



## SOUTH AFRICAN INSTITUTE OF PRINTING

### Membership Application Form

Surname		
First names		
ID Number		
Telephone		
Cell phone		
Home address		
	Postal code	
Company		
Present position or office held		
Company address		
	Postal code	
Nature of company business		
Address for correspondence		
	Postal code	
E mail		

South Africa Institute of Printing NPC (Reg No. 1969/00006/08)  
Registered Address: 575 Lupton Drive, Halfway House, Midrand, 1682

Chief Executive Officer: MS Thobela

Executive Directors: M Bath (President), I Chauke, C de Jager, R Hopley, K Leid (British), B Lynch, T

Moyo, K Ntanzi, M Ratlhogo, M Sibiyi, K Solomon (British), G Warren, M White.

Company Secretary: DL Garz

E-mail: [info@saipro.org](mailto:info@saipro.org)

Telephone: (011) 287 1160

Fax: (010) 594 3299

[www.printingsa.org](http://www.printingsa.org)

[www.saip.org](http://www.saip.org)



## Designation Application

(Please select one designation for which you are applying)

<b>Student</b>	
Any individual who is registered as an employed or unemployed Learner studying toward a recognised qualification, or part qualification, in printing or packaging.	
<b>Printing Operator (PO)</b>	
Any individual who has the ability to set up, operate, run, maintain and trouble shoot one specific type of printing or packaging related equipment.	
<b>Printing Technician (PT)</b>	
Any individual who has the ability to set up, operate, run, maintain and trouble shoot all of the equipment in one of the four fields and who oversees a team (Pre-press, Printing, Print Finishing or Packaging Trades).	
<b>Print Manager (PM)</b>	
Any individual who has the ability to set up, operate, run, maintain and trouble shoot all of the equipment in one of the four fields and who manages (plans, organises, directs and controls) within a Pre-press, Printing, Print Finishing or Packaging field.	
<b>Print Director Technical (PDT)</b>	
Any individual who directs technical and non-technical aspects in multiple fields in printing and or packaging.	
<b>Print Director (PD)</b>	
Any individual who has a proven track record of directing a printing and or packaging company who has also acquired an understanding of all four fields (Pre-press, Printing, Print Finishing and Packaging).	
<b>Honorary Membership</b>	
Any individual who has a proven track record of directing a printing and or packaging company who has also acquired an understanding of all four fields (Pre-press, Printing, Print Finishing and Packaging).	



## Experience and Responsibilities over the past 15 years

Please provide a brief history of your experience in the Printing and Packaging Industry in support of your designation application.

The SAIP reserves the right to make further enquiries regarding the applicant's responsibilities and duties.

Date		Position or Office Held	Title or Office of Immediate Supervisor	Name of Employer Nature of Business	No of Employees for whom responsible
From	To				

## Educational Qualifications

Name of Senior School	Town	Date of leaving	Examination passed

## Advanced Educational

Name of University, TVET College etc.	Town	Dates	Course	Examination passed



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### **Specialised Educational**

Please provide details of any special courses taken, certificates or diplomas obtained.

### **Specialised Information**

Please provide brief details if you have, at any time, been responsible for administrative work of an outstanding nature or for management research of original character. Please include details of any authorship of papers or books.

### **Additional Information**

Please use this space to furnish any additional information in support of your designation application.

### **Referee**

Please provide the contact details of any person willing to testify about your character or abilities.  
The people named must not be a relative and should preferably be a Member of the SAIP.

Name	Address	Membership Designation	Contact number



## Declaration by Applicant

I hereby declare that the information provided in this application is true and correct to the best of my knowledge. I believe, and agree, to be governed by the following Code of Ethics and Standards of Professional Conduct of the South African Institute of Printing as they now exist and as they may hereafter be altered.

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Signature of Applicant

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Date

## CODE OF ETHICS AND STANDARDS OF PROFESSIONAL CONDUCT

### PRINCIPLES

1. A member shall conduct himself or herself with integrity and dignity, and act in an ethical manner in his or her dealings with the public, clients, employers, employees, fellow- members.
2. A member shall act with proper skill, care and diligence, and exercise independent professional judgement in the conduct of all professional dealings.
3. A member shall provide full and accurate information to clients always.
4. A member shall act with competence, and shall strive to maintain and improve his or her competence and that of others in the profession.
5. A member shall maintain knowledge of and comply with all applicable laws, rules and regulations of a government, governmental agency and regulatory organisation governing his or her professional, financial or business activities.
6. A member shall not knowingly participate in, assist, or withhold knowledge of any acts in violation of any applicable law, rule or ethical code governing his or her profession, financial or business activities.
7. Professional independence is the ability to act, and to be seen to act, with integrity and objectivity. Independence is fundamental to the relationship of trust between the member, the client and the public.
8. A member may not solicit or accept any gift or inducement (whether by way of direct or indirect benefit) of a kind which is designed to influence his or her actions, or which may cause detriment to a client.
9. A member may not offer or give to another any gift or inducement of a kind which is designed to influence the actions of the beneficiary, for personal gain, or which may directly or indirectly detrimental to a client.
10. A member's charges must be fair in their incidence and reasonable in their amount, having regard to all revealed circumstances.
11. A member must preserve the confidentiality of information communicated by the client concerning matters within the scope of the confidential relationship, except to disclose information regarding illegal activities.
12. A member shall not make any statements, orally or in writing, which misrepresent the services that the member can perform for the clients and/or the qualifications of the member.



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13. A member must be vigilant in identifying actual or potential conflicts of interest, and may not allow himself or herself to be placed in a position in which his or her obligations to one client are, or are likely to be perceived as conflicting with his or her obligations to another client, or to his or her own personal or professional interests.
  14. A member may not commit a criminal act that upon conviction materially reflects adversely on his or her honesty, trustworthiness, or fitness as a member in other respects; or engage in conduct involving dishonesty, fraud or misrepresentation.
  15. A member must in all professional dealings exercise care of the standard of a bona fide person dealing with his or her own affairs.
  16. A member must act promptly in accordance with instructions, unless he or she has discretion as to timing and uses that discretion in a responsible way.
  17. A member must ensure that he or she maintains adequate financial resources to meet his or her business commitments and to withstand the risks to which his or her profession is subject.