



## MEMBERSHIP APPLICATION FORM

Private and Confidential

We, \_\_\_\_\_ the undersigned, do hereby submit the completed and signed application for **\*annual** membership with the Expanded Polystyrene Association of Southern Africa *\*(Membership renewed annually)*

*(Please tick where applicable)*

Region: Eastern Cape  Gauteng  Kwa-Zulu Natal  Western Cape

Other: \_\_\_\_\_

### 1. MEMBER (Contractor)

EPSASA – Expanded Polystyrene Industry \_\_\_\_\_

### 2. ASSOCIATE MEMBER (Material Supplier)

EPSASA – Expanded Polystyrene Industry \_\_\_\_\_

### 3. DETAILS OF APPLICANT

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. REFERENCES

4.1 Bank: \_\_\_\_\_ Branch Code: \_\_\_\_\_

4.2 Bank Account No: \_\_\_\_\_ Type: \_\_\_\_\_



Reg. No. 1974/000006/08  
Association NPC  
VAT No. 4900141153

Tel  
**(011) 805-5002**  
Fax  
**(011) 805-5033**

Incorporating:



AAAMSA Fenestration



Aluminium Stockists and  
Distributors Association



Expanded Polystyrene  
Association of Southern Africa



South African Building  
Interior Systems Association



South African Glass and  
Glazing Association



SA Shower Enclosure  
Manufacturers Association



Skylight Association of  
Southern Africa



Thermal Panel  
Manufacturers Association

Country Representative



South African Fenestration  
& Insulation Energy Rating  
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SA Shower Enclosure  
Manufacturers Association



SA Skylight Association of  
Southern Africa



TP MA  
Thermal Panel  
Manufacturers Association

## 5. TRADE REFERENCE OF GLASS SUPPLIER FOR BACKGROUND VERIFICATION

5.1 Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Position: \_\_\_\_\_

5.2 Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Position: \_\_\_\_\_

## 6. GENERAL INFORMATION

6.1 Name: \_\_\_\_\_

Addresses: \_\_\_\_\_

6.2 Name: \_\_\_\_\_

Address: \_\_\_\_\_

6.3 Name: \_\_\_\_\_

Address: \_\_\_\_\_

6.4 Number of Employees (Including Directors/Members): \_\_\_\_\_

### 6.5 Registration Documentation:

6.5.1 Company Registration Number: \_\_\_\_\_  
Copy needs to be attached and marked Annexure A

6.5.2 Tax Registration Number: \_\_\_\_\_  
Copy needs to be attached and marked Annexure B

6.5.3 VAT Registration Number: \_\_\_\_\_  
Copy needs to be attached and marked Annexure C

6.5.4 Workmen's Compensation Number (**COMPULSORY**): \_\_\_\_\_  
Copy needs to be attached and marked Annexure D

6.5.5 Public Liability Insurance Cover:  
Insurance Company: \_\_\_\_\_  
Amount of Cover: \_\_\_\_\_

## 7. JUDICIAL MANAGEMENT OF 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

Country Representative



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Thermal Panel  
Manufacturers Association

**8. PROPOSER / SECONDER / REGIONAL CHAIRMAN**

**PROPOSER (Member Company):**

\_\_\_\_\_

\_\_\_\_\_  
**SIGNED**

\_\_\_\_\_  
**PRINT NAME**

**DATE:** \_\_\_\_\_

**SECONDER (Member or Associate Member Company):**

\_\_\_\_\_

\_\_\_\_\_  
**SIGNED**

\_\_\_\_\_  
**PRINT NAME**

**DATE:** \_\_\_\_\_

Country Representative



South African Fenestration  
& Insulation Energy Rating  
Authority

We agree when admitted as a Member / Associate Member / Corporate Member, to uphold and abide by the Memorandum and Articles of the Association (available upon request), Code of Ethical Practice (enclosed) and any decisions of the Association that from time to time be enforced and undertake to acquaint ourselves with all existing provisions

