



South African Glass and  
Glazing Association

**DATE:**

**COMPANY NAME:**

**FAX NO:**

Dear Sir

**RE: SAGGA MEMBERSHIP**

We thank you for your enquiry regarding membership of the South African Glass and Glazing Association (SAGGA). Enclosed please find the following:

- Benefits of SAGGA membership.
- SAGGA membership application form.
- SAGGA's Code of Ethical practise.
- Proposer's Motivation

Please take note that it is the responsibility of the applicant to ensure he has both a Proposer and Seconder and that the motivation form is completed by the proposer. If any of the forms are not filled in properly the application form will be returned.

No application will be processed by the National Executive Committee for acceptance without full payment upon application – see attached invoice.

Please be advised that in order for you to become a member of SAGGA as soon as possible your forms need to be completed and returned to us by latest ..... 2010

Please note that SAGGA's annual membership fee details will be given in the Invoice Example given with your membership forms. Our financial year runs from March through to February. Membership fees can be deposited into:

**First National Bank  
The Lake Centurion  
Branch Code#: 261550  
Account #: 59190050699**

We trust the above will assist you in making your decision. Should you have any further queries please do not hesitate to contact our offices.

Kind Regards,  
**SAGGA**

**MIRIE DE BEER  
PA - SAGGA**



**AAAMSA  
Group**

Reg. No. 1974/000006/08  
Association Incorporated  
under Section 21  
VAT No. 4900141153

1<sup>st</sup> Floor, Block 4  
Conference Centre  
234 Alexandra Avenue  
MIDRAND

P.O. Box 7861  
Halfway House 1685

e-mail  
aaamsa@iafrica.com  
sagga@aaamsa.co.za  
website  
www.aaamsa.co.za

Tel  
**(011) 805-5002**  
Fax  
**(011) 805-5033**

Incorporating:



AAAMSA Fenestration



South African Fenestration  
& Insulation Energy Rating  
Association



Aluminium Stockists and  
Distributors Association



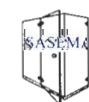
Expanded Polystyrene  
Association of Southern Africa



South African Building  
Interior Systems Association



South African Glass and  
Glazing Association



SA Shower Enclosure  
Manufacturers Association



South African Glass Institute



Skylight Association of  
Southern Africa



Thermal Insulation  
Association of Southern Africa



Thermal Panel  
Manufacturers Association

# SAGGA

South African Glass and  
Glazing Association

## BENEFITS OF SAGGA MEMBERSHIP

- Membership Certificate
- SAGGA Glazing Conformance Certificate (only available to members in good standing)
- Articles of Association
- SAGGA truck stickers
- SAGGA logo bromides for inclusion in advertising and letterheads
- Complimentary full set of AAAMSA General Specifications and Selection Guides
- Free issue of the bi-monthly AAAMSA magazine "Architect & Specificator"
- Company details published through Matrixed some 73 000 times / annum to Architects /Quantity Surveyors /Engineers

Architect & Specificator	-	60 000
Specifile Library	-	3 000
Professions & Projects Register	-	8 600
Nation Builder	-	1 400
Klassidex	-	200
Annual Buyers Guide		15 000
		<b>88 200</b>

All the above distributed to Architects, Quantity Surveyors, Engineers, Property Developers etc.

- Interaction with Colleagues, Specifiers and Customers through participation in :
  - Technical Meetings
  - General Meetings (Regional)
  - AGM /Cocktail Party (Regional)
  - Golf Days (Regional)
  - Adhoc Social events
- Inclusion of Company details on Web-Site: [www.aaamsa.co.za](http://www.aaamsa.co.za)
- Direct links to your web-site at R130.00 / Excl. VAT for members
- Corporate members will have their company logo displayed in all AAAMSA/SAGGA advertising. Also their web-sites will be linked to AAAMSA.



South African Glass and Glazing Association

MEMBERSHIP APPLICATION FORM

Strictly Private and Confidential

We, the undersigned do hereby make application for membership of the South African Glass & Glazing Association of South Africa, in the following category:-

1. MEMBER

- 1.1 Manufacturer
1.2 Glazier (Contractor)
1.3 Associate Member
1.4 Skylight

2. DETAILS OF APPLICANT

- 2.1 Trade Name:
2.2 Physical Address
2.3 Postal Address:
2.4 Telephone: Cell No:
2.5 Facsimile:
2.6 E-mail:
2.7 Name of representative to whom correspondence should be directed:
2.8 Number of years trading experience with this company:

3. REFERENCES

- 3.1 Bank/Building Society:
3.2 Branch:
3.3 Bank/Building Society Code: Account No:

4. TRADE REFERENCES

- 4.1
4.2

5. GENERAL INFORMATION

- 5.1 Name and addresses of Directors/Members/Partners Proprietary: Personal Industry Experience



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Incorporating:



AAAMSA Fenestration



South African Fenestration & Insulation Energy Rating Association



Aluminium Stockists and Distributors Association



Expanded Polystyrene Association of Southern Africa



South African Building Interior Systems Association



South African Glass and Glazing Association



SA Shower Enclosure Manufacturers Association



South African Glass Institute



Skylight Association of Southern Africa



Thermal Insulation Association of Southern Africa



Thermal Panel Manufacturers Association



5.2 Name and addresses of Shareholders

.....

