



Application for Installers / Designers Membership (<3 years experience) Class III - Information (rev 1.1)

Dear Applicant,

Thank you for your interest in joining the Earthing and Lightning Protection Association of South Africa (ELPA). Class III membership category is described in Article IV, section 2 of the ELPA constitution.

As a Class III member you will receive the following benefits:

- A representative seat on the ELPA Board of Directors - 1 per ten (10) Class II and III member companies;
- A representative vote on matters tabled for consideration – budgetary or proposed work,
- Matters raised on your behalf pertinent to you for voting consideration;
- Representative influence on the Lightning Protection Industry by the position held;
- Access to all matters addressing the lightning protection industry as available to ELPA;
- Networking opportunities with international specialists, experts and professionals in the lightning protection industry;
- Discounted rates with SABS on the SANS standards documents (negotiations in progress),
- Expect significant savings in marketing packages with media publishing houses as we move forward (negotiations in progress).

The application documentation is attached and needs to be completed and submitted to the ELPA office together with the initiation fee of R4,000.

The class III membership fee is R8,000 per annum to be paid in advance.

PLEASE COMPLETE ALL PARTS OF THE FORMS BELOW.

Part D is a reference from another company and must not be completed by the applicant.

Please note as part of the application process you are required to provide three (3) business references on the attached forms. At least one of these references must be from a member of ELPA, ECA, SAIEE or similar listed institution. References should be provided by you with your application.

Once we receive these items, we will contact your references.

In addition, the ELPA Constitution (Article 4, Section 5) requires that you provide evidence of third-party inspection of three (3) completed lightning protection installations.

You may provide an Installer Safety Report (ISR) for each to meet this requirement. The Constitution states that you have 24 months after application to provide these project certifications.

To expedite processing of your application, please include the email address for each reference and advise your contacts in advance that ELPA will be following up with them for further information.

Upon receiving your materials and reference replies, we will distribute your application materials to the ELPA Board of Directors for voting on your membership.

Once approved, we will advise you of your new membership with a certificate and information on lightning protection and ELPA.

BANKING DETAILS:

Name:	Earthing and Lightning Protection Association NPC
Bank:	Standard Bank
Account No:	310029635
Branch Code:	009006
Branch:	Mall of Africa
Type:	Bizlaunch "Cheque"



Application for Installers / Designers Membership (<3 years experience) Class III - Part A

1. COMPANY DETAILS

a. Full name of Applicant Company (Hereafter referred to as "The Company")

b. Name under which business is conducted (if different "Trading As")

c. VAT Registration number (N/A if not registered):

Company Address – Primary place of business:

d. Postal Address:

e. Street Address:

f. Website address:

Company Contact Correspondence Details:

g. Email address: h. Phone numbers:

2. PERSON AT THE COMPANY TO CONTACT FOR FURTHER INFORMATION REGARDING THIS APPLICATION:

a. Name and Surname:

b. Title (Owner/Director/CEO/etc.):

c. Phone Office: Mobile:

d. Email address:

3. PERSON AT THE COMPANY AUTHORISED TO RECEIVE ALL ELPA CORRESPONDENCE AND RESPONSIBLE FOR CIRCULATING WITHIN THE COMPANY (If same as above item 2 please only state name and surname)

a. Name and Surname: b. Title:

c. Phone Office: Mobile:

d. Email address:



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4. LIST INDIVIDUALS EMPLOYED BY THE COMPANY WHO WOULD BE INVOLVED IN THE ACTIVITIES OF ELPA:

Name	Title (Mr/Ms/Dr)	ID Number	Mobile	Email



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5. PLEASE LIST THREE (3) BUSINESS OR INDUSTRY RELATED REFERENCES:

(* Denotes Required Field)

*Name: Title:

*Company:

*Phone Number: Mobile:

*Email address:



*Name: Title:

*Company:

*Phone Number: Mobile:

*Email address:



*Name: Title:

*Company:

*Phone Number: Mobile:

*Email address:



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Part B - Code of Ethics

PRINCIPLES FUNDAMENTAL TO THE ASSOCIATION

1. The company will emphasise the protection and safety of people;
2. The company will emphasise the protection of property and assets;
3. The company will strive to strengthen the competence of the Association;
4. The company will strive to strengthen the prestige of the Association;
5. The members of the company will conduct business honourably, responsibly and ethically in a manner to enhance the honour and the reputation of the Association and its members.

RESPONSIBILITY TO CLIENTS

1. The company will act in all professional matters as a faithful agent to the Client;
2. The company will not disclose information concerning the business affairs or technical processes of any present or former Client;
3. The company will inform each Client regarding any business connections, interests or affiliations which might influence any judgement made by employees of the company or impair the equitable character of the company to provide services;
4. The company will respect and protect the Client's property.

RELATIONSHIP WITH PEERS

1. The company will endeavour to aid the professional development and advancement of the industry pertaining to earthing and lightning protection;
2. The company will not compete unfairly with other companies;
3. The company will extend its friendship and confidence to all Association members without bias toward race, gender or religion;
4. The company will extend its friendship and confidence to all with whom the company enters a business relationship;
5. The company will endeavour to insure the integrity of the Association's certification programs.

As representative of the company, I hereby state that I have read the above Code of Ethics of the Earthing and Lightning Protection Association, and I and my company agree to abide by said Code of Ethics while a member of the Earthing and Lightning Protection Association.

Company Name Date

Print Name Signature



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Part C - Company Profile

Information exactly as you wish it to appear on any ELPA system information.

1. GENERAL CONTACT INFORMATION – ALL INFORMATION ON ELPA RECORDS:

Your Name and Surname:

Company Name:

Office Phone Number: Email Address:

Postal Address:

2. BILLING ADDRESS

Company Name:

Accounts Department (Eg. Accounts): ("n/a" if none)

Accounts Email address:

Accounts Postal Address (if postal required):

3. CONTACT INFORMATION TO BE SHOWN ON THE ELPA WEBSITE:

The following information will appear at www.elpasa.org.za

Company Name:

Main Contact Person:

Street or Postal Address:

Phone Number: Toll Free:

Main Contact Email: Company Website:

As representative of the company, I hereby attest that the contact information provided above is accurate to the best of my knowledge. If any of this information changes or is listed incorrectly on the ELPA website, I understand it is my responsibility to contact the ELPA office to have records updated.

Print Name Signature Date



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Part D - Business Reference with respect to Application

Date:

From: (Name of person providing reference)

Company Name:

Address:

Email Address: Office Phone #:

Mobile:

Re: (Applicant Company Name)

Applicant Company Address:

REQUEST: The above applicant has listed you as a business reference for membership to the Earthing and Lightning Protection Association (ELPA). Please complete this page and return to the applicant for submittal with their membership request. ELPA appreciate your time and consideration in this matter.

1. How long have you known the applicant listed above?

2. What is your relationship with the applicant?

3. Please describe the quality of work provided by the applicant:

4. How would you define the applicants reputation/character?

5. Please provide any additional comments as to your knowledge of the applicant and Company

Signed:

Company: