

# MEMBERSHIP APPLICATION

## 2019

## THE INFORMATION TECHNOLOGY ASSOCIATION OF SOUTH AFRICA



*Representing the ICT Industry*

### Information Technology Association of South Africa (ITA)

First Floor - 61 Katherine Street, Sandton, 2196

Tel: +27 010 300 6113

Website: [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: (010) 300 6113  
Fax: (086) 693 3783





First Floor – 61 Katherine Street  
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2196

Email: [Nisha@ita.org.za](mailto:Nisha@ita.org.za)  
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*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 Constitution and Code of Ethics in all respects.**



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### COMPANY CONTACT DETAILS

|   |                                     |                        |
|---|-------------------------------------|------------------------|
| <b>Company Registration Nr</b>  |                                     | <b>Postal Address:</b> |
| <b>Vat Registration Nr</b>  |                                     |                        |
| <b>Telephone Number</b>   |                                     |                        |
| <b>Website</b>  |                                     |                        |
| <b>E-mail</b>   |                                     |                        |
| <b>Accounts Contact</b><br><i>(Individual Responsible for settling membership fees)</i> |                                     |                        |
| <b>E-mail</b>   |                                     |                        |
| <b>Contact Numbers</b>  | <b>Mobile:</b><br><b>Office No:</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 |  |
|                            | Office Telephone      |  |
|                            | Mobile Phone          |  |
|                            | E-mail                |  |
| <b>FINANCIAL DIRECTOR</b>  | Title, Name & Surname |  |
|                            | Office Telephone      |  |
|                            | Mobile Phone          |  |
|                            | E-mail                |  |
| <b>HR MANAGER/DIRECTOR</b> | Title, Name & Surname |  |
|                            | Office Telephone      |  |
|                            | 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.

|     |    |
|-----|----|
| YES | NO |
|-----|----|

| NAME OF HOLDING COMPANY: |                  |  |
|--------------------------|------------------|--|
| <b>SUBSIDIARY A</b>      | Name             |  |
|                          | Branch Manager   |  |
|                          | Postal Address   |  |
|                          | Telephone Number |  |
|                          | E-mail           |  |
| <b>SUBSIDIARY B</b>      | Name             |  |
|                          | Branch Manager   |  |
|                          | Postal Address   |  |
|                          | Telephone Number |  |
|                          | E-mail           |  |
| <b>SUBSIDIARY C</b>      | Name             |  |
|                          | Branch Manager   |  |
|                          | Postal Address   |  |
|                          | Telephone Number |  |
|                          | E-mail           |  |

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



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## ITA DIVISIONS

***\*\*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  |         |                 |





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## ITA MEMBERSHIP SUBSCRIPTION FEES

### TERMS & CONDITIONS

- 1.1 "Upon completion of this application form an invoice will be submitted for immediate payment by the applicant. The application will only be processed in accordance with the Constitution once payment was received by ITA. ITA has no obligation to proceed with your application should payment not be received.
- 1.2 In accordance with the Constitution membership runs annually and invoices are submitted in December of each year for payment. Upon receipt of payment membership certificates will be issued for the following year."
- 2. Six (6) Months' notice**
- 2.1 "By your completion and signature of this application form you agree that a member intending to resign from membership to the ITA will notify the Secretary of the ITA in writing 6(six) months prior to the end of the financial year of the ITA failing which the member shall be liable for the payment of annual subscription for the ensuing financial year. Members may choose to resign if they no longer qualify as members, or for any other reason(s) reasons deemed applicable by such member. "
- 2.2 You further agree that should you fail to make payment, all costs and disbursements, including legal costs on the attorney and own client scale, incurred by the ITA in recovering of any payment, or incurring of any tracing costs or collection commission costs (10%), and all other fees and charges of alike nature, shall be for your own account."
- 3. Please note:**
- 3.1 The Entrance Fee is used to process your application and is non-refundable even if your application is not approved.
- 3.2 Please note this application form is subject to the terms and conditions of the Constitution attached herewith.

| FEE STRUCTURE        | FEE AMOUNT | COMMENTS                      | TOTAL PAYABLE |
|----------------------|------------|-------------------------------|---------------|
| Entrance Fee         | R637.00    | Not refundable – Once off Fee | R637-00       |
| Annual Subscription  | R3 037.00  | Compulsory                    |               |
| Fee per Employee     | R30.00     | Per employee                  |               |
| Capped               | R25 240    | Capped @ 734 employees        |               |
| ITARCS Contract Fee  | R3 160.00  | Only ITARCS Members (See **)  |               |
| <b>TOTAL DUE</b>     |            |                               | <b>R</b>      |
| <b>VAT @ 15% *</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%                  |

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**

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**The Information Technology Association**  
2000/029166/08 (Association incorporated under Section 21)

*Directors: Sunil Geness (President - Director), Thabo Mofokeng (Vice-President – Non Director), Rudi Matjokana (Vice President – Non-Director), Kenny Moodley (Treasurer - Director)*