5.3 Number of employees (Including Directors/Members)

Monthly paid: ..... Weekly paid: .....

5.4 Registered:

5.4.1 Company Registration Number: .....

5.4.2 Tax Registration Number: .....

5.4.3 VAT Registration Number: .....

5.4.4 Workmen's Compensation Number: .....

5.4.5 Public Liability Insurance Cover:

Insurance Company: .....

Amount of Cover: .....

**6. JUDICIAL MANAGEMENT OF LIQUIDATION**

Have any of the Directors/Members/Partners/Proprietors/Shareholders been involved in any company Partnership/Business which has been placed under Judicial Management or Liquidation? Yes/No (If yes, please supply full information under separate cover.)

We agree when admitted as a Member/Associate Member/Corporate Member to uphold and abide by the Memorandum and Articles of Association (available upon request), Code of Ethical Practice (enclosed) and any decisions of the Association from time to time in force and further undertake to acquaint ourselves with all existing provisions.

We hereby declare that the information provided in this application is true and correct to the best of our knowledge and belief.

**APPLICANT:**..... **DATE:**.....

**SIGNED:**..... **DESIGNATION:** .....

**PRINT NAME:** .....

*Please complete Code of Ethical Practice Reply Slip and enclose with this application form.*

**PROPOSER/SECONDER/REGIONAL CHAIRMAN**

**PROPOSER:** (Member Company) .....

**SIGNED:** ..... **PRINT NAME:** .....

**SECONDER:** (SAGGA Corporate Member Company).....

**SIGNED:**..... **PRINT NAME:** .....

**REGIONAL CHAIRMAN:** (Member Company) .....

**SIGNED:** ..... **PRINT NAME:** .....



South African Glass and Glazing Association

SAGGA MEMBERSHIP APPLICATION TO BE COMPLETED BY PROPOSER

1. From where does applicant operate business (Premises /Home)?

\_\_\_\_\_

2. Proposer motivation why applicant should be accepted as SAGGA member:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. What is applicant's primary business (new contracts, repairs, domestic) ?

\_\_\_\_\_  
\_\_\_\_\_

4. How long has Proposer been doing business with applicant ?

\_\_\_\_\_

5. Has Proposer seen business premises, vehicles, staff, etc? In your opinion will applicant uphold SAGGA image and comply with SAGGA regulations ?

\_\_\_\_\_

6. Are you aware of applicants level of workmanship in the trade, do they currently subscribe to uphold the National Building Regulations ?

\_\_\_\_\_

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Position: \_\_\_\_\_



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Skylight Association of Southern Africa



Thermal Insulation Association of Southern Africa



Thermal Panel Manufacturers Association



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## CODE OF ETHICAL PRACTICE

### AIMS AND OBJECTIVES

The overall aims and objectives of SAGGA are set out in the following Mission Statement:

### MISSION STATEMENT

SAGGA will at all times endeavor to:

Develop and expand the Architectural market by coordinated promotion of glass as the Architectural glazing material of choice and SAGGA as the guardian of standards.

Set and maintain appropriate standards of commercial conduct, quality and workmanship in the interest of both the industry and its customers.

Educate members and specifiers in the development, manufacture and use of glass and glazing building components and products through publications, lectures and seminars.

Assist members in contractual and legal matters by informing them of their rights and obligations under current contract conditions and represent their interests in the appropriate form.

Encourage mutual support, respect and fair dealings amongst members in all matters affecting their interest.

### THE CODE DEALS WITH:

1. Sales Promotion and Advertising
2. The Product/s
3. The Sale
4. Employment
5. Installation of Products
6. Guarantees
7. Handling of Complaints
8. Requirements of Business Operations
9. Mutual Respect
10. General
11. Enforcement

### 1. SALES PROMOTION AND ADVERTISING

This section covers all forms of sales promotion, including exhibitions, retail displays, literature, samples, discussion groups and advertising.

- 1.1 Product samples should always be representative of the actual product/s.
- 1.2 All printing and advertising should not include exaggerated claims and should be legal, decent, truthful and not misleading.
- 1.3 A member of the Association or employee thereof shall not pay or receive commission as an inducement or reward for the placing of orders.