Further, 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 of our application or if discovered after our application has been accepted, subject us to immediate termination at EPSASA's discretion without any reimbursement

**COMPANY / APPLICANT**

\_\_\_\_\_  
**PRINT NAME**

\_\_\_\_\_  
**SIGNED**

**DESIGNATION:** \_\_\_\_\_

**DATE:** \_\_\_\_\_ **20/** \_\_\_\_\_



## CODE OF ETHICAL PRACTICE

### MISSION STATEMENT

EPSASA will at all times endeavor to:

- Develop and grow the Expanded Polystyrene market by coordinated promotion of expanded polystyrene, as the material of choice and EPSASA as the guardian of standards
- Set and maintain appropriate standards of commercial conduct, quality in the interest of both the industry and its customers
- Educate members and specifiers in the development, manufacture and use of expanded polystyrene 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. Promotion and Advertising  
Promotion Levy  
Sales Promotion and Advertising
2. The Product/s
3. The Sale
4. Handling of Complaints
5. Requirements of Business Operations
6. Mutual Respect
7. General
8. Enforcement of the Code

### 1. PROMOTION AND ADVERTISING

#### 1.1 Promotion Levy

- All raw material suppliers who are Members of EPSASA, shall collect a promotion levy of not less than R0.10 per kg from the Converters and pay this levy to EPSASA after receipt of payment for same
- All Converters who are members of EPSASA who purchase material from non-EPSASA members, undertake to pay a Promotion Levy of not less than R0.10 per kg to EPSASA
- All Converters shall endeavor to only purchase raw material from suppliers who are EPSASA members and encourage non-EPSASA members to join the Association

#### 1.2 Sales Promotion and Advertising

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

- 1.2.1 Product samples should always be presentative of the actual product/s
- 1.2.2 All printing and advertising should not include exaggerated claims and should be legal, decent, truthful and not misleading

### 2. THE PRODUCT/S

- Products should be fit for the purpose of which they are bought
- Products should display the EPSASA mark confirming that the products have met the relevant technical specifications of the relevant EPSASA grades

### 3. THE SALE

- Members shall ensure that their sales personnel treat a customer with courtesy and respect at all times
- Employers to see that their Employees are well trained
- Employees provide customers with true and correct information and not knowingly disseminate false or misleading information, concerning the product/s or service they sell / provide



#### **4. HANDLING OF COMPLAINTS**

- 4.1** Complaints about delivery and quality, 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
- 4.2** Members should particularly care to settle disputes quickly, over quality, as these can bring the entire 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 complaint is not justifiable
- 4.3** 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 be given in good faith, in order to give a recommendation to remediate the situation in which the Association shall in every case state the following:
- 4.3.1 There is to be no suggestion that the parties convened will have any claim against the Association arising out of the opinion and advice provided
- 4.3.2 The Associations' intervention is not to involve the Association in any expense or liability, and/or accordingly. It is deemed that the parties involved in 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 the 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
- 4.3.3 The Associations' sole obligation is, to investigate the matter as it sees best, report its *bona fide* opinion and make whatever recommendations it considers appropriate to remedy the matter

#### **5. REQUIREMENTS FOR BUSINESS OPERATIONS**

Members are expected to ensure their business operations are carried out in a completely professional manner at all times, to be seen as a reputable business and at all times upholding the Mission Statement of EPSASA

#### **6. MUTUAL RESPECT**

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

#### **7. GENERAL**

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

#### **8. ENFORCEMENT OF THE CODE**

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 General EPSASA meeting, whose decision, however, shall be final and binding



**ACKNOWLEDGEMENT OF AGREEMENT**

I/We hereby agree to subscribe to the Code of Ethical Practice of the Association dated May 2001 in its entirety

Where I undertake a project as a representative of EPSASA, I understand that only an EPSASA certificate may be issued in respect of the said project

I understand that, where a non-EPSASA certificate is issued for a project, then:

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

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

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