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| <b>APPLICATION FORM</b> | CERTIFIED (ROOF STRUCTURE) SYSTEM SOFTWARE DEVELOPER               |  |
| <b>APPLICATION DATE</b> | <input type="text"/> / <input type="text"/> / <input type="text"/> | <b>MEMBERSHIP NUMBER:</b> <input type="text"/> |
|                         | <small>D D / M M / Y Y Y Y</small>                                 | <small>(Office use only)</small>               |

To qualify for the designation of Certified System Developer, applicant is required to provide documented proof of specifically the system design software being in compliance with the listed ITC-SA criteria (available from ITC-SA). Before confirmation of the set requirements, the System Software Developer will be referred to as a Probationary System Software Developer.

Lastly, and which will be pre-requisite for recognition by the ITC-SA will be an independent audit and testing, that will need to be conducted by an independent competent person recognized by the Engineering Council of South Africa (ECSA) and the ITC-SA.

**A. YOUR DETAILS**

|                                  |  |                                       |                                 |
|----------------------------------|--|---------------------------------------|---------------------------------|
| Identity number/Passport number: |  | Date of birth:                        |                                 |
| Surname:                         |  |                                       |                                 |
| Full names:                      |  |                                       |                                 |
| Preferred first name:            |  |                                       |                                 |
| Initials:                        |  | Gender: Male <input type="checkbox"/> | Female <input type="checkbox"/> |
|                                  |  | Title: Ms <input type="checkbox"/>    | Mr <input type="checkbox"/>     |
|                                  |  | Other: <input type="checkbox"/>       |                                 |

A certified copy of your ID to be attached when returning the application.

Which province do you predominantly operate in?

|                                       |                                     |  |                                       |                                  |
|---------------------------------------|-------------------------------------|--|---------------------------------------|----------------------------------|
| <input type="checkbox"/> Eastern Cape | <input type="checkbox"/> Free State | <input type="checkbox"/> Gauteng       | <input type="checkbox"/> KZN          | <input type="checkbox"/> Limpopo |
| <input type="checkbox"/> Mpumalanga   | <input type="checkbox"/> North West | <input type="checkbox"/> Northern Cape | <input type="checkbox"/> Western Cape |                                  |

**B. YOUR CONTACT DETAILS**

|                                     |  |
|-------------------------------------|--|
| Physical address:                   |  |
| Suburb:                             |  |
| City:                               |  |
| Country:                            | Code:  |
| Postal address:                     |  |
| Suburb:                             |  |
| City:                               |  |
| Country:                            | Code:  |
| Email address:                      |  |
| Cellphone: ( <input type="text"/> ) | Would you like to receive our newsletter? <input type="checkbox"/>   |
| Where did you hear about us?        | <input type="checkbox"/> Advertisement <input type="checkbox"/> Web <input type="checkbox"/> Brochure <input type="checkbox"/> Word of mouth |

**C. YOUR QUALIFICATIONS**

Route you achieved your qualification in this designation through:

|  |   |
|--|---|
| <input type="checkbox"/> By System Developer   | <input type="checkbox"/> Own Software                                   |
| <input type="checkbox"/> Independently Audited | Date <input type="text"/> - <input type="text"/> - <input type="text"/> |

|   |   |
|---|---|
| Training Provider where your training was done: | <input type="text"/>  |
| Your Certificate of Competence Number:          | <input type="text"/> / <input type="text"/> / <input type="text"/> Year you obtained your certificate: <input type="text"/> |

A certified copy of your certificate to be attached when returning the application.

**D. YOUR EMPLOYER / OCCUPATIONAL DETAILS**

Company ITC-SA COC Number: 

|   |   |   |
|---|---|---|
| C | O | C |
|---|---|---|

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**Please note:** The COC number (Certificate of Competence Number) will only apply if the relevant company details have been captured with the ITC-SA after the awarding of a COC. If not, please complete below.