### 2. THE PRODUCT/S

- 2.1 Products should be fit for the purpose for which they are bought.
- 2.2 Where the buyer, expressly or by implication makes known to the seller, at the time of purchase or installation, any particular purpose which the products are being bought, there is an implied condition that the products offered are reasonably fit for that purpose at the time of purchase or installation and comply with National Building Regulations and Building Standards Act 103 of 1977 and SANS 10137 Code of Practice for the Installation of Glazing in Buildings.
- 2.3 All products shall perform according to the associated test certificates and conform to the minimum standards as set out in the Association's Selection Guides as published from time to time. The product as installed must meet all the design load criteria and specific site conditions.

- 2.4 To ensure that minimum standards are met all glass products must be submitted for type testing to SANS 1263 Part I, II or III.
- 2.5 All glass manufacturers must obtain individual certificates for each product that they manufacture.
- 2.6 Test certificates are not transferable to a third party under any circumstances whatever.

3. **THE SALE**

- 3.1 Member shall ensure that their sales personnel treat a customer with courtesy and respect at all times; moreover it is incumbent upon employers to see that their staff are well trained, advise customers correctly and do not knowingly disseminate false or misleading information concerning the product/s or service they sell.

4. **EMPLOYMENT**

- 4.1 Members shall not blatantly solicit the service of other Members' employees so long as they are employed.
- 4.2 All statutory obligations must be met by members.

5. **INSTALLATION OF PRODUCTS**

- 5.1 Installation of products must comply with accepted good practice and SANS 10137 as amended from time to time.
- 5.2 Where sub-contract labour is used it is the duty of the Member to ensure the quality of workmanship is in keeping with accepted good practice, and that all installed products meet SANS 10137 and other criteria.

6. **GUARANTEES**

- 6.1 Guarantee periods for supply only sales should be clearly stated at the time of sale and the customer made fully aware of these conditions.

7. **HANDLING OF COMPLAINTS**

- 7.1 Complaints about delivery, quality and workmanship, however minor, should be dealt with promptly and not be allowed to develop into major issues through failure to respond, broken promises, vague assurances and defensive or evasive attitudes.
- 7.2 Members should take particular care to settle quickly disputes over quality and workmanship as these can bring the entire architectural aluminium industry into disrepute. Complaints should be investigated promptly by members and if substantiated, settled quickly, efficiently and courteously. All responses, offers, comments and remedies should be made in writing. If it is felt that the customer does not have justifiable complaint the member should explain why this is felt to be the case.
- 7.3 If the member's remedies or explanations do not satisfy the customer, the Association may be approached, in which case the Executive Director may appoint an ad hoc committee to give an independent expert opinion.
- 7.4 Such opinions should only be given in good faith in order to give a recommendation to remedy the situation and the Association shall in every case state that:
  - 7.4.1 There is to be no suggestion that the parties concerned will have any claim against the Association arising out of the opinion and advice given.
  - 7.4.2 The Association's intervention is not to involve the Association in any expense or liability and, accordingly, it is deemed that the parties to the dispute shall specifically hold the Association harmless against any claims or actions by themselves and/or any other party arising out of this opinion and advice in regard thereto, whether such claim may arise out of breach of any contractual obligation or as a result of negligence or in respect of any defamatory statement contained in our report or otherwise made.
  - 7.4.3 The Association's sole obligation is to investigate the matter as it sees best, report its bone fide opinion and make whatever recommendations it considers appropriate to remedy the matter.

8. **REQUIREMENTS FOR BUSINESS OPERATIONS**

8.1 Members are expected to ensure their business operations are carried out in a completely professional manner at all times, to be seen as a business of repute and at all times upholding the aims and objects of AAAMSA.

9. **MUTUAL RESPECT**

9.1 Members shall at all times have mutual respect for one another and their respective organisations.

10. **GENERAL**

10.1 Notwithstanding the foregoing the Association reserves the right to amend or add to these rules as may be required from time to time.

11. **ENFORCEMENT OF THE CODE**

11.1 It is a condition of Membership of this Association that this Code of Ethical Practice is accepted in its entirety.

In the event of an alleged infringement of the Code the matter will be placed for adjudication before an ad hoc disciplinary committee consisting of the Regional Chairmen and two co-opted members.

It shall be obligatory for a member to serve on the disciplinary committee if requested to do so. The disciplinary committee is empowered to impose penalties on the member which may include suspension or expulsion from the Association. The member may appeal against any penalty to the National Council, whose decision, however, shall be final and binding.

**SOUTH AFRICAN GLASS & GLAZING ASSOCIATION**

I/We hereby agree to subscribe to the Code of Ethical Practice of this Association dated February 2007 in its entirety.

**MEMBERS COPY**

COMPANY NAME: .....

REPRESENTED: .....

SIGNATURE: .....

Signed at ..... on .....2010

1. .... 2. ....

