

# **THE SOUTH AFRICAN MOBILE DEVICES DISTRIBUTORS AND REPAIRERS' ASSOCIATION -SAMDDRA-**

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## **SAMDDRA MEMBERSHIP SCHEME** **Categories, requirements and benefits.**

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## **1. INTRODUCTION**

The South African Mobile Devices Distributors and Repairers Association (SAMDDRA), is membership based non-profit professional body to benefit the people of South Africa in matters related to mobile computing devices, electronic waste (e-Waste) or Waste from Electrical and Electronics Equipment (WEEE).

SAMDDRA is registered as a non-profit company (2020/549809/08) and a non-profit organisation (NPO Number: 248-753).

SAMDDRA is a professional body in mobile industry focusing on the sales, distribution of mobile devices, their accessories and peripherals as well as their recycling and management of electronic waste. SAMDDRA is an association and professional body whose members adhere to a code of conduct in the delivery of products and services to the public in South Africa.

This SAMDDRA Membership Scheme's manual describes existing categories, requirements and benefits applicable to individuals, companies and organisations delivering related products and services through sales, distribution, electronic waste management and recycling of mobile devices, accessories and peripherals. The manual indicates requirements and conditions related to the acquisition, retention and loss of membership in the organisation.

SAMDDRA members subscribe to the Consumer Protection Act (No 68, 2008) of the Republic of South Africa and the principles thereof including :

- The Consumer's right to choose.
- The Consumer's right to privacy.
- The right to fair and honest dealing.
- The right to the disclosure of information.
- The right to fair and responsible marketing.
- The right of equality in the consumer market.
- The right to fair, just, responsible and transparent terms and conditions.

SAMDDRA members are committed to service excellence to align with agreements both with the customer and the association. Therefore, SAMDDRA members give the customer the right to address complaints via an independent complaint procedure aimed at resolving consumer complaints and disputes.

In the delivery of their products and services, SAMDDRA members will align its policies with the following:

- Protection of Personal Information Act (POPIA), Act 4 of 2013, which promotes the protection of personal information processed by public and private bodies, introduces certain conditions so as to establish minimum requirements for the processing of personal information and provides for matters connected therewith.
- Promotion of Access to Information Act (PAIA), Act 2 of 2000 which gives effect to the constitutional right of access to any information held by the State and any information that is held by another person and that is required for the exercise or protection of any rights and also provides for matters connected therewith.
- Promotion of Administrative Justice Act (PAJA), Act 3 of 2000 which gives effect to the right to administrative action that is lawful, reasonable and procedurally fair and to the right to written reasons for administrative action as contemplated in section 33 of the Constitution of the Republic of South Africa, 1996, and provides for matters incidental thereto.

## 2. MEMBERSHIP STRUCTURE

A SAMDDRA membership is not a certification of an individual or an accreditation of a company. In order to claim certification or accreditation credentials, a member must have satisfied the requirements related to certification (by earning a designation) or those related to an accreditation for companies and institutions.

The SAMDDRA membership structure includes the following categories:

### 2.1. Individual members

**2.1.1. *Sympathiser member:*** a person who associates with SAMDDRA's vision, activities or events without committing to any membership.

**2.1.2. *Affiliate member:*** a person to whom a non-renewable free membership of one year is awarded based on credentials received from SAMDDRA or SAMDDRA partners.

**2.1.3. *Ordinary member:*** a person (anyone) interested in SAMDDRA's activities. The person may or not hold or may later acquire a SAMDDRA sales certificate. A fee is required.

**2.1.4. *Technical member:*** a person (anyone) with industry recognised or traceable technical skills (Recognition of Prior Learning) and holding a SAMDDRA technical certificate. A fee is required.

**2.1.5. *Designated versus non designated member:*** As a professional body, SAMDDRA awards professional designations to some of its members. Designated members (or“designees”), went through a SAMDDRA recognition process for their qualifications, knowledge and experience. The following explain the characteristics underpinned by a designation:

- A professional designation is a title or status conferred by SAMDDRA in recognition of a person's expertise and/or right to practice in an occupational field. It is a 'warrant of competence' and speaks to criteria of competencies, values, attitudes, ethics and ongoing professional development required to practice in an occupational field.

