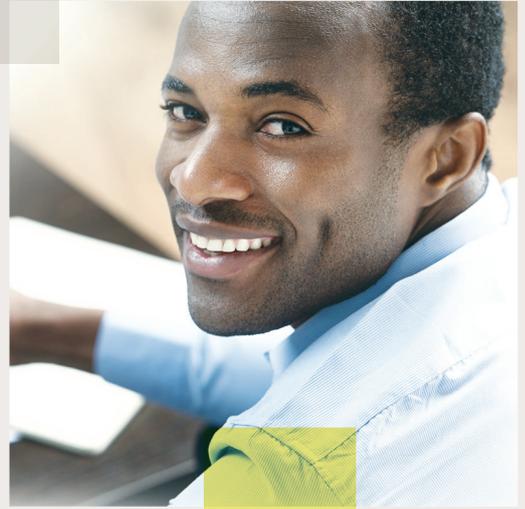




**Chartered  
Secretaries**  
Southern Africa



## Notes on completing the membership application forms

Tel +27 11 551 4000 Fax +27 11 551 4027

[www.chartsec.co.za](http://www.chartsec.co.za)

Block C, Riviera Road Office Park, 6 – 10 Riviera Road, Killarney, Johannesburg, South Africa (PO Box 3146, Houghton, 2041)  
[membership@chartsec.co.za](mailto:membership@chartsec.co.za)

## RULES OF THE INSTITUTE

### Associates

The rules and regulations (R2) reads as follows:

R2 Associates shall be elected by the Board of Directors and every candidate for election to Associateship shall, save as is provided in Article 3, comply with the following conditions:

- (a) The applicant shall have been engaged, as their chief occupation, in the office of one or more organisations for a period or periods aggregating at least six years, provided that the Board of Directors shall have power to exempt any person who has satisfied any qualifying period in terms of International bye-law 7, by up to three years.
- (b) The applicant shall satisfy the Board of Directors that he or she is a fit and proper person to become an Associate of the Institute, both in respect of character and in respect of the position held, and the applicant shall furnish the Board of Directors with such particulars as it may require with regard to the nature of their duties and of the organisations served.
- (c) The applicant shall have passed the examinations of the Institute, except in so far as he or she may have been exempted on educational grounds from part thereof by the Board of Directors.

### Fellows

The rules and regulations (R1) reads as follows:

1. Fellows shall be elected by the Board of Directors and every candidate for election to Fellowship shall be not less than twenty-five years of age, and shall comply with the following conditions:

- (a) He/she shall have been engaged, as his chief occupation, in the office of one or more organisations, for at least eight years, and shall have been engaged for at least three years in the past ten years either (i) as a secretary, or assistant secretary, or in some other position which, though differently designated, he/she shall satisfy the Board of Directors is analogous and equivalent to that of secretary or assistant secretary, or (ii) in an executive or administrative position in an organisation which, in the opinion of Board of Directors, confers upon the holder status in the organisation at least equal to that of an officer thereof holding a position which satisfies the requirement of (i) hereof. Provided that the said position or positions must be IN ONE OR MORE ORGANISATIONS WHICH, IN THE OPINION OF THE BOARD OF DIRECTORS ARE SUCH AS TO JUSTIFY THE ELECTION OF THE CANDIDATE TO FELLOWSHIP.
- (b) He/she shall satisfy the Board of Directors that he/she is fit and proper a person to become a Fellow of the Institute, both in respect of his own character and in respect of the position he/she holds, and he/she shall furnish the Board of Directors with such particulars as it may require with regard to the nature of his duties, and as to the organisation to which he/she is or has been attached.
- (c) He/she shall have passed the examinations of the Institute except in so far as he/she may have been exempted on educational grounds from part thereof under the rules made by Board of Directors under Article 74. Provided that the Board of Directors shall have power in the case of any candidate holding a degree of a University recognised by the Board of Directors as being of suitable academic standing or a diploma or other certificate nationally recognised as equivalent to a degree of such a University or in the case of any candidate holding a professional qualification recognised by the Board of Directors as justifying such dispensation, to reduce at its discretion by not more than three years the period of eight years specified above.

