



# THE INSTITUTE OF LOSS ADJUSTERS OF SOUTHERN AFRICA

## APPLICATION FOR MEMBERSHIP

Ref No. ....

<p><b>1. PERSONAL DETAILS</b></p> <p>1.1 FULL NAMES .....</p> <p>1.2 DATE OF BIRTH .....</p> <p>1.3 I.D NUMBER .....</p> <p>1.4 NATIONALITY .....</p> <p>1.5 HOME ADDRESS .....</p> <p>1.6 HOME TEL NO.....</p> <p><b>2. BUSINESS DETAILS</b></p> <p>2.1 Trade Name or Employer's Name : .....</p> <p>2.2 Business Tel. No. .... Facsimile No. .... Cellular No. .... E-Mail Address .....</p> <p>2.3 a) Business Address (Physical) ..... .....</p> <p>2.4 b) Postal Address ..... .....</p> <p>2.5 c) Vat Registration Number .....</p>	<p>For Office Use</p>
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3. **ACADEMIC QUALIFICATIONS** (\*Please attach copies of all relevant certificates, CERTIFIED BY A COMMISSIONER OF OATHS)

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3.1 SCHOOL LEAVING QUALIFICATION (Attach)

MATRICULATION YES \*..... NO ..... (Tick)

\*Attached

OTHER (Specify and Attach) .....

\*Attached

3.2 TERTIARY QUALIFICATIONS (Attach)

.....

\*Attached

3.3 INSURANCE INDUSTRY QUALIFICATIONS (Attach)

.....

\*Attached

4. **BUSINESS EXPERIENCE** (Please complete the following including dates of employment and details of companies you have been employed by)

4.1 NON INSURANCE INDUSTRY EXPERIENCE

DATES	COMPANY	POSITION	YEARS
From ..... To .....	.....	.....	.....
From ..... To .....	.....	.....	.....
From ..... To .....	.....	.....	.....
From ..... To .....	.....	.....	.....
From ..... To .....	.....	.....	.....

4.2 INSURANCE INDUSTRY EXPERIENCE (Excluding Loss Adjusting)

DATES	COMPANY	POSITION	YEARS
From ..... To .....	.....	.....	.....
From ..... To .....	.....	.....	.....
From ..... To .....	.....	.....	.....
From ..... To .....	.....	.....	.....
From ..... To .....	.....	.....	.....

4.3 **LOSS ADJUSTING EXPERIENCE (Non Motor)**

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DATES	COMPANY	POSITION	YEARS
From ..... To .....	.....	.....	.....
From ..... To .....	.....	.....	.....
From ..... To .....	.....	.....	.....
From ..... To .....	.....	.....	.....
From ..... To .....	.....	.....	.....

4.4 Please provide the name, address and telephone numbers of three persons from within the Insurance industry, who you submit as references (other than your current employer) :

	NAME	TEL. NO.	ADDRESS	Verified
a)	.....	.....	.....	YES / NO
b)	.....	.....	.....	YES / NO
c)	.....	.....	.....	YES / NO

**PLEASE CIRCLE CORRECT ANSWER**

4.5 Are you employed solely as an independent Loss Adjuster / Non Motor Assessor?  
YES / NO

If so, please supply date of commencement as a Loss Adjuster / Assessor

M : ..... Y : .....

4.6 Do any of the undermentioned categories of persons / companies have a financial interest in your loss adjusting operation /company ?

- Insurance Company YES / NO
- Insurance Broker YES / NO
- Salvage Merchant YES / NO
- Other commercial enterprises YES / NO

Verified

If YES to any of the above, please provide full details

.....  
 .....  
 .....

5.	Have you previously applied for membership to the Institute? YES / NO If YES, please provide details as to why/ when membership was declined or terminated	For Office Use
	..... .....	Verified
6.	Do you / your employer hold Professional Indemnity cover? (Members are obliged to hold a minimum limit of indemnity per event of R1,000 000, subject to a maximum excess of 5% of such limit and are required to provide proof which <u>must be attached</u> to this application form)	Attached
	YES / NO	
6.1	Please provide :	
	Name of broker .....	
	Sum Insured .....	Verified
	Excess .....	
6.2	Have you in your capacity as a claims assessor / loss adjuster ever been sued for professional negligence or incompetence? YES / NO	
	If so, please provide details :	
	.....	
	.....	
6.3	Has any Insurer declined to Insure / renew any professional indemnity cover you may have held? YES / NO	
	If so, please provide details :	
	.....	
	.....	
7.	Has your membership of any other professional body / Institute been terminated for reasons other than your voluntarily ceasing to be a member?	
	If so, please provide details: .....	
	.....	
8.	8.1 Have you ever been dismissed by a previous employer for dishonesty, fraudulent practises or incompetence? YES/NO	Verified
	8.2 Do you have a criminal record? YES/NO	
	8.3 South African Police Service clearance certificate attached ? YES/NO	
	8.4 Have you ever been declared insolvent? YES/NO	
	8.5 Should your application be successful, do you undertake to obtain Professional Indemnity cover, this being a pre-condition of membership of the Institute? YES/NO	

9. 9.1 DECLARATION BY APPLICANT

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I hereby make application for ACCREDITED/ ASSOCIATE / FELLOW status of the Institute of Loss Adjusters of Southern Africa and agree unconditionally to abide by the terms and conditions of the Constitution and By-laws of the Institute and of any decision made by the Committee of the Institute. I hereby acknowledge and agree to an ITC check being conducted.

I hereby consent to my personal details and information, as reflected in the records of the Institute, being transcribed to the Institute’s data base and further agree that such information may be used by the Institute for maintaining their records and in maintaining communications with me. It is further agreed that such information will not be outsourced, sold or otherwise made available to any other party without my prior and expressed consent. I hereby further agree and consent to my qualifications and contact details being recorded in the Institutes membership publications and on the Institute’s internet web page.

9.2 DISCLAIMER / WAIVER

It is further understood that any deliberate misrepresentation or falsification of information provided in the foregoing sections 1 to 8 shall at the final decision of the Committee of the Institute, render any membership status, benefit or assistance I may expect from the Institute, totally null and void.

SIGNED THIS ..... DAY OF ..... 20 ..... AT .....

YES/NO

SIGNATURE OF APPLICANT .....

APPLICATION FEE INCLUDED (R1 140.00 (vat included) – 50% refunded if application not accepted.)

10. DECLARATION OF PROPOSER AND SECONDER

From personal knowledge of the applicant, we, the undersigned being a Fellow /Associate of the ILA, consider the applicant is a fit and proper person and see no reason why the applicant should not be accepted. **(Please ensure that this declaration is correct)**

10.1 Name of Proposer .....  
Signature .....  
Postal Address .....  
Telephone No. ....  
Membership status .....

Verified

10.2 Name of Seconder .....  
Signature .....  
Postal Address .....  
Telephone No. ....  
Membership status .....

Verified

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ACCEPTED: YES / NO DATE .....

STATUS

IF NOT ACCEPTED - STATE REASONS

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ATTACHED: CERTIFIED COPIES OF EDUCATIONAL CERTIFICATES YES/NO  
APPLICATION/ENTRANCE FEE PAYMENT YES/NO  
SOUTH AFRICAN POLICE SERVICE CLEARANCE YES/NO