



SOUTH AFRICAN COLLIERY ADMINISTRATIVE & FINANCIAL MANAGERS' ASSOCIATION

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An Association not for gain

VAT NO:4770183426

SACAFMA will provide a conducive and professional forum where, through interaction of its members and other stakeholders, issues of a financial, administrative, commercial and managerial nature within the Coal Industry may be addressed

APPLICATION FOR MEMBERSHIP/OR TRANSFER OF MEMBERSHIP

I, (Full Name) _____
hereby apply for admission to or Transfer of Membership (1) **ORDINARY** | (2) **ASSOCIATE** | (3) **RETIRED ASSOCIATE** (4) **CANDIDATE MEMBERSHIP** (delete which is not applicable) Membership of the **SOUTH AFRICAN COLLIERY ADMINISTRATIVE AND FINANCIAL MANAGER'S ASSOCIATION** as laid down in the Membership Clause of the Constitution and Rules (*See Section 4*).

SECTION 1

PROPOSAL FOR ADMISSION/TRANSFER TO ORDINARY/ASSOCIATE MEMBERSHIP

(a) Name of Group _____ Mine _____

Full Work Address _____

Telephone No () _____ Fax No () _____

Email _____ Cellphone No _____

(b) Position held _____

(c) To whom directly reportable (Designation) _____

(d) If members of other Associations or bodies, give names _____

Signature of Applicant _____ Date _____ 20 _____

Admitted to Ordinary/Associate Membership on _____ 20 _____

Signed _____

PRESIDENT

SECTION 2

Mr _____ being desirous of admission into the **SOUTH AFRICAN COLLIERY ADMINISTRATIVE AND FINANCIAL MANAGERS ASSOCIATION** as a member *I/We, the undersigned recommend him from personal knowledge as a fit and proper person to belong to the Association.

Dated this _____ day of _____ 20 _____

Proposed by: _____
(Signature) (Name in Block Letters)

Seconded by: _____
(Signature) (Name in Block Letters)

SECTION 3

Applicants for Membership should give below a brief description of the nature and scope of their responsibilities and used an abridged organisation chart to show clearly to whom you report and who reports to you and the position of this management function in relation to the Mine Manger/General Manager.

ORGANISATION CHART

<u>FOR OFFICE USE ONLY</u>	
Admitted to _____	Membership
On _____	
Entered on Records on _____	
By (Signature) _____	



CODE OF CONDUCT

“SACAFMA will provide a professional forum where, through interaction of its members, issues of a financial and administrative nature within the Coal Mine Industry maybe be addressed”.

IN ACCORDANCE WITH ITS MISSION STATEMENT AND THE OBJECTIVES OF THE ASSOCIATION SET OUT IN ITS CONSTITUTION AND RULES, EACH MEMBERS MUST BE AN AMBASSADOR FOR OUR DISCIPLINE AND PROMOTE THE GENERAL ADVANCEMENT OF ALL MATTERS RELATED TO A FINANCIAL AND ADMINISTRATIVE NATURE WITHIN THE COAL MINE INDUSTRY.

IN ACCEPTING THE IS PREMISE, MEMBERS SHALL, IN CARRYING OUT HIS/HER PROFESSION:

- *HAVE DUE REGARD TO SAFETY, HEALTH AND THE ENVIRONMENT IN GENERAL.*
- *DISCHARGE HIS/HER DUTIES TO HIS/HER EMPLOYER OR CLIENT IN AN EFFICIENT AND COMPETENT MANNER WITH COMPLETE FIDELITY AND HONESTY.*
- *AT ALL TIMES ACT IN THE BEST INTEREST OF HIS/HER EMPLOYER AND ASSOCIATION.*
- *DISCLOSE TO HIS/HER EMPLOYER OR CLIENT, IN WRITING, ANY POSSIBLE CONFLICT OF INTEREST.*
- *NOT RECEIVE, EITHER DIRECTLY OR INDIRECTLY; AN MONETARY OR OTHER INDUCEMENT FROM SUPPLIERS OR PERSONS WISHING TO OBTAIN EITHER BUSINESS OR INFORMATION; UNLESS SUCH BENEFIT HAS BEEN AUTHORISED, IN WRITING, BY HIS/HER EMPLOYER OR CLIENT.*
- *NOT, MALICIOUSLY OR RECKLESSLY INJURE, EITHER DIRECTLY ON INDIRECTLY, THE PROFESSIONAL REPUTATION, PROSPECTS OR BUSINESS OR ANY OTHER MEMBER*
- *ORDER HIS/HER CONDUCT IN CONNECTION WITH WORK, VISITS OR ANY OTHER ORGANISED GATHERING INSIDE OR OUTSIDE THE BORDERS OF THE REPUBLIC OF SOUTH AFRICA SO AS TO UPHOLD THE DIGNITY AND STANDING OF OUR PROFESSION AND INDUSTRY.*

SECTION 4

EXTRACT FROM THE CONSTITUTION AND RULES

4. MEMBERSHIP

ORDINARY MEMBERS

- 4.1. Ordinary members of the Association shall consist of the Financial Administrative Manager or equivalent and his direct reportees provided that these direct reportees occupy a job level which is acceptable by the Council. All appointments as Ordinary members will be approved by Council on a written application supported by two (2) Ordinary members.

4.2. ASSOCIATE MEMBERS

Associate members of the Association shall, consist of members in an occupation equal to at least the level of an accountant and will be approved by Council on a written application supported by two (2) Ordinary members.

The Council may approve on application, at its discretion, any other suitably qualified person as an Associate member.

4.3. HONORARY LIFE MEMBERSHIP

The Council shall have the power to select to Honorary Life Membership of the Association any Past President who has retired from the Mining Industry.

Honorary Life members shall be entitled to attend General Meetings of the Association and to take part in any discussions, but shall not have the right of voting.

4.4. HONORARY ASSOCIATE MEMBERSHIP

The Council shall have the power to select to Honorary Associate membership of the Association any member on retirement from the Mining Industry whose service to the Association, in its opinion merits such selection.

4.5. MEMBERSHIP ON RETIREMENT

Members proceeding on retirement will qualify as an Associate Retired member at a special annual subscription fee.