

# MEMBERSHIP APPLICATION

2015

## THE INFORMATION TECHNOLOGY ASSOCIATION OF SOUTH AFRICA



*Representing the ICT Industry*

011 312 3040/50

[info@ita.org.za](mailto:info@ita.org.za)

[www.ita.org.za](http://www.ita.org.za)

**"Promoting consistent standards of professionalism and service in the IT Industry"**

**The IT Association of South Africa**

Phone: (011) 312 3040/50

Fax: (086) 693 3783





ICT House (Unit 3)  
 Constantia Park  
 546 16<sup>th</sup> Road  
 Midrand  
 1685  
 Facsimile: (086) 693 3783  
 Telephone: (011) 312-3040  
[www.ita.org.za](http://www.ita.org.za)

*The information given in this form will be kept strictly confidential. Membership applications are considered by the ITA Executive Council and notification of approval will be communicated to the applicant within 14 (fourteen) working days from date of receiving this application. The ITA Management Committee reserves the right to request one letter of reference from a supplier and/or one letter of recommendation from an existing ITA Member.*

<b>For Office Use</b>	Date Application Received				
	Recommendation from EXCO	Approved		Not Approved	
	Conditions of Membership	No Conditions		Probationary	
	Membership Fees Received				
	Date Member Notified				
	Date Certificate Issued				

**I/We (Company Name)**

hereby apply for membership of the Information Technology Association of South Africa (ITA). In submitting our application we undertake to adhere to the provisions of the ITA Code of Ethics in all respects.

*We further acknowledge that a member intending to resign membership to the ITA will notify the Secretary of the ITA of his intention to do so 6 (six) months prior to the end of the financial year of the ITA, and in failing to do so shall be liable for the payment of full annual subscription fees for the ensuing financial year.*

## COMPANY CONTACT DETAILS

<b>Company Registration Nr</b>		<u>Postal Address:</u>
<b>Vat Registration Nr</b>		
<b>Telephone Number</b>		
<b>Fax Number</b>		<u>Street Address:</u>
<b>Website</b>		
<b>E-mail</b>		

## CORE BUSINESS ACTIVITY

*(Select main activity from Column A and niche market from Column B)*

COLUMN A		COLUMN B	
Vendor		Hardware	
Distributor		Software & Software Solutions	
Manufacturer		Consumables	
Reseller		Networking & Peripherals	
Communications		Total Solutions	
Copying, Duplicating, Printing		Hardware Training	
E-Commerce		Software Training	
Education & Training		Other Training	
General Office Equipment		Internet Service Provider	
Internet Services		Web Design	
Mail Room & Forms Handling		Other (please specify):	
Recruitment			
Special Equipment & Systems			

**\*\*Please attach your company profile to this application.**



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## ACCREDITATIONS AND OTHER CRITERIA

<b>Number of Years in Business</b>	
<b>Annual Turnover</b>	
<b>Number of Employees (include subsidiaries)</b>	
<b>Name Other Professional Bodies Affiliated With</b>	
<b>List Membership to other Professional Associations</b>	
<b>List All Relevant Accreditations</b>	
<b>Indicate Focus of Social Responsibility Programmes</b>	

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## COMPANY REPRESENTATIVES

<b>CEO/MD</b>	Title, Name & Surname	
	Telephone	
	Fax	
	Mobile Phone	
	E-mail	
<b>FINANCIAL DIRECTOR</b>	Title, Name & Surname	
	Telephone	
	Fax	
	Mobile Phone	
	E-mail	
<b>HR MANAGER/DIRECTOR</b>	Title, Name & Surname	
	Telephone	
	Fax	
	Mobile Phone	
	E-mail	

***\*\*Please ensure that you select one representative to distribute ITA information to internal staff.***

**WHERE DID YOU HEAR ABOUT THE ITA?**

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**NATIONAL BRANCHES/SUBSIDIARIES**

It is important to note that subsidiaries may only be recognised as members of the ITA if they are listed as such within this membership application and if the membership fees have been calculated accordingly. Therefore, if the application is for the holding company, please indicate whether membership should include subsidiaries or not.

<b>YES</b>	<b>NO</b>
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<b>NAME OF HOLDING COMPANY:</b>		
<b>SUBSIDIARY A</b>	Name	
	Branch Manager	
	Postal Address	
	Telephone Number	
	Fax Number	
	E-mail	
<b>SUBSIDIARY B</b>	Name	
	Branch Manager	
	Postal Address	
	Telephone Number	
	Fax Number	
	E-mail	
<b>SUBSIDIARY C</b>	Name	
	Branch Manager	
	Postal Address	
	Telephone Number	
	Fax Number	
	E-mail	

**\*\*Attach separate list if required.**

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## ITA DIVISIONS

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***\*\*Only members wishing to participate in the various ITA Divisions need to complete this section. However, should your core business be that of one of the divisions of the ITA, you are required to join that specific division.***

### **ITA RECRUITMENT CONSULTANCY SERVICE (ITARCS)**

The ITARCS has been set up specifically to address recruitment and contracting issues on behalf of the ITA within the IT industry wrt the Labour Relations Act and other employment legislation.