### Notes on completing the Fellowship application form

The applicant should provide EVIDENCE OF NOT LESS THAN EIGHT YEARS' EXPERIENCE unless he/she is applying under clause (c) of the Rules and Regulations (R1), which allows a reduced period of service. Each appointment is to be certified by a senior officer of the organisation, except that appointments which have previously been certified on an application for Associateship need not be certified again and the words "PREVIOUSLY CERTIFIED" should be entered in the certification space.

Certification is, in any case, required for the present appointment and for other appointments totalling not less than three years in the last ten on which this application is based. If an intervening period is not certified, it will be helpful if the applicant gives concise details of employment during that period. If necessary, additional information may be submitted in a short memorandum and attached to the form.

## FULL TIME EDUCATION

Only full time education can be considered.

To be counted towards the six years experience requirement, this full time education must have been undertaken before the Institute's examinations were completed, and must have led to a degree, diploma or other acceptable qualification being obtained.

## CHARACTER AND STANDING

The term "fit and proper" contained in clause R1(b) for Fellows or R2(b) for Associates of the Rules and Regulations relates directly to the character of an applicant and includes the concepts of honesty, solvency and competence.

## CHARACTER AND STANDING *(continued)*

However the Board of Directors does not link the term “fit and proper” to a subjective view an applicant may hold of their own conduct and methods. As a result the Board of Directors requires all applicants to answer questions 1 to 8 on page 5 of the application form as to their character.

### When you are ready to submit the form, please check that:

1. you have signed and dated it on page 1;
2. it contains all the supporting signatures required;
3. your remittance for the entrance fee and subscription is attached, and
4. if supporting documents are enclosed, they are certified copies when so required.

The form, together with any enclosures, should be sent to:

The Marketing and Membership Manager  
Chartered Secretaries Southern Africa  
P O Box 3146, Houghton, 2041  
Tel: +27 11 551 4000  
Fax: +27 11 551 4027  
membership@chartsec.co.za  
www.chartsec.co.za

## COMPULSORY CONTINUING PROFESSIONAL DEVELOPMENT (CPD) REQUIREMENTS

CSSA requires that by becoming a Member you also adhere to compulsory CPD requirements. CPD is the maintenance, enhancement and continuous improvement of knowledge, skills and abilities. This will ensure the highest standards of knowledge and skills are maintained in the area of governance and risk management.

The CPD requirements for a Fellow or Associate Member are set out below.

Membership type	Verifiable CPD hours per year	Non-verifiable CPD hours per year	Total hours required per year
Fellow or Associate Members	A minimum of 13	A maximum of 7	A minimum of 20

## BENEFITS OF CSSA MEMBERSHIP

Being a Member of CSSA gives you access to a broad range of services, support and information

Some of the key benefits are:

- knowing that you are a Member of the peak professional body providing independent and expert commentary on issues affecting governance and accounting in Southern Africa;
- access to a widely respected influence of thinking on governance and accounting, as well as the preferred provider of lifelong learning in this field – CSSA is the centre of excellence in the provision of relevant and up-to-date public training and learning in governance and accounting;
- access to the industry’s leading professional development programs – relevant, practical and presented by expert industry practitioners, these training programs ensure Members are at the forefront of issues affecting governance and accounting;
- unique networking opportunities that provide a forum for sharing experiences and ideas, both informally and at professional development events;
- professional credibility associated with the internationally recognised designations of ACIS or FCIS;
- CSSA’s quarterly publication – *The Boardroom*. This publication draws on the expertise of highly respected writers and governance professionals to give Members deep insights into a broad range of issues. These include companies, employment, environmental, competition, consumer, insurance, intellectual property, taxation as well as accounting and administration issues, company secretarial practice, general management issues, and governance and risk management trends;
- CSSA’s premier corporate governance conference which is the pre-eminent national event for governance professionals;
- access to significant discounts to CSSA’s professional development courses and conferences;
- access to the Institute’s appointments register; and
- access to technical support.