

SECURITY SERVICES EMPLOYERS ORGANISATION

Registered with the Department of Labour as an Employers Organisation

Suite 147
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HELDERKRUIJN 1733

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MEMBERSHIP APPLICATION FORM & AGREEMENT

Please note the compliance documentation required (page 5)

Company / cc name (in full)	
Company / cc registration No:	
Company / cc SIRA number:	
Trading Name : (if different to above)	
Physical address of Company/ cc	
Postal address of Company / cc :	Postal Code:
Telephone number :	()
Fax number :	()
Name of representative to SSEO and Cell phone number	
E-mail address	
Company website address	
Does the Company / cc have a full-time office?	
Directors of Company / Members of cc (if more than three directors/members, please use additional sheet)	Full Name:
	Cell.ph.No:
	ID number:
	SIRA number:
	Full Name:
	Cell.ph.No:
	ID number:
	SIRA number:
	Full Name:
	Cell.ph.No:
	ID number:
	SIRA number:
Bankers of Company / cc :	Bank:
	Branch:
	Account number:

REPRESENTIVITY – CERTIFIED TRUE FIGURES AT CURRENT DATE		
PROVINCE	NUMBER OF BRANCHES OR SUBSIDIARY COMPANIES	NUMBER OF EMPLOYEES
Gauteng		
Limpopo		
North West Cape		
Western Cape		
Eastern Cape		
Free State		
North West		
Mpumalanga		
KwaZulu Natal		
TOTALS		

Note:

This information, specific to your company, is kept confidential by the Secretariat and only collective totals for the entire membership are published and used for industry representivity when dealing with Government and quasi-government bodies. Representivity surveys are conducted periodically each year.

I / We hereby make application for membership of the Security Services Employers Organisation, hereinafter referred to as SSEO and in consideration thereof, enclose our cheque for the relevant annual subscription (refer current scale of fees).

I / We further agree to abide by the following requirements as a condition of membership:

- (i) to abide by the Constitution of SSEO as well as the Code of Ethics, and
- (ii) confirm that we conform to all legislation regarding employment in the Security Services industry, and
- (iii) authorise SSEO and its representatives to confirm any or all of the information given herein, and
- (iv) confirm that we do not hold dual membership of another employer organisation.

Personal and/or Company membership of other security industry organisations catering for different disciplines, are hereby declared:-

Application signed by :

Managing Director of Company or Managing Member of cc. :

Full name :

Signature of Witness :

Full Name :

Date of Application :

PLEASE SIGN THIS PAGE, AS ABOVE, AND INITIAL ALL PAGES OF THE APPLICATION.

Membership supported by :

Name	Signature :	Company :
Name	Signature :	Company :

Membership Approved	YES / NO
Signature of Secretary	
Signature of Chairperson	

CODE OF ETHICS OF SSEO

PREAMBLE

With the knowledge that the supply of a quality professional security service is dependent upon the integrity of companies, directors and members, the Security Services Employers Organisation adopts the following Code of Ethics and mandates its total compliance as a condition of membership of the Organisation :

1. All members will discharge their duties in accordance with the laws of the country.
2. All members will maintain the highest standards of honesty and integrity towards their clients, employees and each other.
3. All members will discharge their professional responsibilities diligently and in good faith.
4. All members must be competent to discharge their professional responsibilities.
5. All members will maintain confidentiality and exercise due care to prevent unauthorised disclosure of confidential matters.
6. A member shall not maliciously injure the reputation of his colleagues.

MEMBERSHIP CRITERIA

1. Members pledge themselves to complete adherence to the SSEO Code of Ethics.
2. Membership will be restricted to Companies and Close Corporations only, Sole Traders will not be eligible, unless special dispensation is granted by the Executive Committee.
3. Members will undertake to adhere totally to all governing employment and industry related legislation.
4. Acceptance of liability for their employees' negligent actions whilst on duty, as well as Public Liability Insurance.
5. Selected committee members may carry out a visit to the premises of applicant companies and interviews with the relevant MD or CEO, to verify their bona fides.
6. Applicant company/cc and/or its directors/members need to have been established for a minimum of two years.
7. An ITC check in respect of the applicant company/cc and/or its directors/members may be conducted.

MEMBERSHIP APPLICATION FEE, ANNUAL SUBSCRIPTION FEES AND LEVIES

With effect from 1 March 2011

ENTRANCE FEE : - R 200.00 (once off)

ANNUAL SUBSCRIPTIONS :

Group "A" Up to 200 employees - R2,000.00

Group "B" Exceeding 201 employees - R2,400.00

There is an additional one-off charge for new members for the standard membership certificate and frame (price subject to change) of R 250.00.

LEVIES :

Payable quarterly, based on previous quarter representivity figures at not more than R1.00 per employee per month, unless specific short term needs require greater contribution, which decision may only be approved at an Annual or Special General Meeting of the organisation.

NOTES :

The Executive Committee reserves the right to change subscription fees and to introduce any other charges according to financial circumstances, should it be necessary.

Financial contributions by member companies in the form of subscriptions and levies are 100% tax deductible.

PAYMENT :

By cheque made out to SSEO, or Bank Transfer:-

Standard Bank of S A Limited
Johannesburg Branch: 000 405
Account No: 02 097 6240

Please fax deposit slip to 0860 709 209 to enable us to reconcile our bank account and credit your account with us.

APPLICATION CHECKLIST : COMPLIANCE DOCUMENTATION

A further condition of membership is that you also enclose the following documentation to your application –

Latest SIRA inspection report		
Compliance Certificates i.r.o	SARS (Company Tax)	
	SARS (VAT)	
	Unemployment Insurance	
	Workman's Compensation	
	Private Security Sector Provident Fund	

PLEASE NOTE THAT YOUR MEMBERSHIP APPLICATION CANNOT BE PROCESSED WITHOUT ALL OF THESE COMPLIANCE DOCUMENTS.