



South African Glass and Glazing Association

MEMBERSHIP APPLICATION FORM

Strictly Private and Confidential

We, the undersigned do hereby make application for membership of the South African Glass & Glazing Association of South Africa, in the following category:-

1. MEMBER

1.1 Glazier _____ 1.2 Skylight _____

2. DETAILS OF APPLICANT

2.1 Trade Name:

2.2 Physical Address

Country Representative



2.3 Postal Address:

2.4 Telephone: Cell:

2.5 Facsimile:

2.6 E-mail address:

2.7 Name of representative to whom correspondence should be directed:

2.8 Number of years trading experience with this company:

3. REFERENCES

3.1 Bank/Building Society:

3.2 Branch:

3.3 Bank/Building Society Code: Account No:

4. TRADE REFERENCES

4.1

4.2

5. GENERAL INFORMATION

5.1 Name and addresses of Directors/Members/Partners Proprietary: Personal Industry Experience

.....

.....



AAAMSA Group

Reg. No. 1974/00000/08 Association NPC VAT No. 4900141153

Tel (011) 805-5002 Fax (011) 805-5033

Incorporating:



AAAMSA Fenestration



Aluminium Stockists and Distributors Association



Expanded Polystyrene Association of Southern Africa



South African Building Interior Systems Association



South African Cool Surfaces Association



South African Glass and Glazing Association



SA Shower Enclosure Manufacturers Association



Skylight Association of Southern Africa



Thermal Insulation Association of Southern Africa



Thermal Panel Manufacturers Association



5.2 Name and addresses of Shareholders

.....
.....

5.3 Number of employees (Including Directors/Members)

5.4 Registered:

5.4.1 Company Registration Number:

5.4.2 Tax Registration Number:

5.4.3 VAT Registration Number:

5.4.4 Workmen's Compensation Number:
(COMPULSORY) – Copy must be included with application

6. JUDICIAL MANAGEMENT OF LIQUIDATION

Have any of the Directors/Members/Partners/Proprietors/Shareholders been involved in any company Partnership/Business which has been placed under Judicial Management or Liquidation?

Yes/No

If yes, please supply full information under separate cover.

We agree when admitted as a Member/Associate Member/Corporate Member to uphold and abide by the Memorandum and Articles of Association (available upon request), Code of Ethical Practice (enclosed) and any decisions of the Association from time to time in force and further undertake to acquaint ourselves with all existing provisions.

We hereby declare that the information provided in this application is true and correct to the best of our knowledge and belief.

APPLICANT/COMPANY.....**DATE:**.....

SIGNED:..... **DESIGNATION:**

PRINT NAME:

PROPOSER: (Member Company)

SIGNED: **PRINT NAME:**

SECONDER:

SIGNED:..... **PRINT NAME:**

REGIONAL SAGGA CHAIRMAN:

SIGNED: **PRINT NAME:**



South African Glass and Glazing Association

TO BE COMPLETED BY PROPOSER

1. From where does applicant operate business (Premises/Home)?

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2. Proposer motivation why applicant should be accepted as SAGGA member:

.....

.....

.....

.....

3. What is applicant's primary business (New contracts, repairs, domestic)?

.....

.....

4. How long has Proposer been doing business with applicant?

.....

5. Has Proposer seen business premises, vehicles, staff, etc? In your opinion will applicant uphold SAGGA image and comply with SAGGA regulations?

.....

6. Are you aware of applicants level of workmanship in the trade, do they currently subscribe to uphold the National Building Regulations?

.....

Name:

Company:

Position:



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Thermal Panel Manufacturers Association

Country Representative



South African Glass Institute



South African Fenestration & Insulation Energy Rating Authority

CODE OF ETHICAL PRACTICE

AIMS AND OBJECTIVES

The overall aims and objectives of SAGGA are set out in the following Mission Statement:

MISSION STATEMENT

SAGGA will at all times endeavor to:

- Develop and expand the Architectural market by coordinated promotion of glass as the Architectural glazing material of choice and SAGGA as the guardian of standards.
- Set and maintain appropriate standards of commercial conduct, quality and workmanship in the interest of both the industry and its customers.
- Educate members and specifiers in the development, manufacture and use of glass and glazing building components and products through publications, lectures and seminars.
- Assist members in contractual and legal matters by informing them of their rights and obligations under current contract conditions and represent their interests in the appropriate form.
- Encourage mutual support, respect and fair dealings amongst members in all matters affecting their interest.

Country Representative



South African Glass Institute



South African Fenestration
& Insulation Energy Rating
Authority

THE CODE DEALS WITH:

1. Sales Promotion and Advertising
2. The Product/s
3. The Sale
4. Employment
5. Installation of Products
6. Guarantees
7. Handling of Complaints
8. Requirements of Business Operations
9. Mutual Respect
10. General
11. Enforcement

1. SALES PROMOTION AND ADVERTISING

This section covers all forms of sales promotion, including exhibitions, retail displays, literature, samples, discussion groups and advertising.