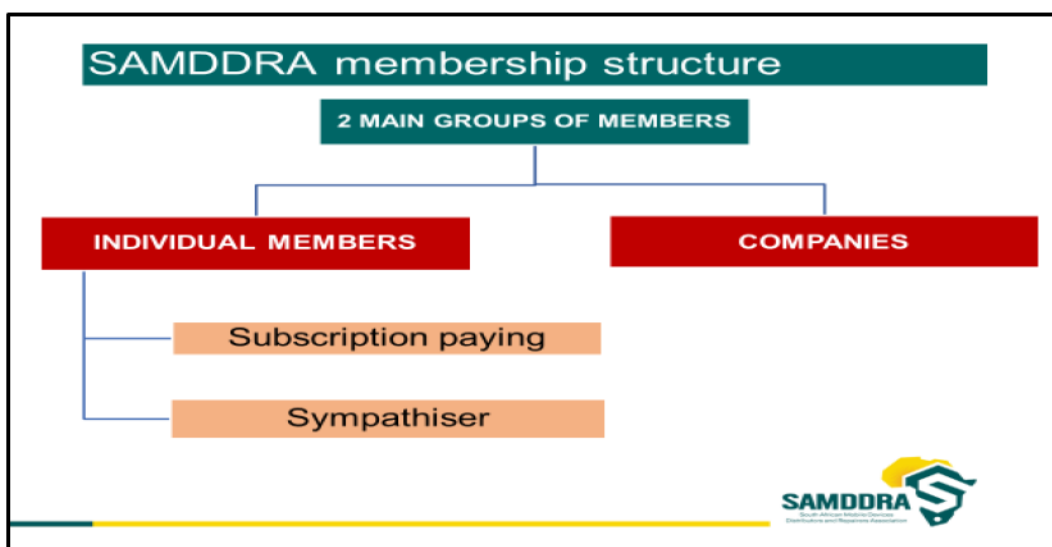
- A professional designation is not an academic qualification which is mostly conferred through a registered education institution.
- Each SAMDDRA professional designation is underpinned by a SAMDDRA certification.
- A SAMDDRA certification attests that an individual has the knowledge and skills needed to perform a specific work efficiently and proficiently. A SAMDDRA Certification is earned through completion of a professional training program, demonstrated work experience, proficiency evaluations or written examinations.

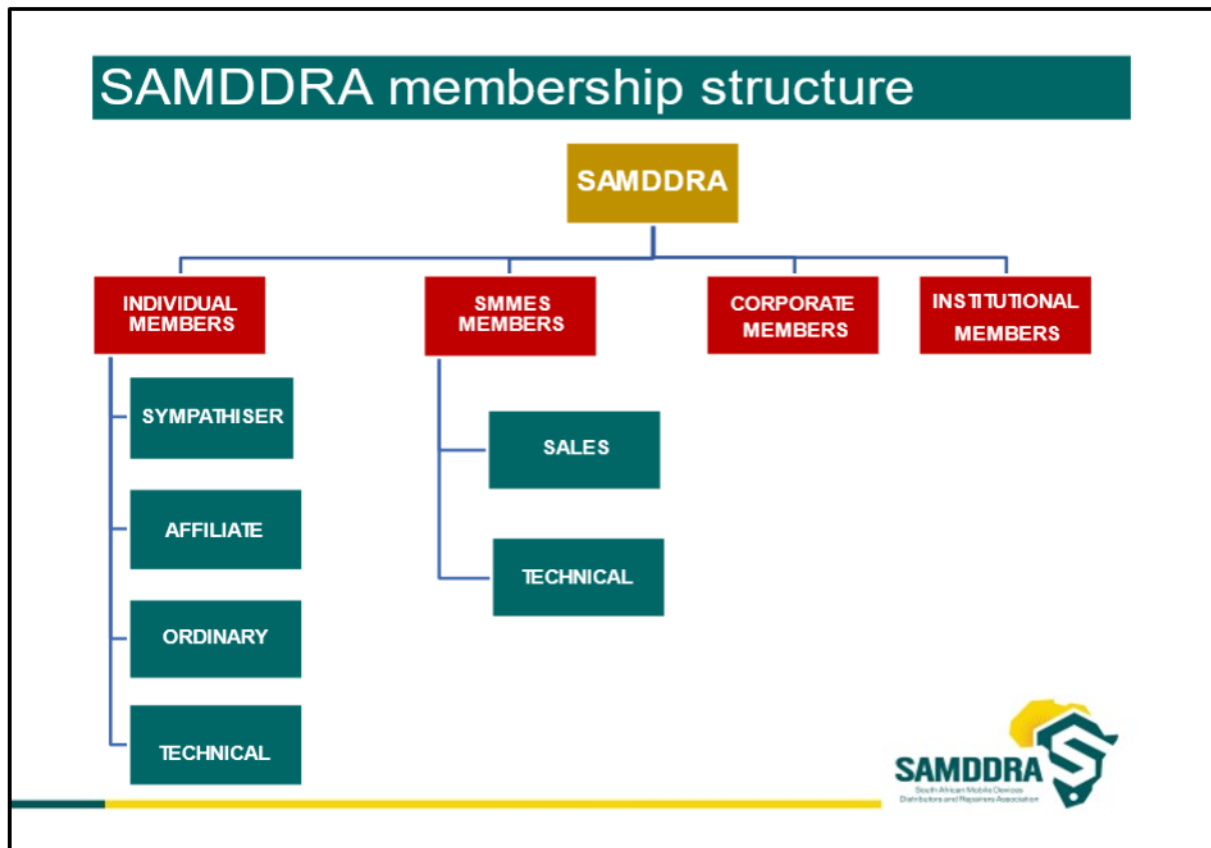
## 2.2. Companies and Institutions members

**2.2.1. Companies and organisations:** Are SAMDDRA members trading in the industry with mobile computing devices or electronic waste and related activities. They range from one person SMME, advanced SMME types with multiple branches up to companies with multiple operations and offerings. These include Mobile Devices Service Providers which may be Mobile Network Operators (MNOs) or non-Mobile Network Operators.

