



SOUTH AFRICAN INSTITUTE OF DRAUGHTING

Association not for Gain

P O Box 750 Howard Place 7450 • Telephone/Telefax: 021 532 0261 • eMail: SAIDraughting@global.co.za
www.SAIDraughting.com

APPLICATION FOR UPGRADING OF MEMBERSHIP

INFORMATION SHEET

NOTE:

- Read these notes in conjunction with the Application for Upgrading of Membership (U01) form, the Experience Questionnaire (U02) and the Supervisor's Questionnaire (U03) and use them as a check list to ensure that you submit all the relevant information and documentary proof when applying for upgrading of membership.
- Your application for upgrading of membership will only be considered upon receipt of **ALL** the information and payment of the prescribed transfer fee. Failure to submit or pay any of the above, will delay the approval of your application.
- All the questions to be answered in **BLOCK LETTERS**.
- All documentation and drawings are to be posted by **REGISTERED POST**.

1. PERSONAL PARTICULARS

Information required on the application form

- Complete the section on your personal particulars.
- All details to be provided.

Documentary proof required

- Submit a certified copy of your identity document.

2. DECLARATION

- The applicant must declare that all the statements and documents, made in support of the application, are true and correct, by signing and dating the Application for Upgrading of Membership (U01) form in the presence of a Commissioner of Oaths.

3. EDUCATION

Information required on the application form

- State which educational institution(s) you attended.
- State your highest qualification attained for **each category**.
- State the year in which you gained the relevant qualifications.
- If applicable, state the name of the educational institution and the course for which you are currently registered.

Documentary proof required

- Submit certified copies of your highest educational certificate(s) / diploma(s) for each educational category.
- Should you be unable to provide the certificate(s) / diploma(s) or official statement(s) of results, a letter from the institution(s) or affidavit(s) stating the subjects and course(s) passed, as well as the date on which the examination was written, will be accepted.

4. PROFESSIONAL RECOGNITION

- If applicable, state the name and registration details of your statutory registration, e.g. SACAP, ECSA.

5. DRAUGHTING EXPERIENCE

Information required on the application form

- State the name(s) of your past and present employer(s) or if you were / are self employed for each period.
- State the position(s) you held / hold in such employment.
- State your period(s) of draughting experience. The full dates must be stated.
- Provide your present supervisor's details.

Documentary proof required

- Official letters from employers or employment service certificates covering all your draughting experience periods are to be submitted. The letters or certificates must state:
 - the name of your employer
 - the start and completion dates of your draughting experience
 - the capacity in which you were employed
 - the type of work you were performing
- Complete the Experience Questionnaire (U02).
- Your supervisor / office head must also complete and sign the Supervisor's Questionnaire (U03).

6. LETTERS OF RECOMMENDATION

- Submit official letters of recommendation from your present, and if possible, former employers.

7. DRAWINGS

- Submit two (2) different sets of A3 or A2 (maximum) size drawings of recently completed projects.
- With the approval of the organisation concerned, drawings of a classified nature may be submitted with identification of sensitive information removed.
- Drawings are to be certified as being your own work by your supervisor / office head, with the name, rank, date and signature noted on the drawings.

8. TRANSFER FEE

- Banking details on the attached invoice must be used.
- Proof of payment of the transfer fee, either as a copy of the deposit slip or receipt of electronic payment, must accompany your application.

9. MEMBERSHIP REGISTRATION

- After presentation of your upgrading of membership application you will be notified, as soon as possible, of the Executive Committee's decision.
- A membership certificate, a copy of the Institute's Constitution and Bylaws, a pledge and receipt of membership certificate and agreement, will be posted to you, by registered post.

10. GENERAL

- Do not submit original certificates.