- 1.1 Product samples should always be representative of the actual product/s.
- 1.2 All printing and advertising should not include exaggerated claims and should be legal, decent, truthful and not misleading.
- 1.3 A member of the Association or employee thereof shall not pay or receive commission as an inducement or reward for the placing of orders.

2. THE PRODUCT/S

- 2.1 Products should be fit for the purpose for which they are bought.
- 2.2 Where the buyer, expressly or by implication makes known to the seller, at the time of purchase or installation, any particular purpose which the products are being bought, there is an implied condition that the products offered are reasonably fit for that purpose at the time of purchase or installation and comply with National Building Regulations and Building Standards Act 103 of 1977 and SANS 10137 Code of Practice for the Installation of Glazing in Buildings.
- 2.3 All products shall perform according to the associated test certificates and conform to the minimum standards as set out in the Association's Selection Guides as published from time to time. The product as installed must meet all the design load criteria and specific site conditions.

Incorporating:



AAAMSA Fenestration



Aluminium Stockists and
Distributors Association



Expanded Polystyrene
Association of Southern Africa



South African Building
Interior Systems Association



South African Cool Surfaces
Association



South African Glass and
Glazing Association



SA Shower Enclosure
Manufacturers Association



Skylight Association of
Southern Africa



Thermal Insulation
Association of Southern Africa



Thermal Panel
Manufacturers Association

- 2.4 To ensure that minimum standards are met all glass products must be submitted for type testing to SANS 1263 Part I, II or III.
- 2.5 All glass manufacturers must obtain individual certificates for each product that they manufacture.
- 2.6 Test certificates are not transferable to a third party under any circumstances whatever.

3. **THE SALE**

- 3.1 Member shall ensure that their sales personnel treat a customer with courtesy and respect at all times; moreover it is incumbent upon employers to see that their staff is well trained, advise customers correctly and do not knowingly disseminate false or misleading information concerning the product/s or service they sell.

4. **EMPLOYMENT**

- 4.1 Members shall not blatantly solicit the service of other Members' employees so long as they are employed.
- 4.2 All statutory obligations must be met by members.

5. **INSTALLATION OF PRODUCTS**

- 5.1 Installation of products must comply with accepted good practice and SANS 10137 as amended from time to time.
- 5.2 Where sub-contract labour is used it is the duty of the Member to ensure the quality of workmanship is in keeping with accepted good practice, and that all installed products meet SANS 10137 and other criteria.

6. **GUARANTEES**

- 6.1 Guarantee periods for supply only sales should be clearly stated at the time of sale and the customer made fully aware of these conditions.

7. **HANDLING OF COMPLAINTS**

- 7.1 Complaints about delivery, quality and workmanship, however minor, should be dealt with promptly and not be allowed to develop into major issues through failure to respond, broken promises, vague assurances and defensive or evasive attitudes.
- 7.2 Members should take particular care to settle quickly disputes over quality and workmanship as these can bring the entire architectural aluminium industry into disrepute. Complaints should be investigate promptly by members and if substantiated, settled quickly, efficiently and courteously. All responses, offers, comments and remedies should be made in writing. If it is felt that the customer does not have justifiable complaint the member should explain why this is felt to be the case.
- 7.3 If the member's remedies or explanations do not satisfy the customer, the Association may be approached, in which case the Executive Director may appoint an ad hoc committee to give an independent expert opinion.
- 7.4 Such opinions should only be given in good faith in order to give a recommendation to remedy the situation and the Association shall in every case state that:
 - 7.4.1 There is to be no suggestion that the parties concerned will have any claim against the Association arising out of the opinion and advice given.
 - 7.4.2 The Association's intervention is not to involve the Association in any expense or liability and, accordingly, it is deemed that the parties to the dispute shall specifically hold the Association harmless against any claims or actions by themselves and/or any other party arising out of this opinion and advice in regard thereto, whether such claim may arise out of breach of any contractual obligation or as a result of negligence or in respect of any defamatory statement contained in our report or otherwise made.
 - 7.4.3 The Association's sole obligation is to investigate the matter as it sees best, report its bone fide opinion and make whatever recommendations it considers appropriate to remedy the matter.



8. REQUIREMENTS FOR BUSINESS OPERATIONS

8.1 Members are expected to ensure their business operations are carried out in a completely professional manner at all times, to be seen as a business of repute and at all times upholding the aims and objects of AAAMSA.

9. MUTUAL RESPECT

9.1 Members shall at all times have mutual respect for one another and their respective organisations.

10. GENERAL

10.1 Notwithstanding the foregoing the Association reserves the right to amend or add to these rules as may be required from time to time.