**2.2.2. Institutional members :** Are SAMDDRA members in the industry mostly dealing with mobile computing devices or Electronic Waste Management activities, but do not sell any related repair or support services or products to the public. (Training institutions, colleges, universities, research institutions, publishers, etc.... ). .

This diagrams below represent the SAMDDRA membership structure:





## 2.3. General conditions applicable to all SAMDDRA members

### 2.3.1. *Membership approval criteria*

**For Individuals:** Anyone worldwide interested in SAMDDRA's activities (sympathiser or ordinary member) or who possesses or may later acquire the minimum required knowledge of mobile devices sales, distribution or electronic waste management. It is to note that a SAMDDRA technical certificate is specifically required for individuals that need to perform technical work (repair, assembly, disassembly, electronic waste processing) and who need to obtain a SAMDDRA technical certificate. The SAMDDRA membership committee will assess each application and issue appropriate recommendations.

**For Companies and institutions:** Any company registered in South Africa and which employs the minimum required SAMDDRA certified members either for sales or technical operations. SMMEs and companies must have a minimum of 70% ownership by South African citizens. The SAMDDRA membership committee will assess each application and issue appropriate recommendations.

### **2.3.2.    *Application and membership fees***

- Membership applications are done online on the SAMDDRA website. Membership forms may be available during certain events.
- Various conditions apply for the acquisition of each of the membership types.
- The payment of the application fee and the SAMDDRA membership fee are required for each category of membership except for sympathiser and affiliate members. The board of SAMDDRA determines the required amounts from time to time.
- The application fee may include administrative and vetting costs as required to ascertain the validity of qualifications and prior learning experiences (RPL) submitted by members.
- The Annual membership fee is due in the month of January at the start of each year.
- All existing (non-new) members are compelled to pay their membership renewal fee in order to remain in good standing as SAMDDRA members.
- New members will pay the full annual membership fee if they join before the 1<sup>st</sup> of July of the year and 60% of it if they join between the 1<sup>st</sup> of July and the 30<sup>th</sup> of December of the current year. This rebate is applicable to new members only and not to those renewing their membership or re-joining SAMDDRA after the membership had elapsed earlier.
- Any member whose membership elapsed will re-join as a pre-existing member by paying the renewal fee and all membership and administrative outstanding amounts since the expiry of the membership to date or re-apply as a new member with all its requirements.
- The board will determine the applicable annual membership amount each year.

### **2.3.3.     *Conditions for membership retention***

SAMDDRA membership renewal must be paid in January every year, failing which it will be considered that the member opted to no longer remain a SAMDDRA member. The following conditions apply for the renewal of the SAMDDRA ordinary membership:

- The membership remained in good standing within SAMDDRA until the 31<sup>st</sup> of December of the previous year, it has not been suspended and it did not elapse.
- For individual members, there is a need to satisfy the minimum requirements related to Continuous Professional Development (CPD) and any other such related condition as determined by the board.
- For companies and institutions, there is a need to satisfy the minimum requirements of ownership and continuous employment of SAMDDRA members among other conditions.
- The member must apply for renewal of membership at least three (3) months before expiry through any applicable channel available to members as updated from time to time.
- The member pays the required membership renewal fee as required and makes available the proof of payment to SAMDDRA's membership committee.

### **2.3.4.     *Additional membership dispositions***

- The holder of one membership may join another category of membership type provided conditions for the target new category are met.
- Companies and institutions must make sure that their employees' membership is valid for the period requested and at the time of the membership renewal of the company or institution (i.e. employees must renew their membership before the company can claim their credits for that period of renewal). For example, in September 2024, a company that needs to renew membership for 2025 should have their employees membership for 2025 renewed before the company can renew its membership.

### **3. INDIVIDUAL MEMBERSHIP**

All individual members (except sympathisers) will go through an induction process to acquire among others a background of mobile computing devices and electronic waste (e-Waste or WEEE) knowledge. This can be done through a physical or online session or through a replay video or the reading of a document. An assessment may be required.

All membership fees are payable in January of the current year running from the 1<sup>st</sup> of January to the 31<sup>st</sup> of December. This excludes the cost of printing the membership card.

The following main membership categories exist for individuals within SAMDDRA: Affiliate membership, ordinary membership and technical membership.

