



THE INSTITUTE OF LOSS ADJUSTERS OF SOUTHERN AFRICA

Professional Body for Loss Adjusters
NPC 2021/425788/08

Unit 6 Northcliff Office Park, 203 Beyers Naude Avenue,
Northcliff, Johannesburg

Mobile: 010 753 1728

E-Mail: admin@ilasa.org.za

Website: www.ilasa.org.za

APPLICATION FOR ADMISSION

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

Criteria for membership as per the ILASA By-Laws 2012

2.1 CANDIDATE MEMBERSHIP

2.1.1 A person will be admitted as a Candidate Member if he:

2.1.1.1 is not less than 18 years of age; and holds a Grade 12 or equivalent educational qualification; and

2.1.1.2 is employed by a firm of loss adjusters where at least 1 principal is a Fellow or Associate of the Institute; and

2.1.1.3 within 5 years of being admitted to membership of the Institute, obtains or holds a qualification at NQF5 level registered by SAQA and quality assured by an accredited assurer, which is equivalent to a National Certificate, related to insurance studies and comprising a minimum of 120 credits as approved by the National Committee from time to time; and

2.1.1.4 is a fit and proper person.

A Candidate Loss Adjuster shall not have the right to vote in the affairs of the Institute; and shall display the words "Candidate Loss Adjuster – Working under Supervision" behind his name on all stationery used by him and/or below his signature on any document; and may not operate and/or run and/or manage his own loss adjusting business.

Your application requires the following:

1. The criteria under the By-Laws of the Institute have been met.
2. Copies of all educational certificates certified by a Commissioner of Oaths
3. A short CV
4. Copy of Identification
5. A criminal clearance certificate (to be obtained from the South African Police Service).
6. The application **MUST** be signed by a Proposer and Seconder who is either an Associate or Fellow of the Institute of Loss Adjusters. If you are unsure of who to approach you can search for a member or the Regional Chairperson on our website.
7. Proof of payment of R1 000 + VAT (R1 150), being the Application/Entrance Fee.
 - 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.
 - Use Your name followed by APP2025 as a refence for your payment
8. Proof of Professional Indemnity Insurance

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

The annual subscription fee and a regional levy, inclusive of VAT will be invoiced on the successful admission of the applicant.

Membership shall only be ratified upon receipt of these payments.

Holding Professional Indemnity cover for a minimum amount of R1 000 000 is a pre-condition of membership.

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,

A handwritten signature in black ink, appearing to read 'Stacey Nel', with a large, stylized flourish at the end.

Stacey Nel
ILASA Operations Manger