11. ENFORCEMENT OF THE CODE

11.1 It is a condition of Membership of this Association that this Code of Ethical Practice is accepted in its entirety.

In the event of an alleged infringement of the Code the matter will be placed for adjudication before an ad hoc disciplinary committee consisting of the Regional Chairmen and two co-opted members.

It shall be obligatory for a member to serve on the disciplinary committee if requested to do so. The disciplinary committee is empowered to impose penalties on the member which may include suspension or expulsion from the Association. The member may appeal against any penalty to the National Council, whose decision, however, shall be final and binding.

SOUTH AFRICAN GLASS & GLAZING ASSOCIATION

I/We hereby agree to subscribe to the Code of Ethical Practice of this Association dated June 2008 in its entirety.

COMPANY NAME:

REPRESENTED:

SIGNATURE:

Signed aton2015

1.

WITNESS

2.

WITNESS

It should be noted in subscribing to this Code of Ethical Practice, relevant clauses covering installation work are automatically deemed not applicable to the Association Membership Category.

Please return duly signed copy with individual pages duly initialled to:

Mirie

sagga@aaamsa.co.za or;

Fax: (011) 805-5033



AUTHORISED 'PROPOSER'S' SIGNATURES FOR NEW SAGGA MEMBERSHIP APPLICATIONS

GAUTENG		TEL. NO.	FAX NO.	E-MAIL
GSA	Mrs A Featherstone (Chair Lady)	012-653 6701	0866830325	afeatherstone@gsa.co.za
GSA	Mr Rob Curle	011-392 4427	011-392 4429	rpcule@gsa.co.za
GSA	Mr Kevin Swart	011-417 5825/00	011-417 5899	kswart@gsa.co.za
PFG Bldg. Glass	Mr Bob van Schelt	011-360 1486	011-360 1181	bobv@pfg.co.za
PFG Bldg. Glass	Mr Colin Johnston	011-360 1233	011-360 1181	cjohnston@pfg.co.za
Mc Coys Glass	Mr S McCoy	011-864 1313	011-908 9510	steve@mccoysglass.co.za
Mc Coys Glass	Mr J Janse v Rensburg	011-864 1313	011-908 9510	jaco@mccoysglass.co.za
Northern Hardware & Glass	Mr Bryan Watson	012-333 0440	012-333 0483	bryan@nhg.co.za
National Glass Distributors	Mr John Walker	083 255 5122		jime@mweb.co.za
National Glass Distributors	Mr Anthony Adler	086 11 77751	861 100 070	aadler@natglass.co.za
National Glass Distributors	Mr Nic Kruger	086 11 77751	086 1100070	nkruger@natglass.co.za
National Glass Distributors	Mr Gary Martin	011-452 9420	011-452 9420	gmartin@natglass.co.za
National Glass Distributors	Mr Francois Viljoen	086 11 77751	861 100 070	fviljoen@natglass.co.za
National Auto Glass	Mr Brian Humphries	117239100	011-453 5508	brian@naglass.co.za
Glass Partner Holdings	Mark Saville	012-653 7123	012- 653 8338	marks@glasspartners.co.za

KWAZULU NATAL

Wandsbeck Glass & Alum.	Mr Kevin Padoa (Chairman)	031-709 1161	031-709 1171	kipadoa@yahoo.co.uk
GSA	Mr Paul Mazoue	031-700 1230	031 700 9881	paulm@gsa.co.za
Mc Coys Glass	Mr J Goosen	031-502 7600	031-502 4337	jgoosen@mccoysglasskzn.co.za
SAGGA	Mr Gerald Swemmer	835 990 051	031-765 6037	gerald@aaamsa.co.za

CAPE TOWN (WC)

Nelson Glass & Mirrors	Mr F Schincariol (Chairman)	021-556 3036	021-556 0759	renzoz@intekom.co.za
GSA	Mr Georgi Tannev	021-555 4160	021-531 9191	gtannev@gsa.co.za
PFG	Mr Mike McNicol	021-535 2205	021-535 2278	mmacnichol@pfg.co.za
National Glass Distributors	Mr Francois Viljoen	086 11 77751	861 100 070	fviljoen@natglass.co.za
National Glass Distributors	Mr Anthony Adler	086 11 77751	861 100 070	aadler@natglass.co.za
National Glass Distributors	Mr Nic Kruger	086 11 77751	086 1100070	nkruger@natglass.co.za

CAPE TOWN (EC)

PG Glass Grahamstown	Mr Tim Dold (Chairman)	466 222 950	466 228 764	tbld@glassrange.co.za
Mc Coys Glass	Mr Tony Main	041-451 1215	041-451 1701	tony@mccoysglass.co.za
National Glass Distributors	Mr Anthony Adler	086 11 77751	861 100 070	aadler@natglass.co.za
National Glass Distributors	Mr Nic Kruger	086 11 77751	086 1100070	nkruger@natglass.co.za
National Glass Distributors	Mr Francois Viljoen	086 11 77751	861 100 070	fviljoen@natglass.co.za