#### **3.1. Affiliate member.**

##### **3.1.1. *Membership description***

Available to a person as a non-renewable free membership for strictly one year based on credentials received from SAMDDRA or SAMDDRA partners. The SAMDDRA membership committee will assess each application and issue appropriate recommendations. Affiliate members will be listed on the SAMDDRA website.

##### **3.1.2. *Application and membership fees***

The application fee is waived for affiliate members. Affiliate membership is free for a year.

#### **3.2. Ordinary member**

##### **3.2.1. *Membership description***

Available to anyone worldwide with interest in SAMDDRA's activities. The person may possess or may acquire the minimum required knowledge of mobile computing devices, electronic waste and their related products and services. Ordinary members are not recognised as running or supporting technical activities. The SAMDDRA membership committee will assess each application and issue appropriate recommendations.

### **3.2.2.    *Application and membership fees***

- An application fee is required for this membership category.
- The current annual membership fee for ordinary membership is R850.00. Any new member joining from the 1st of July will pay R510.00.
- The board will determine the applicable annual membership amount each year.

## **3.3.    Technical member**

### **3.3.1.    *Membership description***

Available to anyone worldwide interested in SAMDDRA's mobile computing devices, electronic waste activities or their related products and services. The person must be either eligible for or holding one of the technical certificates issued by SAMDDRA. Any person who wishes to run mobile devices repair activities, electronic waste processing or their related activities need to apply for a technical member category. The SAMDDRA membership committee will assess each application and issue appropriate recommendations.

### **3.3.2.    *Application and membership fees***

- An application fee is required for this membership category.
- The current annual membership fee for technical membership is R950.00. Any new member joining from the 1st of July will pay R570.00.
- The board will determine the applicable annual membership amount each year.

## **4. INDIVIDUAL MEMBERSHIP BENEFITS**

The following constitute the main benefits for SAMDDRA individual members:

1. SAMDDRA membership and member's card (*Card printing fee not included*)
2. Professional recognition, validation and status: it gives you credibility by belonging to a professional body. Customers, employers and business stakeholders will trust you more.
3. You can display your status as a certified professional in your place of business, on your website, on your business card and in business directories. It reassures customers.
4. Participation in a collective voice for increased employment and business opportunities.

5. Shared interest or a common cause for purposes of influencing government and policies.
6. Continuous Professional Development (CPD) to keep abreast with new industry advances over time.
7. Advisory and assistance with industry related matters from peers, from SAMDDRA and from industry stakeholders.
8. Business networking platform for industry updates, strategies and exchanges.
9. Members pursuit of excellence due to the sense of monitored accountability and quality of products and services rendered to the public.
10. Additional benefits from time to time based on membership type (like access to industry events or insights, various discounts to exhibitions, seminars, conferences and workshops, special invitations to partners and associates functions and events, etc...).

The following table displays some of the benefits for Individual SAMDDRA members:

|                         | Card | Voting right | Eligibility | Meetings      | CPD Sessions | R & D Information | Business Network | Newsletter |
|-------------------------|------|--------------|-------------|---------------|--------------|-------------------|------------------|------------|
| <b>Affiliate Member</b> | ---  | ---          | ---         | By Invitation | ---          | Selective         | ✓                | ✓          |
| <b>Ordinary Member</b>  | ✓    | ✓            | ✓           | ✓             | ✓            | ✓                 | ✓                | ✓          |
| <b>Technical Member</b> | ✓    | ✓            | ✓           | ✓             | ✓            | ✓                 | ✓                | ✓          |

## **5. COMPANIES AND INSTITUTIONS MEMBERSHIP**

Companies and institutions can become SAMDDRA members. Each Company or institution member must continuously employ at least one SAMDDRA member at each registered operating site or branch.

All membership fees are payable in January of the current year running from the 1<sup>st</sup> of January to the 31<sup>st</sup> of December. This excludes the cost of printing the SAMDDRA membership display plate referencing the SAMDDRA registered operational site.

The SAMDDRA membership for companies and institutions are only possible for organisations that employ SAMDDRA members as required for each kiosk, shop, branch or operational site. Two streams exist for accountability and the delivery of quality services to the public: the Non-technical and the technical stream. The following apply for each of them:

### **- Non-technical:**

- This applies to a company that does not produce revenues from any technical operation (i.e. limited to non-technical activities).
- For any company to be accepted as a SAMDDRA member in the non-technical stream, the company must continuously employ at least one SAMDDRA ordinary member or a SAMDDRA sales, administrative or managerial certificate holder in each participating shop or branch. Only vetted shops or branches that are among others confirmed as continuously employing such personnel will be allowed to display the SAMDDRA plate.
- Moreover, such a company must have a minimum of 70% South African citizen ownership (except for companies with complex ownership and multinationals).
- A company that is registered with a SAMDDRA non-technical membership stream is not allowed to conduct technical operations such as repairs, electronic waste processing or similar.

