

## SAPOA MEMBERSHIP APPLICATION FOR 2021

### GENERAL INFORMATION FOR ALL CATEGORIES

PLEASE PRINT		*COMPULSORY FIELDS
*Name of organisation		
*Owner/CEO/Managing Director		
*Postal Address	*Town/City	
*Province	*Code	
*Physical Address		
*Tel		
*Website Address	*Number of Staff Employed	
<b>Main Representative</b>		
*Title	*Name	*Surname
*Tel	*Cell	*Email
<b>Marketing/Business Development Contact</b>		
*Title	*Name	*Surname
*Tel	*Cell	*Email
<b>HR Contact</b>		
*Title	*Name	*Surname
*Tel	*Cell	*Email
<b>Legal contact Representative (Optional)</b>		
*Title	*Name	*Surname
*Tel	*Cell	*Email
<b>Accounts Contact Representative</b>		
*Title	*Name	*Surname
*Tel	*Cell	*Email
<b>Other Contacts - Please supply us with your Name, Surname, Email Address and Telephone Number</b>		
1.		
2.		
Do you allow SAPOA to share your company details with other SAPOA members? YES <input type="checkbox"/> NO <input type="checkbox"/>		
* Contacts listed above will receive electronic information from SAPOA. If you want to add more than 2 people, please list them on a separate page and attach it to this form		
* Company VAT Number (Attach proof)	* Company TAX Number (Tax clearance Certificate)	
* Company Registration Number	* Company Financial Year End (*compulsary)	
* Nature of Business (Attach proof)		
<b>Why do you join SAPOA?</b>		
I/We join for		
1. Education <input type="checkbox"/>	2. Advocacy <input type="checkbox"/>	3. Social events <input type="checkbox"/>
4. Research <input type="checkbox"/>	5. Network <input type="checkbox"/>	
WE UNDERTAKE TO ACCEPT ALL PROVISIONS OF THE ASSOCIATION'S MEMORANDUM OF INCORPORATION, AND CODE OF CONDUCT		
*Signature	*Date	
*Position Held	*Authorised Signatory	
<b>Should any of the information change, please advise the secretariat immediately in writing, otherwise these changes will not be effected</b>		

**CONDITIONS:** Membership fees and mailings are subject to vat and are quoted excluding vat. Application process takes 4 - 6 weeks

**FEES:**

- Fees are payable immediately on receipt of invoice • Membership runs from January to December and shall be prorated on a six months basis
- In the event that membership is rejected for any reason, the fees will be refunded without delay • VAT invoices will be supplied on confirmation of acceptance

## TERMINATION OF MEMBERSHIP

In the event that a member wishes to terminate membership:

- Three months notice on date of invoice is required
- Notice of such intention should be given to the secretariat in writing
- The member remains liable for payment of the annual fees in accordance with the SAPOA Memorandum of Incorporation
- Amount payable shall be determined on a quarterly basis or part thereof

## RENEWALS

- Membership is automatically renewed on an annual basis as of 1 January every year
- According to the SAPOA Memorandum of Incorporation, fees are subject to adjustment each year depending on the fee scale determined by the SAPOA Board of Directors

