

ADESSA
Associated Distributors of Educational Supplies in Southern Africa
www.adessa.org.za

Applicant Details

Please use BLOCK CAPITALS.

Company/Organisation Name: _____

Address: _____

Postcode: _____

Telephone: _____ Fax: _____

Company e-mail: _____

Company web-site: <http://www>. _____

a) We have supplied the SA education and training market for _____ years

b) Our ultimate parent company/owner is: _____

c) We are/are not* a South African Registered Company.
Our company registration number is: _____
*Status if not a SARC _____

d) We are/are not a profit-making concern required to make a normal commercial return on our operations.

e) Payment of our Joining Fee - is i) enclosed ____ or ii) by direct transfer ____
(contact ADESSA for bank details)

f) Please supply a well worded ONE liner about products and services your company offers:

We agree to abide by the ADESSA Code of Practice reproduced below and hereby apply for ADESSA membership for the coming twelve months.

Signed: _____ Date: _____

Name: _____ Position: _____

ADESSA Member's Code of Practice

- Our products are of a proper quality, safe and suitable for educational use.
- Our products comply with current safety regulations. Except where toxic and hazardous substances are required to achieve the purpose of the product, then all products will be marked with full safety instructions or symbols.
- Our products and services are fairly and properly described in catalogues and advertising materials.
- Where advisory or consultancy services are offered they will be performed with reasonable care and skill.
- We value our customers and promise a high standard of customer service and deal promptly with any complaints.
- We carry public liability insurance at a level appropriate to the range and value of our products and services.
- Our representatives abide by the ADESSA Code of Conduct
- Agreement to accept the ADESSA Constitution and to abide by this Code of Conduct is a requirement for membership of ADESSA.

Contacts

To help us to communicate effectively with you, please list the following contacts:

a) Main Association Contact

Full Name: _____ Job Title: _____

Telephone: _____ e-mail: _____

b) African Exhibitions Contact

Full Name: _____ Job Title: _____

Telephone: _____ e-mail: _____

c) Accounts Contact

Full Name: _____ Job Title: _____

Telephone: _____ e-mail: _____

Additional Notes

Annual Subscription Rates:

According to the Fee Structure for membership.

What happens next?

After internal scrutiny (approximately two weeks) we will acknowledge your application. The application is then considered by the Executive Committee of the Association. Successful applicants are welcomed into membership approximately one month later. A contract will exist with the Association as soon as our Welcome letter is sent to you.

Membership

for office use only

Date
form received:/...../.....

Acknowledged:/...../.....

Welcome pack:/...../.....

Company code:.....

Joining Fee:....R.....

Monthly: ...R.....

Payment received:...../...../.....

Notes:.....

Eligibility for membership of this Association:

Organisations wishing to become members must -

- be independent of their customers and not enjoy any special status with them which has not been achieved by a commercial process
- be subject to normal trading arrangements and commercial in outlook and operations
- be trading fairly and have done so for two years prior to gaining Membership
- derive revenue from the sale of goods and services to the South African education and training market and have done so for a minimum of 2 years prior to application
- be in a position to supply details of satisfied customers who have purchased their products or services during the previous 2 years
- provide evidence, if requested, of their ability to fully comply with the Code of Practice as set out by the Association.
- have a South African base and either be South African registered companies or firms based solely in South Africa for a period of 2 years prior to application

Please include trade references in the form of brief testimonials from two schools with this application.