- **Technical stream:**

- For any company to be accepted as a SAMDDRA member in the technical stream, the company must among others continuously employ at least one SAMDDRA member who is a holder of a SAMDDRA technical certificate in each participating shop or branch. Only vetted shops or branches that are among others confirmed as continuously employing each such a SAMDDRA certified technical person will be allowed to display the SAMDDRA plate.
- Moreover, such a company must have a minimum of 70% South African citizen ownership (except for companies with complex ownership and multinationals).
- A company that is registered with a SAMDDRA technical membership stream is allowed to conduct technical operations such as repairs or electronic waste processing as well as sales activities.

The following membership categories exist for companies and institutions within SAMDDRA: One person SMME, Bronze membership, Silver membership, Gold membership, Platinum membership, Diamond membership and Institution membership.

**5.1. One person SMME membership ( Strictly one person's shop).**

**5.1.1. Membership description.**

This membership option allows a South African citizen to run one shop/table/kiosk which cannot operate as soon as the owner is not present (strictly one man's business). As soon as the owner employs another person, the company must move to the bronze SMME membership. Two streams are available for the One person SMME membership:

5.1.1.1. **Non-technical:** Any SA citizen holder of a valid SAMDDRA sales, administrative or managerial certificate or an ordinary membership can operate such a shop/table/kiosk. **Mobile devices repair or electronic waste processing activities are not allowed with the non-technical stream.**

5.1.1.2. **Technical stream:** Any SA citizen holder of a SAMDDRA technical certificate can operate such a shop/table/kiosk. **Mobile devices sales, repair or electronic waste processing activities are allowed with the technical stream.**

**5.1.2. Number of allowable vetted kiosks/shops/branches:** Strictly one (1) shop which is closed when the owner self-employed SA citizen is not available.

**5.1.3. Application and membership fees**

- An application fee is required for this membership category.
- The current annual membership fee for One Person SMME sales membership is R850.00. Any new member joining from the 1st of July will pay R510.00.
- The current annual membership fee for One Person SMME technical membership is R950.00. Any new member joining from the 1st of July will pay R570.00.
- The board will determine the applicable annual membership amount each year.

**5.2. Bronze Membership (allowed up to 2 kiosks/shops/ branches)**

**5.2.1. Membership description.**

This membership option is also applicable to companies dealing with mobile devices, peripherals and accessories or with electronic waste at their 1 to 2 kiosks/shops/branches . A minimum of 70% South African citizen ownership is required. Each kiosk/shop/branch must continuously employ at least one SAMDDRA member to a total of 2 employees including the owner. The member may also be the owner. (Beyond 2 employees at any site, the Silver membership applies). Two streams are available for the Bronze SMME membership:

**5.2.1.1. Non-technical:** Each kiosk/shop/branch must continuously employ at least one SAMDDRA sales, administrative or managerial certificate holder or a SAMDDRA ordinary member.

**No technical activities are allowed at the SAMDDRA vetted kiosk/shop/branch for this membership option.**

**5.2.1.2. Technical stream:** Each kiosk/shop/branch must continuously employ at least one SAMDDRA technical certificate holder. The technical certificate holder may also be the owner. **Sales and technical activities are allowed at the SAMDDRA vetted shops for this membership option.**

**5.2.2. Number of allowable vetted kiosks/shops/branches:** a maximum of 2 kiosks/shops/branches are permitted for this membership option.

**5.2.3. Application and membership fees**

- An application fee is required for this membership category.
- The current annual membership fee for Bronze membership is R2500.00. Any new member joining from the 1st of July will pay R1500.00.
- The board will determine the applicable annual membership amount each year.

**5.3. Silver Membership (allowed up to 7 kiosks/shops/branches).**

**5.3.1. Membership description.**

This membership option is also applicable to companies dealing with mobile devices, peripherals and accessories or with electronic waste with up to 3 to 7 kiosk/shop/branches. A minimum of 70% South African citizen ownership is required. Each kiosk/shop/branch must continuously employ at least one SAMDDRA member. The member may also be the owner. Two streams are available for Silver membership:

**5.3.1.1. Non-technical:** Each kiosk/shop/branch must continuously employ at least one SAMDDRA sales, administrative or managerial certificate holder or a SAMDDRA ordinary member.

**No technical activities are allowed at the SAMDDRA vetted shop for this membership option.**

**5.3.1.2. Technical stream:** Each kiosk/shop/branch must continuously employ at least one SAMDDRA technical certificate holder. The technical certificate holder may also be the owner. **Sales and technical activities are allowed at the SAMDDRA vetted shops for this membership option.**

**5.3.2. Number of allowable vetted kiosks/shops/branches:** up to 7 kiosks/shops/branches are permitted for this membership option.

**5.3.3. Application and membership fees**

- An application fee is required for this membership category.
- The current annual membership fee for Silver membership is R4500.00. Any new member joining from the 1<sup>st</sup> of July will pay R2700.00.
- The board will determine the applicable annual membership amount each year.