## MEMBERSHIP CATEGORIES *(please choose only ONE membership category)*

<b>1. PROPERTY OWNERS</b> <input type="checkbox"/> <b>ASSET MANAGERS</b> <input type="checkbox"/> <b>DEVELOPERS</b> <input type="checkbox"/>		
<ul style="list-style-type: none"> <li>• Fees are based on a fair estimate of the market value of a member's owned or managed property portfolio</li> <li>• Please indicate the type of property owned by ticking the appropriate block                               <input type="checkbox"/> Office Space      <input type="checkbox"/> Retail Space      <input type="checkbox"/> Commercial Space (Industrial)      <input type="checkbox"/> Industrial Space      <input type="checkbox"/> Mixed Use                         </li> <li>• Is your Company Listed? Yes <input type="checkbox"/> No <input type="checkbox"/></li> <li>• Include only one third of the market value of township land, whether such land is proclaimed or not</li> <li>• The group property portfolio is to be used for determining membership fees</li> <li>• All employees within the member company derive a benefit from SAPOA membership</li> <li>• This category includes SARIET members</li> </ul>		
Value of Property		Fees
Smaller than R15 million	<input type="checkbox"/>	R 12,800
R15 to R50 million	<input type="checkbox"/>	R 24,000
R51 to R100 million	<input type="checkbox"/>	R 46,200
R101 to R500 million	<input type="checkbox"/>	R 65,700
R501 million to R1 billion	<input type="checkbox"/>	R 86,000
R1 to R2 billion	<input type="checkbox"/>	R 107,500
R2 to R3 billion	<input type="checkbox"/>	R 126,300
R3 to R5 billion	<input type="checkbox"/>	R 157,700
R5 to R10 billion	<input type="checkbox"/>	R 179,300
R10 to R15 billion	<input type="checkbox"/>	R 204,100
Greater than R15 billion	<input type="checkbox"/>	R 230,000
Value of Property		Fees
<b>2. PROPERTY MANAGERS</b> <input type="checkbox"/> <b>FACILITIES MANAGERS</b> <input type="checkbox"/>		
The asset based criteria is used to determine the fee for Property / Facilities Managers Portfolio * <i>(Fidelity Fund Certificate Required)</i>		
Smaller than R250 million	<input type="checkbox"/>	R 12,000
R251 million to R1 billion	<input type="checkbox"/>	R 18,100
R1 to R2 billion	<input type="checkbox"/>	R 32,900
R2 to R3.5 billion	<input type="checkbox"/>	R 65,800
R3.5 billion to R10 billion	<input type="checkbox"/>	R 131,500
R10 to R15 billion	<input type="checkbox"/>	R 149,000
Greater than R15 billion	<input type="checkbox"/>	R 169,000
<b>3. PROFESSIONALS</b> <input type="checkbox"/> *Please tick the applicable profession (subject to be discussed)		
Agents/Brokers <input type="checkbox"/> Architects <input type="checkbox"/> Attorneys <input type="checkbox"/> Construction <input type="checkbox"/> Consultants <input type="checkbox"/> Contractors <input type="checkbox"/> Engineers <input type="checkbox"/>		
Interior designers <input type="checkbox"/> Private education <input type="checkbox"/> Professional advisory services <input type="checkbox"/> Quantity surveyors <input type="checkbox"/> Research <input type="checkbox"/> Valuers <input type="checkbox"/>		
Town and urban planning <input type="checkbox"/> Other: <input type="text"/>		
Independent broker (*Fidelity Fund Certificate required)	<input type="checkbox"/>	R 4,000
Small (up to 10 employees) (*Region Specific)	<input type="checkbox"/>	R 8,000
Medium (11 – 30 employees) (*Region Specific)	<input type="checkbox"/>	R 12,200
Large (more than 30 employees) (*National)	<input type="checkbox"/>	R 23,000

4. REGISTERED EDUCATIONAL INSTITUTIONS (ie: University of JHB, WITS, Career Excel Academy)	<input type="checkbox"/>	R 6,100
5. PUBLIC SECTOR • LOCAL MUNICIPALITIES • GOVERNMENT DEPARTMENT • PARASTATALS/SOE's	<input type="checkbox"/>	R 22,700
6. RETAILERS	<input type="checkbox"/>	R 21,200
7. PROFESSIONAL ASSOCIATIONS / INSTITUTIONS (ie: WPN, EAAB, Green Building Council)	<input type="checkbox"/>	R 4,600
8. INTERNATIONAL COMPANIES (ie: Based Internationally)	<input type="checkbox"/>	R 4,600

## NEW MEMBERS

SMME'S WHO ARE PREVIOUSLY DISADVANTAGED INDIVIDUALS (PDI) WILL QUALIFY FOR A MEMBERSHIP DISCOUNT AS FOLLOWS:

- 50% FOR THE FIRST YEAR OF MEMBERSHIP
- 30% FOR THE SECOND YEAR OF MEMBERSHIP
- 10% FOR THE THIRD YEAR OF MEMBERSHIP

To qualify for the BBBEE discounts please supply your company's recent BBBEE Certificate. A PDI includes African men and women, Indian/Asian men and women, Coloured men and women, and all disabled employees.