The **objectives** of ITARCS are:

- a. Promotion of consistent standards of professionalism and service in the IT recruitment industry.
- b. To address recruitment and contracting issues wrt the new Labour Relations Act and employment legislation.

### **ITA PRODUCER ENVIROMENTAL GROUP (ITAPEG)**

#### **Focus Area**

Environmental Sustainability

- Current Projects
- WEEE: Platform for SA EEE(Electrical and Electronic Equipment) producers to explore, review, draft and implement cost and operationally effective compliance mechanisms for the management of WEEE(Waste of Electrical and Electronic Equipment), as required by the Waste Act 2009 and associated regulations such as the National Waste Management Strategy (NWMS)



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Yes, our company would like to join:	ITA PEG	ITARCS Division
<b>Contact Details of ITA Divisional Representative</b>		
Name & Surname		
Position in Company		
Phone		
Fax		
Cell Phone		
E-mail		



## ITA MEMBERSHIP SUBSCRIPTION FEES

ITA Membership Fees are re-calculated annually by the Management Committee, and presented to the Executive Council for recommendation before being ratified at the ITA Annual General Meeting. All fees are payable on submission of this Membership Application Form (For electronic transfers please attach proof of payment to this application). Take note that the Entrance Fee is used to process your application and is non-refundable even if your application is not approved.

FEE STRUCTURE	FEE AMOUNT	COMMENTS	TOTAL PAYABLE
Entrance Fee	R530-00	Not refundable – Once off Fee	R530-00
Annual Subscription	R2 550-00	Compulsory	
Fee per Employee	R25-50	Per employee	
Capped	R21 200	Capped @ 734 employees	
ITARCS Contract Fee	R2 650-00	Only ITARCS Members (See **)	
<b>TOTAL DUE</b>			<b>R</b>
<b>VAT @ 14% *</b>			<b>R</b>
<b>TOTAL PAYABLE</b>			<b>R</b>

*\*Applicable VAT to be added to all foregoing amounts.*

*\*\*ITARCS Contract Fee payable once off when joining the ITARCS Division to have access to ITARCS Contracts. You can then purchase ITARCS Contracts at R2,45 (VAT Excl) each.*

APPLICATION PERIOD	SUBSCRIPTION PAYABLE	APPLICATION PERIOD	SUBSCRIPTION PAYABLE
JANUARY - MARCH	100%	JULY - SEPTEMBER	50%
APRIL - JUNE	75%	OCTOBER - DECEMBER	25%

### ITA BANKING DETAILS

**First National Bank: Information Technology Association of South Africa**  
Account Number: 50412296458 & Branch Code: FNB Carlsward (250-117)

**Signed on Behalf of the Applicant**

**DATE**

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## ITA CODE OF ETHICS

The Information Technology Association of SA has as a prime objective the promotion of consistent standards of professionalism and service in the information technology industry. Specifically, all members of the Association are committed to act in a professional manner in their relationships with their customers, their employees, fellow members and the public. Members of the ITA warrant that they will:

### CUSTOMERS

- At all times conduct business professionally and ethically and fulfil all agreements in good faith.
- Accurately represent their experience and capabilities and those of their employees or agents.
- Accept responsibility for assisting customers to effective information technology solutions.
- Offer for sale only goods or services for which they have the trading rights or ability to supply.
- Express clear and precise information in advertisements and statements issued to the media and, in agreements, avoid terms, which may be misleading or misunderstood.
- Disclose to prospective customers any particular interest, which they may have in goods or services, which they recommend.
- Treat as confidential all information learned about the business of a customer and to provide proper security for confidential information, records, documents and programmes.
- Comply with all applicable laws, copyrights, legislation and regulations in South Africa.

### EMPLOYEES

- Provide good and safe working conditions, scope for job satisfaction and equal opportunities.
- Provide the opportunity for all employees to improve their skills and technical competence.
- Impress upon and remind employees of the confidential nature of the customers' material and information.
- Insist upon professional behaviour and a high standard of service to customers.
- Ensure that employees are acquainted with this code.

### FELLOW MEMBERS

- Recognise that disparagement of other members of the industry is unbusinesslike and damaging to the reputation of the entire industry.
- Refrain from recruiting employees for the purpose of obtaining trade secrets or contracts.

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**\*\* *The Code of Ethics must be signed by the CEO of the company* \*\***

\_\_\_\_\_ (*Company Name*) hereby confirm that we undertake to abide by the ITA Code of Ethics in all respects should we be accepted as members of the Information Technology Association of South Africa.

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**SIGNATURE**

**TITLE**

**DATE**