

# Application forms ELPA Company Membership Class V - Suppliers

## Information Sheet (rev 2.1)



Dear Applicant,

Thank you for your interest in joining the Earthing and Lightning Protection Association of South Africa (ELPA). Class V membership category is described in Article IV, section 2 of the ELPA constitution adopted in February 2019.

*“All companies who supply lightning protection system components, lightning protection products used in the manufacture of lightning protection system components (e.g. wire, rod, fasteners, part castings, etc.) and supplies allied to lightning rod systems (e.g. arrestors, continuity testers, ground testers, warning systems, etc.) and do not fit the class I, II or III categories, would be classified as suppliers”.*

ELPA provides you, the prospective Lightning Protection Systems service provider a stable framework to operate within South Africa.

As a Supplier member (Class V) you will receive the following benefits:

- Website exposure to lightning protection systems installer and designer companies, lightning protection systems Clients including but not limited to engineers, architects, property developers, the insurance industry and industry investors;
- Participate in regional awareness and outreach programs;
- Participate in materials standards and compliance working groups, task force and committees;
- 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;
- First choice opportunity to register as exhibitors at any ELPA arranged events or meetings;
- First referrals on any supplier related enquiries from ELPA members in the Class I to IV categories

It is very important to understand that as a supplier you will not have representation on the Board of Directors.

As an ELPA member your commitment to the ELPA Code of Ethics would be central to your relationship with ELPA.

Central to those principles, as a supplier you undertake to supply only merchandise that is compliant to the Standards as stipulated in South African regulations as amended from time-to-time.

Where materials are not compliant according to South African standards, you are obligated to bring those to the attention of ELPA for due consideration. ELPA will in all cases consider said submissions for a fair outcome whilst not compromising the aims and objectives of the Association as stipulated in the ELPA Constitution

The application documentation is attached and needs to be completed and submitted to the ELPA office together with the annual membership fee of R8,000. Initiation fee for Class V is R0.00 as per the Constitution. This may be amended from time to time on decision by the Board of Directors.

Currently the Class V category is unique in its application – the case study institute from which ELPA have launched the business model with the 5 business categories, have very few members in this category. The consequences and impact of the Association actions on manufacturers in the industry is considered to be so significant that poor decisions by the Association as regards materials and compliance could severely impact production and sales.

Suppliers of external and internal lightning protection components are also largely the manufacturers or are direct and sole suppliers of one or other manufacturer.

Thus, the Association will take advice from suppliers in this context. However, it must be understood that the business model only works with equal representation. A voice is heard because the voice has relevance. The intended outcome of the financial model to align with the business model is impact in the industry which is normally directly related to the financial risk carried by each ELPA member company. It stands to reason then why most manufacturers in the established industry of the USA would register as Class I members rather than Class V.

Upon receiving your membership registration application, we will distribute your application 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: Mall of Africa

Branch Code: 009006

Type: Bizlaunch “Cheque”

\* When making payments please use your company name as reference  
(Can shorten bank account name to “ELPA”)

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## Part A: Company Details

### 1. COMPANY REGISTRATION DETAILS

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

Does the company have a "Trading As" name under which business is conducted? No  / Yes   
(If Yes, please specify) .....

VAT Registered? No  / Yes  .....  
(If Yes, please specify VAT registration number)

CIPC Registered? No  / Yes  .....  
(If Yes, please specify CIPC registration number)

### 2. COMPANY ADDRESS – PRIMARY PLACE OF BUSINESS

Postal Address: ..... Postal Code: .....

Physical/Street Address: ..... Postal Code: .....

### 3. CONTACT INFORMATION

1. Primary contact person *pertaining to this application* (if additional information is required)

Name and Surname: .....

Title: Owner  / Director  / CEO  / Partner  / Other  (Please specify) .....

Phone - Office: ..... Mobile: .....

E-mail address: .....

2. Person at the company authorised to receive all ELPA correspondence and responsible for circulating within the company

Same as Primary contact person? Yes  / No   
(If No, please specify) Name, Surname and Title .....

- Email address .....

- Contact phone number .....

### 4. BILLING INFORMATION

Company Name to be used for invoicing – (Reference to names stated in registration details above)

Registered name  / "Trading As" name  / Other   
(If other, please specify) .....

Company has an Accounts department? No  / Yes   
(If Yes, please specify) Department Name (Eg Accounts) .....

Contact person name currently handling accounts: Name and Surname .....

Accounts mailing – Email address .....

Address to be used on invoices: Postal  / Physical  / Other   
(If other, please specify) .....

*Application for*  
**ELPA Company Membership**  
**Class V - Suppliers**



**Part B: ELPA 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*

1. *I have read the above Code of Ethics of the Earthing and Lightning Protection Association, and*
2. *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 D: Company Public Profile

The following information will be published in ELPA publicity material and information sharing to the public and industry at large who will have an interest in lightning protection, it's application and work to ensure effective lightning protection of their properties and people.

You therefore grant permission for the following information to be made known with the intent and purpose of making your services available to the public and potential enquirers of the lightning protection.

Please complete the information exactly as you wish it to appear on any ELPA social media platform such as the ELPA website, LinkedIn, Facebook and Twitter.

### **CONTACT INFORMATION TO BE SHOWN ON THE ELPA WEBSITE:**

The following information will appear at [www.elpasa.org.za](http://www.elpasa.org.za)

Company Name: .....

Main Contact Person: .....

Street and/or Mailing Address: .....

Phone Numbers Main: ..... Toll Free: .....

Main company contact Email address: .....

Company Website: .....

LinkedIn link: .....

Facebook: .....

Twitter: .....

From time to time you will be contacted when new concepts are implemented both on the ELPA website and collaborative media publications in support of the industry. Any improvements will be shared with you to the benefit of your organisation and ELPA.

### **MARKETING MATERIALS INFORMATION TO BE SHOWN ON THE ELPA WEBSITE:**

Please provide details of any company information you have in electronic format that you would like to include on the website which will let potential clients know more about you, your services and your products offered.

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*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 .....