OR

|                           |   |  |   |  |  |  |  |  |  |  |  |  |  |                 |   |  |   |  |  |  |       |  |  |  |  |  |  |
|---------------------------|---|--|---|--|--|--|--|--|--|--|--|--|--|-----------------|---|--|---|--|--|--|-------|--|--|--|--|--|--|
| Company/Institution name: |   |  |   |  |  |  |  |  |  |  |  |  |  |                 |   |  |   |  |  |  |       |  |  |  |  |  |  |
| Occupation/Job title:     |   |  |   |  |  |  |  |  |  |  |  |  |  |                 |   |  |   |  |  |  |       |  |  |  |  |  |  |
| Work phone:               | ( |  | ) |  |  |  |  |  |  |  |  |  |  | Company VAT no: |   |  |   |  |  |  |       |  |  |  |  |  |  |
| Physical address:         |   |  |   |  |  |  |  |  |  |  |  |  |  |                 |   |  |   |  |  |  |       |  |  |  |  |  |  |
| Suburb:                   |   |  |   |  |  |  |  |  |  |  |  |  |  |                 |   |  |   |  |  |  |       |  |  |  |  |  |  |
| City:                     |   |  |   |  |  |  |  |  |  |  |  |  |  |                 |   |  |   |  |  |  |       |  |  |  |  |  |  |
| Country:                  |   |  |   |  |  |  |  |  |  |  |  |  |  |                 |   |  |   |  |  |  | Code: |  |  |  |  |  |  |
| Postal address:           |   |  |   |  |  |  |  |  |  |  |  |  |  |                 |   |  |   |  |  |  |       |  |  |  |  |  |  |
| Suburb:                   |   |  |   |  |  |  |  |  |  |  |  |  |  |                 |   |  |   |  |  |  |       |  |  |  |  |  |  |
| City:                     |   |  |   |  |  |  |  |  |  |  |  |  |  |                 |   |  |   |  |  |  |       |  |  |  |  |  |  |
| Country:                  |   |  |   |  |  |  |  |  |  |  |  |  |  |                 |   |  |   |  |  |  | Code: |  |  |  |  |  |  |
| Email address:            |   |  |   |  |  |  |  |  |  |  |  |  |  |                 |   |  |   |  |  |  |       |  |  |  |  |  |  |
| Work phone:               | ( |  | ) |  |  |  |  |  |  |  |  |  |  | Fax:            | ( |  | ) |  |  |  |       |  |  |  |  |  |  |
| Cellphone:                | ( |  | ) |  |  |  |  |  |  |  |  |  |  |                 |   |  |   |  |  |  |       |  |  |  |  |  |  |

**E. STATUTORY INDUSTRY DOCUMENTATION**

All ITC-SA registered practitioners shall have in their possession the current compulsory SANS codes of Practice, Building Regulations and statutory requirements for ease of reference (copies of these can be purchased / obtained from the South African Bureau of Standards, NHBC, Government Printers and Local Authorities).

Please tick the boxes acknowledging that you have the relevant documentation:

- SANS 10400 (inclusive)
- SANS 10160 (inclusive)
- SANS 10163 (inclusive)
- SANS 10243 (inclusive)
- SANS 1783 (inclusive)
- SANS 10005 (inclusive)
- NHBC Home Building Manuals

## **E. CODE OF CONDUCT**

### **1. Objective**

The Objectives of this Code of Conduct is to ensure that ITC-SA Registered Members:

1. Apply their knowledge and skill in the interests of all stakeholders in the built environment;
2. Execute their work with integrity, sincerity, and in accordance with generally accepted norms of governance and of professional conduct;
3. Respect the interests of their fellow industry stakeholders and to honour and uphold the standing of the Institute for Timber Construction in the built environment;
4. Continuously improve their skills and those of their subordinates;
5. Encourage excellence in the application of the structural timer within the construction industry.

### **2. Rules of Conduct: Ethics**

Registered ITC-SA Members shall in fulfilling the objectives contemplated in item 1 above comply with the following rules:

#### **2.1 Competency**

- a. Must discharge their duties to their employers, clients, associates, and the public effectively with skill, efficiency, professionalism, knowledge, competence, due care, and diligence;
- b. May not undertake or offer to undertake work of a nature for which their education, training and experience have not rendered them competent to perform;
- c. Must, when carrying out work, engage in and adhere to acceptable practices.

#### **2.2 Integrity**

- a. Must discharge their duties to their employers, clients, associates, and the public with integrity, fidelity and honesty;
- b. Must not undertake work under conditions or terms that would compromise their ability to carry out their responsibilities in accordance with acceptable industry and professional standards;
- c. Must not engage in any act of dishonesty, corruption or bribery;
- d. Must disclose to their employers and clients, or prospective employers or clients, in writing:
  - (i) any interest, whether financial or otherwise, which they may in any business undertaking, or with any person, and which is related to the work for which they may be or have been employed; and
  - (ii) particulars of any royalty or other benefit which accrues or may accrue to them as a result of the work; with the client or employer concerned;
  - (iii) the status pertaining to professional indemnity insurance cover (in the case of ITC-SA Accredited Engineering Members);
- e. May not, either directly or indirectly, receive any gratuity, or commission or other financial benefit on any article or process used in or for the purpose of the work in respect of which they are employed, unless such gratuity, commission or other financial benefit has been authorized in writing by the employer or client concerned;
- f. Must avoid any perceived, real or potential conflict of interest;
- g. May not knowingly misrepresent, or permit misrepresentation of their own academic or professional qualifications or competency or those of any other person involved with work, nor knowingly exaggerate their own degree of responsibility for any work or that of any person;
- h. Must give decisions, recommendations or opinions that are honest, objective and based on facts that are used in reaching recommendations or opinions given to clients or employers;
- i. May neither personally nor through any other person, improperly seek to obtain work, or by way of commission or otherwise, make or offer to make payment to a client or prospective client for obtaining such work;
- j. May not, unless required by law or by these Rules, divulge any information of a confidential nature which they obtained in the exercise of their duties;
- k. Must notify the ITC-SA immediately if they become aware of a violation of these Rules by any other Registered ITC-SA Member;
- l. Must notify the ITC-SA immediately they become insolvent;
- m. Must without delay notify the ITC-SA if they become aware of any ITC-SA Accredited Engineer who is subject to one or more of the following:
  - (i) Removal from an office of trust on account of improper conduct;
  - (ii) Being convicted of an offence and sentenced to imprisonment without an option of a fine, or, in the case of fraud, to a fine or imprisonment or both.

