



Institute for Timber Construction South Africa
Association Incorporated under Section 21 of Companies Act

reg no 1972/009631/08
vat no 4270130349

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APPLICATION FORM	TIMBER FRAME BUILDER		MEMBERSHIP NUMBER:	C O C / / T F B
APPLICATION DATE	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	D D / M M / Y Y Y Y	(Office use only)	

Benefit of ITC-SA Membership:

You will belong to a South African Qualification Authority accredited Professional Body. You will receive Professional Status and recognition as a Certified Timber Frame Builder. Probationary Builder Members of the ITC-SA shall be provided with an ITC-SA Certificate of Accreditation for display on their premises. To receive and retain this status, timber frame builders will be subjected to an annual audit inspection by the ITC-SA.

Before being considered for membership a preliminary check by the ITC-SA to ensure a comprehensive knowledge of SANS 10082 Code of Practice of Timber Buildings is being exercised. After having met the criteria for full recognition, the Builder Member will receive a Certificate of Competence demonstrating recognition of professional accreditation. Such Builder Members will be entitled to the use of a special ITC-sa logo on their stationery and other documentation.

It is a mandatory requirement that three inspections (two structural and one finishing inspections) are undertaken and passed within 12 months before full membership is granted, these will be invoiced to you prior to the date of inspection.

Sub-Contractors: Should the certified timber frame builder NOT be present on site regularly and makes use of a sub-contractor, then the certified timber frame builder needs to insist that the sub -contractor that he makes use of be registered with the ITC-SA.

One of the benefits of members is a link on website (this cost is included in subs).

A. YOUR DETAILS

	D D / M M / Y Y Y Y
Identity number/Passport number:	<input type="text"/>
Surname:	<input type="text"/>
Full names:	<input type="text"/>
Preferred first name:	<input type="text"/>
Initials:	<input type="text"/>
Gender: Male	<input type="checkbox"/>
Female	<input type="checkbox"/>
Title: Ms	<input type="checkbox"/>
Mr	<input type="checkbox"/>
Other:	<input type="text"/>
A certified copy of your ID to be attached when returning the application.	
<input type="checkbox"/> Director	<input type="checkbox"/> Owner
<input type="checkbox"/> Member	
Which province do you predominantly operate in?	
<input type="checkbox"/> Eastern Cape	<input type="checkbox"/> Free State
<input type="checkbox"/> Mpumalanga	<input type="checkbox"/> North West
<input type="checkbox"/> Gauteng	<input type="checkbox"/> Northern Cape
<input type="checkbox"/> KZN	<input type="checkbox"/> Western Cape
<input type="checkbox"/> Limpopo	

B. YOUR CONTACT DETAILS

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

- 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 **R4 266.50** [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 _____