



WATERPROOFING ASSOCIATION GAUTENG

PROCESS FOR MEMBERSHIP APPLICATION

1. COMPLETE APPLICATION FORM IN FULL

It is a requirement that new members be proposed and seconded by members of the Association.

Non-Refundable Entrance / Admin Fee R 1 500 (Payable on Application)

2. SUPPORTING DOCUMENTATION

In support of the Application you should attach copies of the following:

1. Valid Tax Clearance Certificate
2. Proof of Public Liability Insurance
3. Letter of good standing from your Bank
4. **For Contractors:** Recommendation letter from Major Supplier where you buy your products or materials from
5. **For Contractors:** Three (3) reference letters from three of your clients commending on the Quality of your Service and Workmanship
6. **For Manufacturer / Supplier:** Three (3) reference letter from three of your clients commending on the Quality of your Material / Products
7. Proof of Payment for Entrance Fee R 1 500
8. Application Form Completed and Signed

3. E-MAIL APPLICATION & SUPPORTING DOCUMENTS TO ADMINISTRATOR

Email to: roosj@urethanes.co.za – (Application for Membership Administrator) – (011) 974 9300

4. APPLICATION PROCESSED

NOTE: ONLY FULLY COMPLETED AND SIGNED APPLICATION FORMS SUPPORTED BY ALL REQUIRED DOCUMENTS WILL BE PROCESSED

Email notification will be sent to applicant to submit outstanding documents if applicable. (Note this could prolong the process).

5. APPLICATION SUBMITTED TO COMMITTEE

Application checked by Administrator. Approved for submission on fully completed application form and valid supporting documents. Administrator submits to committee.

6. COMMITTEE DECISION

Office Bearers / Committee Members evaluate Compliancy Criteria.

7. OUTCOME

Application Approved / Rejected.

8. APPROVAL LETTER

Applicant will be notified by an Approval letter from the Chairman of the Waterproofing Association of Gauteng.

9. INVOICE

New Members (Approved) will be invoiced for yearly membership fee on a pro-rata basis according to the association's financial year. (FY July to June).

10.WEBSITE

New Member will be required to send company contact information and logo for the Waterproofing of Gauteng website. www.wpag.co.za
Images must be in jpg format 300dpi High Resolution.

11.MEMBERSHIP CERTIFICATES

Membership Certificates are issued once a year at the Annual AGM in August following the Financial Year End. Certificates will only be issued to fully paid-up members of the Association. Membership is only valid for one Financial Year July to end June and renewed yearly thereafter. Should you join after July your membership will be invoiced pro-rata and Membership valid until the following Financial Year End.