#### **2.3 Public Interest**

- a. Must at all times have due regard and priority to public health, safety and interest;
- b. Must, when providing advice to a client or employer, and if such advice is not accepted, inform such client or employer of any consequences which may be detrimental to the public health, safety or interests and at the same time inform the ITC-SA of their action;
- c. Must without delay notify the ITC-SA if they become aware of any person who has been declared medically unfit by a registered medical practitioner to practice as an ITC-SA Accredited Inspector or Engineer.

## **2.4 Environment**

- a. Registered ITC-SA Members shall have due regard for, and in their work, avoid adverse impact on the environment; and
- b. Adhere to generally accepted principles of sustainable development.

## **2.5 Dignity of the ITC-SA**

- a. ITC-SA Registered Members must order their conduct so as to uphold the dignity, standing and reputation of the ITC-SA and the industry at large;
- b. May not, whether active in the built environment or not, knowingly injure the reputation or business of any other ITC-SA Registered Member;
- c. Must provide work or services of quality and scope, and to a level, which is commensurate with accepted standards and practices in the built environment;
- d. May not knowingly attempt to supplant an ITC-SA Registered Member in a particular engagement after the client has employed such ITC-SA Registered Member;
- e. May not advertise their services in a self-laudatory manner that is derogatory to the dignity of the profession;
- f. May not review for a particular client work of another Registered ITC-SA Registered Member, except -
  - (i) With the prior knowledge of the other ITC-SA Registered Member, who must be afforded a reasonable opportunity to submit comments to the client on the findings of the review; or
  - (ii) After receipt of a notification in writing from the client that the engagement of the other Registered Person has been terminated; or
  - (iii) Where the review is intended for purposes of a court of law or other legal proceedings, including proceedings arising from these Rules.

## **2.6 Administrative**

- a. ITC-SA Registered Members may not without satisfactory reasons destroy or dispose of, or knowingly allow any other person to destroy or dispose of, any information within a period of 10 years after completion of the work concerned;
- b. May not place contracts or orders, or be the medium of payments, on their employer's or client's behalf without the written authority of the employers or clients;
- c. May not issue any information in respect of work prepared by them or by any other person under their direction or control, unless -
  - (i) Such information bears the name of the organization concerned; and
  - (ii) Information so issued is dated and signed by the ITC-SA Accredited Engineer concerned or another appropriately qualified and authorized person;
- d. Must order their conduct in connection with work outside the borders of the Republic of South Africa in accordance with these rules in as far as they are not inconsistent with the law of the country concerned: Provided that where there are recognized standards of conduct in a country outside the Republic, they must adhere to those standards in as far as they are not inconsistent with these rules.
- e. Must always ensure adequate supervision of, and take responsibility for, work carried out by their subordinates;
- f. Must ensure that, while engaged as partners, directors, members or employees of a business undertaking which performs rational structural design work, the control over the work is exercised, and the responsibility in respect thereof is carried out by a Registered Person other than a person registered as a candidate in terms of section 18 (1)(b) of the Act; (Act No. 46 of 2000); and
- g. Must, when requested by the ITC-SA to do so, in writing provide the ITC-SA with all the information available to them which may enable the ITC-SA to determine which registered person was responsible for any act which the ITC-SA may consider to be improper conduct;
- h. Must notify the ITC-SA without delay of any change of his or her physical address;
- i. Must, within 30 days, respond to correspondence received from clients, colleagues, and the ITC-SA in so far as it relates to work or proceedings in terms of these Rules.

I/We acknowledge that penalties may be imposed after an investigation and formal hearing confirming a transgression (or transgressions) of this CODE OF CONDUCT.

I/We the undersigned, being duly authorized, agree to be bound by the above Code of Conduct of the Institute for Timber Construction.

I/We undertake to pay the annual membership fee of **R11 500.00** [incl. VAT] applicable (as may be amended by the ITC-SA Board from time to time).

Please indicate whether you give us permission to list your information on our website for public viewing:

|                          |     |
|--------------------------|-----|
| <input type="checkbox"/> | Yes |
| <input type="checkbox"/> | No  |

*Banking Details:*

**INSTITUTE FOR TIMBER CONSTRUCTION**  
**ABSA - ISANDO BRANCH NUMBER 52-31-42**  
**ACCOUNT NUMBER 010-2938-231-6**

**Company Name** \_\_\_\_\_

**Full Name** \_\_\_\_\_  
*(Authorised to sign on behalf of the company/organisation)*

**Capacity within the company** \_\_\_\_\_

**Capacity within the company** \_\_\_\_\_