bulk e-mail through the minutes).

12. ENFORCEMENT OF THE CODE

- It is a condition of Membership of this Association that this Code of Ethical Practice is accepted in its entirety.
- Members are responsible for living up to the ethical standards of their profession.
- 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, should be final and binding.

I/We hereby agree to subscribe to the Code of Ethical Practice of the Association in its entirety.

Where I undertake a project as a representative of SAGGA, I understand that only a SAGGA certificate may be issued in respect of said project.

I understand that, when a non-SAGGA certificate is issued for a project, then:

1. Neither AAAMSA nor SAGGA will be liable in respect of, nor responsible for inspection of said project.
2. A member may not represent itself to be a member of SAGGA in respect of said project; and a member may not use the logo or any other intellectual property of SAGGA or of any of AAAMSA's constituent Associations.

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

I/We hereby agree and consent to an inspection of our workplace to ensure transparency in respect of this application.

Company Name:	
Duly Authorized to be represented by:	Name:
Signed:	Designation:
	Date:

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

NOTE: Please return:

Mirie de Beer

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