**WITNESS**

**WITNESS**

It should be noted in subscribing to this Code of Ethical Practice, relevant clauses covering installation work are automatically deemed not applicable to the Association Membership Category.

**SECRETARY'S COPY**

I/We hereby agree to subscribe to the Code of Ethical Practice of this Association dated February 2007 in its entirety.

COMPANY NAME: .....

REPRESENTED: .....

SIGNATURE: .....

Signed at ..... on .....2010

1. .... 2. ....

**WITNESS**

**WITNESS**

NOTE: Please return this section to: The Secretary P O Box 7861 Halfway House, 1685





South African Glass and  
Glazing Association

EXAMPLE

PROFORMA INVOICE

Vat Registration # 4900141153

COMPANY'S DETAILS

For account inquiries:  
Please contact Ria Warren at:  
☎ Tel (011) 805-5002  
Fax (011) 805-5033

SAGGA Membership Fee – 01.03.2009 to 28.02.2010	
Gauteng Regional Membership	2350-00
Kwazulu Natal Regional Membership	
Eastern Cape Regional Membership	
Western Cape Regional Membership	
Corporate Membership	
<b>Sub-Total</b>	<b>2350-00</b>
<b>VAT 14%</b>	<b>329-00</b>
<b>TOTAL DUE:</b>	<b>2679-00</b>

We kindly request you to advise us of direct bank transfers to enable us to trace your payment. Please use company name or invoice number as reference on your bank deposit slip.

We thank you for your continued support.

Bank Details: AAAMSA  
First National Bank  
Branch: The Lake Centurion  
Branch Code: #261550  
Account #: 59190050699



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**AUTHORISED 'PROPOSER'S' SIGNATURES FOR NEW SAGGA  
MEMBERSHIP APPLICATIONS**

<b>AGI</b>		<b>TEL. NO.</b>	<b>FAX NO.</b>
<b>North</b>	Mr Mark Saville	012-661 0415	012-661 8004
	Mr Graeme Stewart	012-661 0415	012-661 8004
<b>Denver /Central</b>	Jeorgi Tannev	011-621 2700	0866 826 496
	Mr Mike Pote	011-607 4500	086 512 4714
<b>Cape (Western)</b>	Mr John Featherstone	021-510 2060	021-511 4008
	Mr Roy Schreiber	021-531 7429	021-531 7433
<b>Cape (Eastern)</b>	Mr Nic Kruger	041-487 0055	041-406 8527
<b>Natal</b>	Mr Geoff McCann	021-590 5808	021-535 2355
	Mr Anthony De Witt	031-571 9038	031-571 9086

**FURMAN GLASS**

<b>JHB</b>	Mr K Feldman	011-473 6700	011-473 6726
	Mr K Dudgeon	011-473 6700	0866 88 1134

**GSA**

<b>Gauteng</b>	Mr R Curle	011-392 4427	011-392 4429
	Mr K Luyt	011-392 4433	0866 749 060
	Mr K Swart	011-417 5825/00	011-417 5899
	Mr C Jonck	011-392 4430	011-392 4429
<b>Orange Free State</b>	Mr H van Lingen	011-473 6700	011-473 6726
<b>Kwazulu Natal</b>	Mr P Mazoue	031-700 1230	031 700 9881
<b>Cape (Western)</b>	Mr B Meintjies	021-931 8361	021-933 3269
<b>Cape (Eastern)</b>	Mr T Main	041-582 1222	041-585 8896

**PFG BUILDING GLASS**

<b>Gauteng</b>	Mr Bob Thompson	011-360 1204	011-360 1234
	Mr Bob van Schelt	011-360 1486	011-360 1181
	Mr Colin Johnston	011-360 1233	011-360 1181
<b>Natal</b>	Mr Aubry Penning	031-700 5158	031-700 3553
<b>Cape</b>	Mr Mike McNicol	021-535 2205	021-535 2278

**MC COYS GLASS**

<b>Gauteng</b>	Mr S McCoy	011-864 1313	011-908 9510
	Mr J Janse v Rensburg	011-864 1313	011-908 9510

**NORTHERN HARDWARE & GLASS**

<b>Gauteng</b>	Mr Bryan Watson	012-333 0440	012-333 0483
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**NATIONAL GLASS DISTRIBUTORS**

<b>Gauteng</b>	Mr John Walker	011-615 0211	011-616 0388
<b>Cape (Western)</b>	Mr Francois Viljoen	021-534 7615	021-534 7626
<b>Cape (Eastern)</b>	Mr Anthony Adler	041-364 0161	041-364 0177
	Patricia Dickason	041-364 0161	041-365 2391

**NATIONAL AUTO GLASS**

<b>Gauteng</b>	Mr Brian Twiss	011-453 3300	011-453 5508
	Mr Brian Humphries	011-453 3300	011-453 5508