#### **5.4. Gold Membership (allowed up to 10 kiosks/shops/branches).**

##### **5.4.1. Membership description.**

This membership option is also applicable to companies dealing with mobile devices, peripherals and accessories or with electronic waste with up to 10 kiosks/shops/branches . A minimum of 70% South African citizen ownership is required. Each kiosk/shop/branch must continuously employ at least one SAMDDRA member. The member may also be the owner. Two streams are available for Gold membership:

5.4.1.1. **Non-technical:** Each kiosk/shop/branch must continuously employ at least one SAMDDRA sales, administrative or managerial certificate holder or a SAMDDRA ordinary member.

**No technical activities are allowed at the SAMDDRA vetted shop for this membership option.**

5.4.1.2. **Technical stream:** Each kiosk/shop/branch must continuously employ at least one SAMDDRA technical certificate holder. The technical certificate holder may also be the owner. **Sales and technical activities are allowed at the SAMDDRA vetted shops for this membership option.**

5.4.2. **Number of allowable vetted kiosks/shops/branches:** up to 10 kiosks/shops/branches are permitted for this membership option.

##### **5.4.3. Application and membership fees**

- An application fee is required for this membership category.
- The current annual membership fee for Gold membership is R7500.00. Any new member joining from the 1st of July will pay R4500.00.
- The board will determine the applicable annual membership amount each year.

## **5.5. Platinum Membership (allowed unlimited number of kiosks/shops/branches ).**

### **5.5.1. Membership description.**

This membership option is also applicable to companies dealing with mobile devices, peripherals, and accessories or with electronic waste with any number of kiosks/shops/branches. A minimum of 70% South African citizen ownership is required. Each kiosk/shop/branch must continuously employ at least one SAMDDRA member. The member may also be the owner. Two streams are available for the Platinum membership:

**5.5.1.1. Non-technical:** Each kiosk/shop/branch must continuously employ at least one SAMDDRA sales, administrative or managerial certificate holder or a SAMDDRA ordinary member.

**No technical activities are allowed at the SAMDDRA vetted shop for this membership option.**

**5.5.1.2. Technical stream:** Each kiosk/shop/branch must continuously employ at least one SAMDDRA technical certificate holder. The technical certificate holder may also be the owner. **Sales and technical activities are allowed at the SAMDDRA vetted shops for this membership option.**

**5.5.2. Number of allowable vetted kiosks/shops/branches:** any number of kiosks/shops/branches are permitted for this membership option.

### **5.5.3. Application and membership fees**

- An application fee is required for this membership category.
- The current annual membership fee for Platinum membership costs a base fee of R9900.00 covering 11 kiosks/shops/branches, plus the equivalent of a “One Person SMME or R950.00 now” for each additional kiosk/shop/branch beyond the eleventh (11<sup>th</sup>). Any new member joining from the 1st of July will pay a base fee of R5940.00 plus R570.00 for each additional kiosk/shop/branch beyond the 11<sup>th</sup>.
- The board will determine the applicable annual membership amount each year.

## **5.6. Diamond membership**

### **5.6.1. Membership description.**

This membership option also is applicable to companies dealing among others with mobile devices, peripherals and accessories or with electronic waste. They generally have multiple departments/divisions and complex operations. Such companies named Mobile Devices Service Providers (MDSPs) may be Mobile Network Operators (MNOs) or not. They may manufacture, assemble, sell, distribute mobile devices, related accessories and peripherals or deal with electronic waste in multiple provinces or in multiple countries. Such companies must continuously employ at least 10 SAMDDRA technical members or sign as sponsors of SAMDDRA's activities or events at least at Bronze level during the current year.

### **5.6.2. Number of allowable vetted kiosks/shops/branches: Unlimited.**

### **5.6.3. Application and membership fees**

- An application fee is required for this membership category.
- The current annual membership fee for Diamond membership is R30,000.00. Any new member joining from the 1st of July will pay R18,000.00.
- The board will determine the applicable annual membership amount each year.

## **5.7. Institution member**

### **5.7.1. Membership description.**

This membership option is applicable to an organisation dealing with matters related mobile computing devices, peripherals and accessories. The organisation does not transact in fee paying mobile computing devices repair or sales activities. The organisation is essentially dealing either with education, training, incubation, research and development, audit, or accounting, etc... It must employ at least one SAMDDRA member. The SAMDDRA member may be the owner.

### **5.7.2. Number of allowable vetted kiosks/shops/branches: Unlimited.**

### **5.7.3. Application and membership fees**

- An application fee is required for this membership category.
- The current annual membership fee for institution membership is R15,000.00.  
Any new member joining from the 1st of July will pay R9,000.00.
- The board will determine the applicable annual membership amount each year.

