



SA Shower Enclosure  
Manufacturers Association

## MEMBERSHIP APPLICATION FORM

Private and Confidential

We, \_\_\_\_\_ the undersigned, do hereby submit the completed and signed application for **\*annual** membership with the SA Shower Enclosure Manufacturers Association *\*(Membership renewed annually)*

*(Please state in which region you are located)*

e.g. Gauteng, Western Cape, Kwa-Zulu Natal, Eastern Cape, etc.

Region: \_\_\_\_\_

### 1. MEMBER

SASEMA Manufacturer

### 2. ASSOCIATE MEMBER

SASEMA Installer

SASEMA Material Supplier

### 3. DETAILS OF APPLICANT

Registered Company Name: \_\_\_\_\_

Trade Name: \_\_\_\_\_

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

Postal address: \_\_\_\_\_ Code: \_\_\_\_\_

Business Tel. No: \_\_\_\_\_ Fax: \_\_\_\_\_

Mobile No: \_\_\_\_\_

Company E-Mail: \_\_\_\_\_

Website: \_\_\_\_\_

Manager / Representative: \_\_\_\_\_

Representative E-Mail: \_\_\_\_\_

Number of years trading experience: \_\_\_\_\_ years



AAAMSA  
Group

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



TP MA  
Thermal Panel  
Manufacturers Association

Country Representative



South African Fenestration  
& Insulation Energy Rating  
Authority

Directors: RG Hampson (President), BH Watson (Vice-President), MR Constable, A Featherstone, RD Huisman, F Nel, B C Risseuw

Executive Director: JJ Heyneke, BScWoodSc (Stell), MSAGI (Cat2)

1st Floor, Block 4, Conference Centre, 2nd Road, Midrand P O Box 7861, Halfway House, 1685

e-mail: aaamsa@iafrica.com website: www.aaamsa.co.za



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Skylight Association of  
Southern Africa



TP MA  
Thermal Panel  
Manufacturers Association

#### 4. REFERENCES

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

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

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

##### 6.2 Registration Documentation:

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

6.2.2 Tax Registration Number: \_\_\_\_\_  
Company needs to be attached and marked Annexure B

6.2.3 VAT Registration Number: \_\_\_\_\_  
Company needs to be attached and marked Annexure C

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

6.2.5 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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Authority



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

**PROPOSER (Member Company):**

\_\_\_\_\_

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

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

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

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

\_\_\_\_\_

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

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

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

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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 to our immediate termination at SASEMA's discretion without any reimbursement of membership fees paid.

**COMPANY / APPLICANT**

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

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

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

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



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## CODE OF ETHICAL PRACTICE

### MISSION STATEMENT

SASEMA will always endeavor to:

- To be the Professional Organization within South Africa which is uniquely committed to the Disciplines and Standards surrounding the Manufacture, Supply and Installation of Shower Enclosures
- To agree and maintain performance and quality standards in the interest of both, the industry and its customers
- To actively promote the Association and its Members, their commitment to performance standards and Code of Ethical Practice to the public, to create a Professional image for the Shower Enclosure Industry
- To educate Specifiers in the appropriate use of Shower Enclosures as Building Components through relevant publications
- To provide a forum for the exchange of expertise and interactions between individual Members and Organizations
- To encourage mutual support, respect and fair dealings amongst Members in all matters affecting their interests
- To communicate to all Stakeholders in the Shower Enclosure Industry, the Register of Accredited Members of SASEMA who have satisfied the Associations requirements of predetermined Standards

### 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. Conditions of Tenders
11. Product Drawings and Component Drawings
12. Maintenance and Promotion of Competition Act
13. General
14. Enforcement of the Code

### 1. PROMOTION AND ADVERTISING

#### 1.1 Promotion Levy

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

- 2.1 Products should be fit for the purpose of 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 purpose which the products are being bought, there's an implied condition that the products offered are reasonably fit for that purpose at the time of purchase or installation and comply with performance standards as published by SASEMA from time to time
- 2.3 All products shall perform according to the minimum standards as set out in the Associations performance standards as published from time to time. The product as installed must meet all the relevant design criteria, taking cognizance of the specific site conditions
- 2.4 To ensure that minimum standards are met, all shower enclosure products must be submitted for type testing to SASEMA standards

### 3. THE SALE

- 3.1 Members shall ensure that their sales personnel always treat a customer with courtesy and respect
- 3.2 Employers to see that their Employees are well trained
- 3.3 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



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#### **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. INTALLATION OF PRODUCTS**

- 5.1 Installation of products must comply with accepted good practice and SASEMA guidelines as updated from time to time

#### **6. GUARANTEES**

- 6.1 Guarantee periods for all products sold, 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 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
- 7.2 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
- 7.3 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 very case state the following:
  - 7.3.1 There is to be no suggestion that the parties convened will have any claim against the Association arising out of the opinion and advise provided
  - 7.3.2 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
  - 7.3.3 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

#### **8. REQUIREMENTS FOR BUSINESS OPERATIONS**

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

#### **9. MUTUAL RESPECT**

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

#### **10. CONDITIONS OF TENDERS**

- 10.1 Members will respect and adhere to decisions of the Association in regard to contractual and trading conditions
- 10.2 Members shall not misrepresent the performance standard of their shower enclosure product by implying that a certificate for one product covers a different product or that a certificate obtained by another manufacturer for the same type of 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. PRODUCT DRAWINGS and COMPONENT DRAWINGS**

Where complete shower enclosure products or specific components thereof are made to a Members' own design, these are not to be copied or used by any other Member in breach of:

- 11.1 The Copyright of Act 98 of 1978 – Covering the drawings
- 11.2 The Design of Act 57 of 1967 – Covering the shape of any sections, component or fittings
- 11.3 Or such other Acts as may be promulgated from time to time

#### **12. MAINTENANCE AND PROMOTION OF COMPETITION ACT**

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**

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



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**14. ENFORCEMENT OF THE CODE**

It is a condition of Membership of this Association that this Code of Ethical Practice is accepted in its entirety

**14.1** 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, three members appointed by the Technical Committee of SASEMA with the Executive Director as Convener

**14.2** It shall be obligatory for a member to serve on the disciplinary committee, if requested to do so.

**14.3** 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 of the AAAMSA Group & SASEMA Board, whose decision, however, shall be final and binding

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**ACKNOWLEDGEMENT OF AGREEMENT**

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

**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**