



# THE INSTITUTE OF LOSS ADJUSTERS OF SOUTHERN AFRICA

✉ PO BOX 1036,CRESTA, 2118, SOUTH AFRICA, ☎: +27 11 782 3968 📠+27 11 782 9538  
e-mail: [admin@ilasa.org.za](mailto:admin@ilasa.org.za) Director: [dutoitlj@iburst.co.za](mailto:dutoitlj@iburst.co.za) 🌐 [www.ilasa.org.za](http://www.ilasa.org.za)

TO WHOM IT MAY CONCERN

## APPLICATION FOR ADMISSION

As requested, I enclose herewith an application form for membership of the Institute for your completion and submission.

Please ensure that you answer ALL questions and indicate the category of membership for which you are applying. (See Membership Qualifications on [www.ilasa.org.za](http://www.ilasa.org.za))

Your application requires the following:

1. Copies of all educational certificates **certified by a Commissioner of Oaths.**
2. A criminal clearance certificate (to be obtained from the South African Police Service.
3. The application **MUST** be signed by a Proposer and Seconder who is either an Associate or Fellow of the Institute of Loss Adjusters.
4. A cheque for R1 000 + VAT (R1 140) being the Application/Entrance Fee. Please note, the Application/Entrance Fee does not guarantee acceptance into the ILA. An entry procedure is followed and should your application be unsuccessful, 50% of the Fee shall be refunded. Banking details are: Institute of Loss Adjusters, Standard Bank, Rivonia, Branch Code 00-12-55, Current Account 020669917. Proof of deposit should be attached to the Application Form.

If all the criteria listed above are not adhered to, your application form will be returned without further consideration.

An annual subscription of R1,700 + 14% VAT (R1 938.00) will be required, as well as the Regional Levy. If you are accepted as an Accredited Member of the National body, membership shall only be ratified on receipt of the above payments. Once ratified, your name will be included on the ILA website.

Holding Professional Indemnity cover for a minimum amount of R1 000 000 is a pre-condition of membership. If your application is successful and should you not have this cover at present, the Institute will assist you to effect cover through Glenrand MIB, should you so request.

If you feel you have the relevant qualifications, please complete the enclosed application form and return it to the above address at your earliest convenience.

Yours sincerely

M Tennant (Mrs)  
**Administrator**