



Southern African Bus Operators Association

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SABOA

APPLICATION FOR ASSOCIATE MEMBERSHIP

PLEASE NOTE:

1. The application form must be fully completed.
2. A signed copy of the SABOA Code of Conduct must accompany the application form.
3. Membership fees must be forwarded together with the application form and can be paid by cheque or postal order. Alternatively, the fees can be deposited directly into SABOA's account and proof thereof (copy of the deposit slip) must accompany the application form. Particulars of the SABOA account are as follows:

ABSA Bank
Account Number: 40-6872-5545
Branch Code: 632-005.

If the application for membership is not approved, the application fee will be refunded minus R50,00 administration fee.

PART A: PARTICULARS OF APPLICANT			
NAME OF APPLICANT			
TRADE NAME			
VAT NUMBER(if applicable)			
POSTAL ADDRESS OF BUSINESS		CODE:	
STREET ADDRESS OF BUSINESS		CODE:	
TELEPHONE/FAX & CELLULAR PHONE NUMBERS	TELEPHONE NO.	Code:	No.:
	FAX NO.:	Code:	No.:
	CELLULAR PHONE:		
	E-MAIL ADDRESS		
VAT REGISTRATION NUMBER			
DIRECTOR(S)/OWNER(S) OF BUSINESS			

PART B: MEMBERSHIP CATEGORIES AND FEES

INDICATE WITH AN 'X' THE CATEGORY OF MEMBERSHIP BEING APPLIED FOR	CATEGORY	ANNUAL FEE (2017/2018)	'X'
	ASSOCIATE MEMBER [Organisations/enterprises within the RSA that are indirectly involved in the road passenger transport industry with full voting rights]	R 17 737, 00 inclusive of 14% VAT	

PART C: GENERAL INFORMATION

TYPE OF PRODUCT(S) MANUFACTURED OR SERVICE(S) PROVIDED TO THE INDUSTRY
GEOGRAPHICAL AREA(S) WHERE BUSINESS IS SITUATED
CONTACT PERSON FOR CORRESPONDENCE	

PART D: DECLARATION OF APPLICANT

I, the applicant, declare as follows:

- a) That I am duly authorised to sign this application form;
- b) That all the particulars furnished by me in this application form are true and correct;
- c) That the Association will be notified of any change of particulars e.g. change of address, contact number or contact person within 7 (seven) days of such changes taking place;
- d) That membership fees will be paid strictly within the prescribed period as specified in the SABOA constitution i.e. within the first 3 (three) months of the financial year (on or before May of each year)

SIGNATURE: DATE:

DESIGNATION:

FOR OFFICE USE:	Date received:	Date approved:	Amount paid: R	Membership No.
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SOUTHERN AFRICAN BUS OPERATORS ASSOCIATION (SABOA)

CODE OF CONDUCT

All members of the Southern African Bus Operators Association shall abide by the *Code of Conduct* set out hereunder:

1 AIMS

- 1.1 To ensure that customers receive an affordable, safe and reliable service from members.
- 1.2 To conduct the business in such a manner that the reputation of SABOA and its members shall in no way be brought into disrepute.
- 1.3 To adhere to common law and statutory laws of South Africa and to operate in the spirit of those laws.
- 1.4 To promote the growth and development of the bus industry in South Africa.
- 1.5 To promote, uphold and protect the interests of SABOA.

2 STANDARD OF SERVICE

- 2.1 Members shall keep their vehicles in roadworthy condition.
- 2.2 Members shall engage drivers who are licensed and trained for the relevant vehicles.
- 2.3 Members shall ensure that all staff adhere to the Road Traffic Act, Act 29 of 1989 or any other legislation that may repeal or replace this Act, and that drivers in particular adhere to those regulations relating to speed, overloading of vehicles, following distances and overtaking.
- 2.4 Members shall at all times render services to customers using vehicles which are clean and presentable.
- 2.5 Members shall honour their commitments to customers by applying sound business principles.
- 2.6 Members shall give accurate information to customers, whether through notices, advertisements, statements, documents or any other means.
- 2.7 Members shall take out adequate passenger liability insurance.

3 COMPLAINTS

- 3.1 Members shall deal with complaints promptly, efficiently and courteously
- 3.2 Complaints by the public regarding illegal actions must be referred to the provincial

offices of SABOA.

4 CONDUCT BETWEEN MEMBERS

- 4.1 Members shall deal fairly and honourably with one another and shall not damage the reputation of, nor disparage the business practices or services offered by fellow members.
- 4.2 Where applicable, members will endeavour to empower SMME's through financially viable subcontracting, joint ventures, alliances and other initiatives. Preference should be given to SABOA members.
- 4.3 In doing business, members shall endeavour to support and make use of the services offered by other members, including associate and affiliate members.

5 INFRINGEMENT AND ENFORCEMENT

- 5.1 Members shall advise SABOA Provincial offices of breaches of this Code of Conduct by a fellow member.
- 5.2 The relevant Provincial office of SABOA will investigate allegations of malpractice and will be empowered to call on the alleged offending member to provide the relevant information.
- 5.3 Matters that cannot be solved at Provincial level should be referred to the SABOA Head Office.
- 5.4 Disputes and appeals will be dealt with in terms of the procedure prescribed in the SABOA constitution.

6 GENERAL

- 6.1 Members shall familiarise themselves and their staff with the provisions of this *Code of Conduct*.
- 6.2 Members shall observe not only the letter but also the spirit of this *Code of Conduct*, thus giving true significance to the aims and objectives of SABOA.
- 6.3 This Code of Conduct shall be interpreted and applied in terms of the constitution of SABOA.

I/We the undersigned agree to adhere to the above *Code of Conduct*.

Signed:

Member:

Date: