



**Chartered
Secretaries**
Southern Africa



Personal Details Form

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As a professional body, it is important that we keep up-to-date information on our members so that we are able to provide relevant services. Please note all information is completely confidential.

In addition, there are certain fields of information that we have not collected from our members in the past such as home language, disability and socio-economic status. These fields are required as we are a registered professional body under the auspices of the South Africa Qualifications Authority (SAQA).

We understand that it may take a few minutes to complete. However, once this information is on our database, you will only need to update it, if and when changes occur.

PERSONAL DETAILS

Surname Title
 Mr/Mrs/Miss/Ms Dr/Prof/etc. Initials

First name (s)

ID number: Gender: Male Female

Date of birth (YYYY/MM/DD) International & National Code Business Tel. No.

International & National Code Home Tel. No.

Race (for statistical purposes) African Coloured Indian White Unknown Disabilities (if any)

Email 1 (to be used for correspondence) Email 2 (back up)

International code Cell Fax

Postal address

 (Province)
 (Country)
 (Postal code)

Business address

 (Province)
 (Country)
 (Postal code)

PERSONAL DETAILS *(continued)*

Home address

 _____ (Province)
 _____ (Country)
 _____ (Postal code)

Address to be used for postage (please select)

Postal Business Home

PROFESSIONAL PROFILE

Job title

Company name

ORGANISATIONAL INFORMATION *(tick one only)*

Public unlisted Private company (Pty) Consultant/Self-employed JSE-listed
 Not-for-profit (NPC/NPO) State-owned company (SOC) Government – national/provincial/municipal Personal liability company (PLC)
 Other

WHAT INDUSTRY ARE YOU IN? *(tick one only)*

Agriculture Govt. – Local Insurance Retail
 Construction Govt. – Provincial Manufacturing Sport
 Education Govt. – State-owned Media Telecommunications
 Energy Health and Aged Care Mining Transport
 Financial Services Hospitality and Tourism Property Wholesale
 Import/Export Accounting Govt. – National Information Technology
 Law Other (specify) _____

ACADEMIC QUALIFICATIONS

Post matric education, e.g. university (do not include short courses). Include CSSA qualification.

University/Institution	Months and years		Degree, Diploma, Certificate Obtained (Abbreviation)
	From	To	

- Date of completing the institute’s examination _____
- Date of admission as a graduate (if applicable) _____

PLEASE MARK THE APPROPRIATE INFORMATION WITH A X

Home Language		X
Afrikaans	Afr	
English	Eng	
isiNdebele	Nde	
isiXhosa	Xho	
isiZulu	Zul	
Other	Oth	
South African Sign Language	SASL	
sePedi	Sep	
seSotho	Ses	
seTswana	Set	
siSwati	Swa	
tshiVenda	Tsh	
Unknown	U	
xiTsonga	Xit	

Socio economic status		X
Employed	01	
Not working – disabled person	08	
Not working – housewife/home maker	04	
Not working – not looking for work	03	
Not working – not wishing to work	09	
Not working – pensioner/retired person	07	
Not working – scholar/full-time student	06	
Unemployed, looking for work	02	
Not working – none of the above	10	
Unspecified	U	

Disabilities status code		X
None	00	
Communication (talking, listening)	03	
Disabled but unspecified	09	
Emotional (behavioural or psychological)	06	
Hearing	02	
Intellectual (difficulties in learning); retardation	05	
Multiple	07	
Physical (moving, standing, grasping)	04	
Sight (even with glasses)	01	

PLEASE MARK THE APPROPRIATE INFORMATION WITH A X (continued)

Citizen resident status		X
Dual residence	D	
Outside RSA	O	
Permanent residence	PR	
RSA	SA	
Unknown	U	

Province code		X
Western Cape	1	
Eastern Cape	2	
Northern Cape	3	
Free State	4	
KwaZulu-Natal	5	
North West	6	
Gauteng	7	
Mpumalanga	8	
Limpopo	9	
SA National (i.e.; In SA but province unspecified)	N	
Botswana	X	
Lesotho	X	
Swaziland	X	
Namibia	X	
Outside SA	X	

Nationality		X
Angola	ANG	
Asian Countries	AIS	
Australia and New Zealand	AUS	
Botswana	BOT	
British	EUR	
Central and South American countries	SOU	
European countries	EUR	
French	EUR	
Lesotho	LES	
Malawi	MAL	
Mauritius	MAU	
Mozambique	MOZ	
N/A: Institution	NOT	
Namibia	NAM	
North American countries	NOR	
Other and rest of Oceania	OOC	

PLEASE MARK THE APPROPRIATE INFORMATION WITH A X (continued)

Nationality		X
Rest of Africa	ROA	
SADC except SA (i.e. NAM to ZAI)	SDC	
Seychelles	SEY	
South Africa	SA	
Swaziland	SWA	
Tanzania	TAN	
Unspecified	U	
Zaire	ZAI	
Zambia	ZAM	
Zimbabwe	ZIM	