## **6. COMPANIES AND INSTITUTIONS MEMBERSHIP BENEFITS**

The following are benefits for companies and institutions that are SAMDDRA members:

1. SAMDDRA membership for your company or institution.
2. Privilege to display SAMDDRA plates at qualifying kiosks/shops/branches. (The kiosk/shop/branch must employ at least one SAMDDRA member in line with the type of services offered by the particular kiosk/shop/branch, either “Sales only”, or “Sales and Technical activities”. (Fees to print SAMDDRA Plates are not included in the membership fee).
3. Privilege to display the SAMDDRA membership status for permitted kiosks/shops/branches or business, on your website, on your business card and in business directories.
4. Voting and eligibility rights in circumstances where SAMDDRA members need to vote.
5. All SAMDDRA members permitted details will be listed on its website for public benefits.
6. Professional recognition, validation and status: it gives your company credibility by belonging to a professional body.
7. Reassurance to your customers that your company is a qualified entity they can trust.
8. Participation in a collective platform for increased business opportunities and increased negotiation abilities.
9. Shared interest or a common cause for purposes of influencing government and policies.
10. Continuous Professional Development (CPD) to always keep abreast with industry and technological advances.
11. Business networking platform for information, strategies and exchanges.
12. Advisory and assistance with industry related matters from peers, and from SAMDDRA and its stakeholders.

13. Shared beneficial activities and marketing drives in the industry to increase revenues.
14. Unified interface with governments, the private sector and industry stakeholders for matters of common interest.
15. Increased abilities for performance excellence due to needed accountability and quality of services rendered to the public.
16. Additional benefits from time to time based on membership type (like access to industry events or insights, various discounts to exhibitions, seminars, conferences and workshops, special invitations to partners and associates functions and events, etc...).

The following table displays some of the benefits for companies and institutions that are SAMDDRA members:

|                        | Voting right | Meetings | CPD Sessions | R & D Information | Plate(s) | Business Network | Newsletter |
|------------------------|--------------|----------|--------------|-------------------|----------|------------------|------------|
| <b>One Person SMME</b> | ✓            | ✓        | ✓            | ✓                 | ✓        | ✓                | ✓          |
| <b>Bronze</b>          | ✓            | ✓        | ✓            | ✓                 | ✓        | ✓                | ✓          |
| <b>Silver</b>          | ✓            | ✓        | ✓            | ✓                 | ✓        | ✓                | ✓          |
| <b>Gold</b>            | ✓            | ✓        | ✓            | ✓                 | ✓        | ✓                | ✓          |
| <b>Platinum</b>        | ✓            | ✓        | ✓            | ✓                 | ✓        | ✓                | ✓          |
| <b>Diamond</b>         | ✓            | ✓        | ✓            | ✓                 | ✓        | ✓                | ✓          |
| <b>Institution</b>     | ✓            | ✓        | ✓            | ✓                 | ✓        | ✓                | ✓          |

## 7. SAMDDRA MEMBERS OBLIGATIONS

All SAMDDRA members are obliged to:

- Act with professionalism in the industry.
- Abide by the SAMDDRA Code of Conduct and membership regulations.
- Protect and promote the interests of the mobile computing device industry and related.
- Attend and support Continuous Professional Development sessions (CPD) as required for the benefit of the industry and as a requirement for membership retention.
- Participate in the delivery of high-quality service to the public.
- Organise adequate working spaces and operational conditions for employees under their responsibility.
- Avoid driving SAMDDRA into disrepute.

## **8. ACQUISITION, RETENTION AND LOSS OF MEMBERSHIP**

### **8.1. Acquisition of membership**

SAMDDRA membership is acquired by an individual, a company or an institution as follow:

- An application is submitted to the SAMDDRA membership committee either online or by email. The non-refundable application fee must be paid at submission time. All details for membership types and required application forms are on the website.
- An assessment of the application is done by the membership committee within 30 days after submission. Telephonic updates to the applicant will be available from time to time especially if supplementary information or documents are required.
- The result is communicated to the member through an email and a SAMDDRA membership number is allocated to the applicant.
- The applicant may appeal to the committee within 10 working days in case of rejection.

### **8.2. Retention of membership**

SAMDDRA membership is valid for a year and needs to be renewed at least 3 months from expiry, i.e. in before the end of the month of September each year. The membership can be retained by an individual, a company or an institution as follow:

- An application for membership renewal is submitted to the SAMDDRA membership committee either online or by email. All details for membership types and required application forms are on the website.
- An assessment of the application is done by the membership committee within 30 days after submission. Telephonic updates to the applicant will be available from time to time especially if supplementary information or documents are required.
- The result is communicated to the member through an email as a confirmation of the renewal (retention) or rejection of membership.
- The applicant may appeal to the committee within 10 working days in case of rejection.
- The final result emanating from the appeal process will be communicated within 30 days after submission.

### 8.3. Loss of membership

SAMDDRA is a non-regulatory and voluntary professional body in which members join at their own will. An individual, company or institution can lose its membership by:

- Withdrawal at own accord.
- Exclusion by a decision of the SAMDDRA board as a result of SAMDDRA membership procedures. The exclusion may be limited in time or perpetual.
- Death in case of an individual member.
- Dissolution in case of a company or an institution.

