



# SOUTH AFRICAN INSTITUTE OF DRAUGHTING®

Non Profit Company (2016 / 027567 / 08)

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## APPLICATION FOR UPGRADING OF MEMBERSHIP

To be completed in **CAPITAL LETTERS** and **BLACK** colour only, with reference to Check List

1. PERSONAL DETAILS															
SAID Membership Number															
Title - Mr/Mrs/Ms				Surname											
First Names															
I D Number						Passport No.			Country						
Race Profile		W	C	I	B	O	Gender		F	M	Date of Birth		/	/	Age
Residential Address															
Suburb								City							
Postal Code						Province									
Postal Address															
Suburb								City							
Postal Code						Province									
Mobile						eMail									
Name - Employer / Business															
Postal Address															
Suburb								City							
Postal Code						Province									
Telephone						eMail									

2. DECLARATION		
Declaration by Applicant	Commissioner of Oaths Stamp	
<p><i>I declare, under oath, that all the information submitted by me in support of this Application is true and correct and is binding on my conscience</i></p> <p><i>I undertake to comply with the Constitution, to promote the interests of the Institute, maintain its good name and adhere to its Code Conduct</i></p> <p><i>My Membership Certificate shall be returned to the SAID upon resignation from the Institute termination of my membership</i></p> <p><i>On resignation from the Institute, I undertake to pay all Fees due until the SAID receives written notice of my resignation and my Membership Certificate</i></p>		
Signature of Applicant	Date	Commissioner of Oaths

FOR OFFICE USE ONLY			
Date Application Received	/	/ 20__	Membership Registration #
Grade			Category
Executive Officer			Date Certificate Issued
			/ / 20__

**3. EDUCATION (highest qualifications for each category)**

Educational Category	Educational Institution	Examination / Course (Senior Cert / Grade 12 / NQF 4, Diploma, etc.)	Year Passed
Secondary School			
College			
University			
Draughting College			
Present Studies			N / A

**4. STATUTORY COUNCIL REGISTRATION**

If applicable, tick (√) relevant block(s), and complete details  
 If none are applicable, leave blank

Statutory Council	√	Title	Registration #
Engineering Council of S A			
S A Council for the Architectural Profession			
S A Council for the Project and Construction Management Professions			
S A Council for the Landscape Architectural Profession			
S A Council for the Quantity Surveying Profession			
S A Council for the Property Valuers Profession			

**5. EMPLOYMENT**

Employer	Position Held	From: Date Day/Month/Year	To: Date Day/Month/Year



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### CHECK LIST

Name (PRINT): .....

Signed: ..... Date: .....

The following documents and drawings, *not bound in book form or stapled together*, are required for Upgrading of Membership Registration

- All documents, except drawings, must be **CERTIFIED COPIES** of the original documents
- All required documents / drawings to be ticked (✓) on list below and to be sent by **ELECTRONIC MAIL, REGISTERED POST** or COURIER,

Document(s)		FOR OFFICE USE ONLY			
		Date Received	Included		Documentation Notes
Tick (✓) Document(s) / Drawings sent	✓		Yes	No	
<b>Application Form</b> Complete, then sign and date in the presence of a Commissioner of Oaths					
<b>Identification Document or valid Passport</b> S A applicants to submit identity document or identity card Foreign applicants to submit current passport Include ALL pages with entry / departure stamps and visas / permits, to date					
<b>Statutory Council Registration</b> Certificate(s) if registered after membership registration of SAID (refer 4. on page 2 of Application)					
<b>Curriculum Vitae</b> Provide current information, using attached template and complete electronically <b>only</b>					
<b>Letter(s) of Reference / Certificate(s) of Service</b> If change of employer after membership registration of SAID, provide letter from Current Employer, on company stationery Name of employer, postal address, position, start date to end date (months and years), duties undertaken					
<b>(Self Employed) Owner of Business / Partner</b> All documentation of business registration required - (Pty) Ltd / cc, if commenced after membership registration of SAID					
<b>Post Basic Qualifications</b> Certificate(s) / diploma(s) / degree received after membership registration of SAID					
<b>Drawings</b> Limited to A3 / A2 size drawings only. Copies of different sets of project drawings required, 5 years work =3 projects x 2 drawings; 7 years=4 projects; 10 yrs.=5projects. Each copy to be signed and dated by applicant and supervisor with both names printed and supervisor's professional designation and registration number to be included					
<b>Proof of Payment</b>	SAID Transfer Fee	/ / 20__			
	SAID Membership Fee	/ / 20__			