## BEE INDICATOR

Kindly indicate in the space provided either your Companies actual BEE Level as determined by the Property Charter Scorecard or your Companies percentage Black Equity

BEE Score		% Black Equity	
More than 51% Black Owned		Less than 51% Black Owned	

## PLEASE ATTACH THE FOLLOWING DOCUMENTATION

All documentation is compulsory

Company registration documentation	<input type="checkbox"/> Provided	<input type="checkbox"/> Not Provided	
Signed/stamped letter from Bank or cancelled cheque	<input type="checkbox"/> Provided	<input type="checkbox"/> Not Provided	
SARS tax compliance pin	<input type="checkbox"/> Provided	<input type="checkbox"/> Not Provided	
VAT notice of registration	<input type="checkbox"/> Provided	<input type="checkbox"/> Not Provided	<input type="checkbox"/> N/A
BBBEE Certificate	<input type="checkbox"/> Provided	<input type="checkbox"/> Not Provided	

## DEFINITION OF A SMME AS PER THE PROPERTY SECTORS QSE THRESHOLD

QSE enterprises whichever is higher		ASSET BASED	SERVICE BASED	ESTATE AGENTS / BROKERS
	Net assets	R30 m - R280 m		
	Gross income or turnover		R5 m - R35 m	R2.5 m - R35 m

## DRAFT CONSENT CLAUSE IN TERMS OF WHICH MEMBERS CONSENT TO THE PROCESSING OF PERSONAL INFORMATION BY SAPOA

### Consent to use of member's information

- ("Member") acknowledges that SAPOA needs to collect, use, disclose and process (both electronically and manually) the Member's personal information including that of the Member's employees ("Member Data").
- SAPOA shall process the Member Data, in its capacity as Responsible Party, and in accordance with the principles of the Protection of Personal Information Act, 4 of 2013 ("POPIA").

### Purpose

- The Member Data may be used on a continued and on-going basis throughout the duration of the Member's membership SAPOA.
- SAPOA will process the Member Data in order to fulfil its mandate in representing, protecting and advancing the Members' commercial and industrial property interests ("Membership Activities") and complying with any lawful instructions reasonably given by the Member from time to time.
- The Member further grants SAPOA consent to use the Member Data for purposes of direct electronic marketing including promoting and advertising courses and training; activities; functions and events which advance and promote SAPOA's interests and those of its Members.
- The Member acknowledges that SAPOA will permit third parties to advertise within its publications, provided that SAPOA is of the view that the goods and/or services advertised by the third parties would be of interest to Members, having regard to the Membership Activities. SAPOA specifically undertakes that it will not share Member Data with the third parties.

### Retention









- SAPOA will take all reasonable steps to ensure that the Member Data is kept secure and confidential and that it will only be used for purposes in connection with the above purposes.
- SAPOA shall take appropriate technical and organisational security measures against unauthorised or unlawful processing of the Member Data or its accidental loss, destruction or damage. The said measures shall ensure a level of security appropriate to the risks presented by the processing and the nature of the Member Data to be protected having regard to generally accepted information security practices and procedures.
- Subject to clause 8 below, SAPOA shall not retain Member Data (or any documents or records containing Member Data, electronic or otherwise) for any period of time longer than is necessary to serve the purposes of the Membership Activities.
- SAPOA shall, upon the request of the Member:
  - return to the Member, all Member Data; or
  - delete all Member Data in its possession, and
  - after returning or deleting all Member Data, provide the Member with written confirmation that it no longer possesses any Member Data. Where applicable, SAPOA shall also instruct all third parties to whom it has disclosed Member Data to return to the Member or delete, such Member Data.

### Warranty regarding the accuracy of the Member Data

- The Member shall own all right, title and interest in and to all of the Member Data and shall ensure that the Member Data held by SAPOA is accurate, correct and up to date.
- The Member acknowledges that it may contact the SAPOA's Information Officer with any queries that it may have about the Member Data.
- The Member agrees to immediately update the Member Data should there be any amendments or updates thereto and warrants that the Member Data submitted to SAPOA will be true, accurate, complete and not misleading.
- By signing this consent form, the Member expressly consents to the processing of the Member Data to SAPOA on the above terms.

Signature  Designation  Date

Member

Please complete each section on all 4 pages in Acrobat and return it to SAPOA by clicking the submit button           
Alternatively email to [membership@sapoa.org.za](mailto:membership@sapoa.org.za)

**CLICK HERE TO SUBMIT YOUR COMPLETED FORM**

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