### 9. CONTACTS :

- Email: [members@samddra.org.za](mailto:members@samddra.org.za)
- Telephone: +27 11 655 7313

### 10.ALTERATIONS

SAMDDRA reserves the right to make alterations to this membership scheme manual from time to time. Such amendments are binding on all SAMDDRA members. The current membership scheme manual will be maintained on SAMDDRA's website.

| Version | Effective Date             |
|---------|----------------------------|
| 1.0     | 1 <sup>st</sup> March 2022 |
| 1.1     | 30 October 2023            |
|         |                            |
|         |                            |

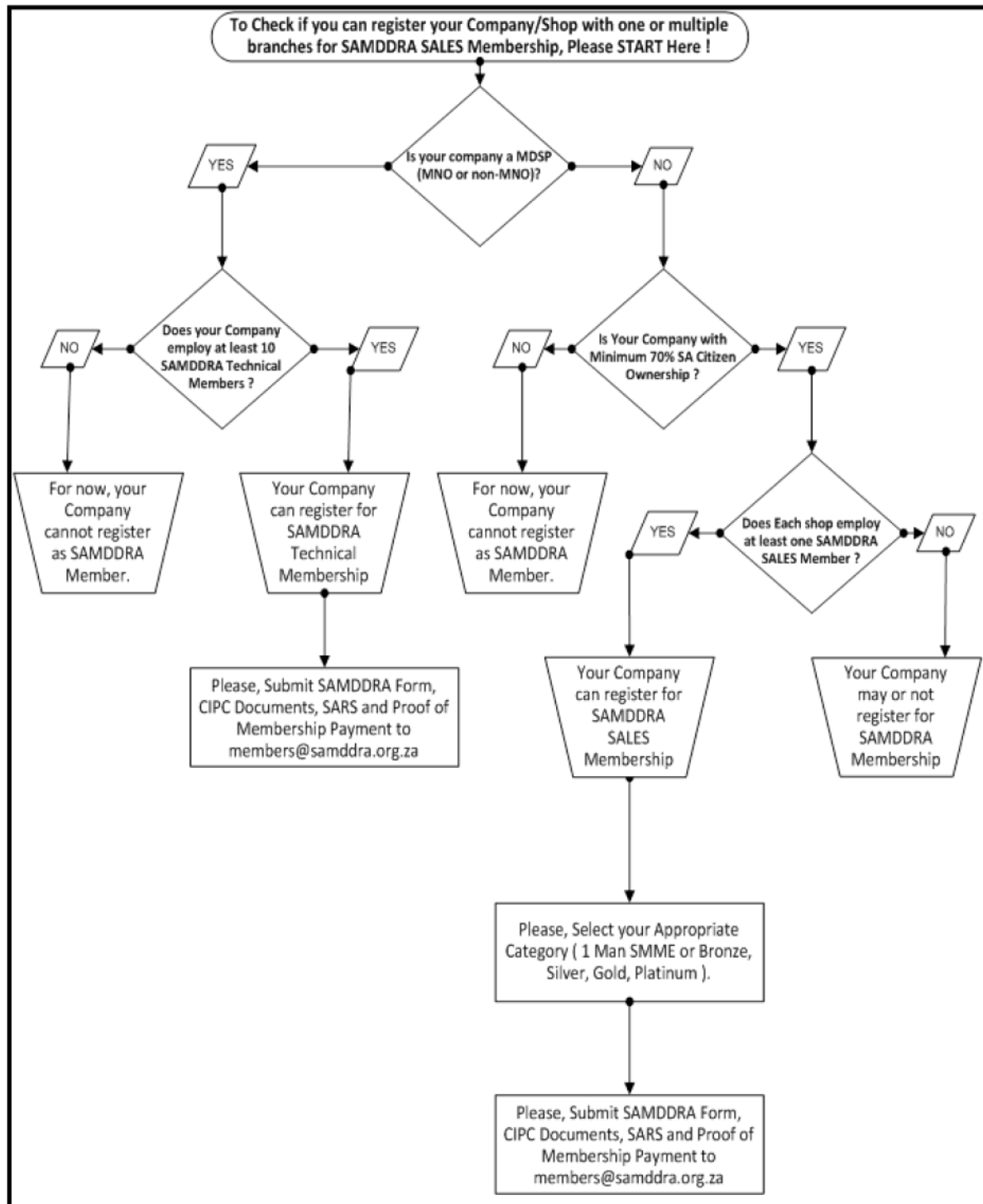
Signed by the Chairperson of the Board

Name : Loyiso Tyira

Signature :  Digitally signed by Loyiso Tyira  
DN: cn=Loyiso Tyira, o=Tyira  
Enterprises, ou=Executive,  
email=loyiso@tyira.co.za, c=ZA  
Date: 2024.09.13 13:25:38  
+02'00'

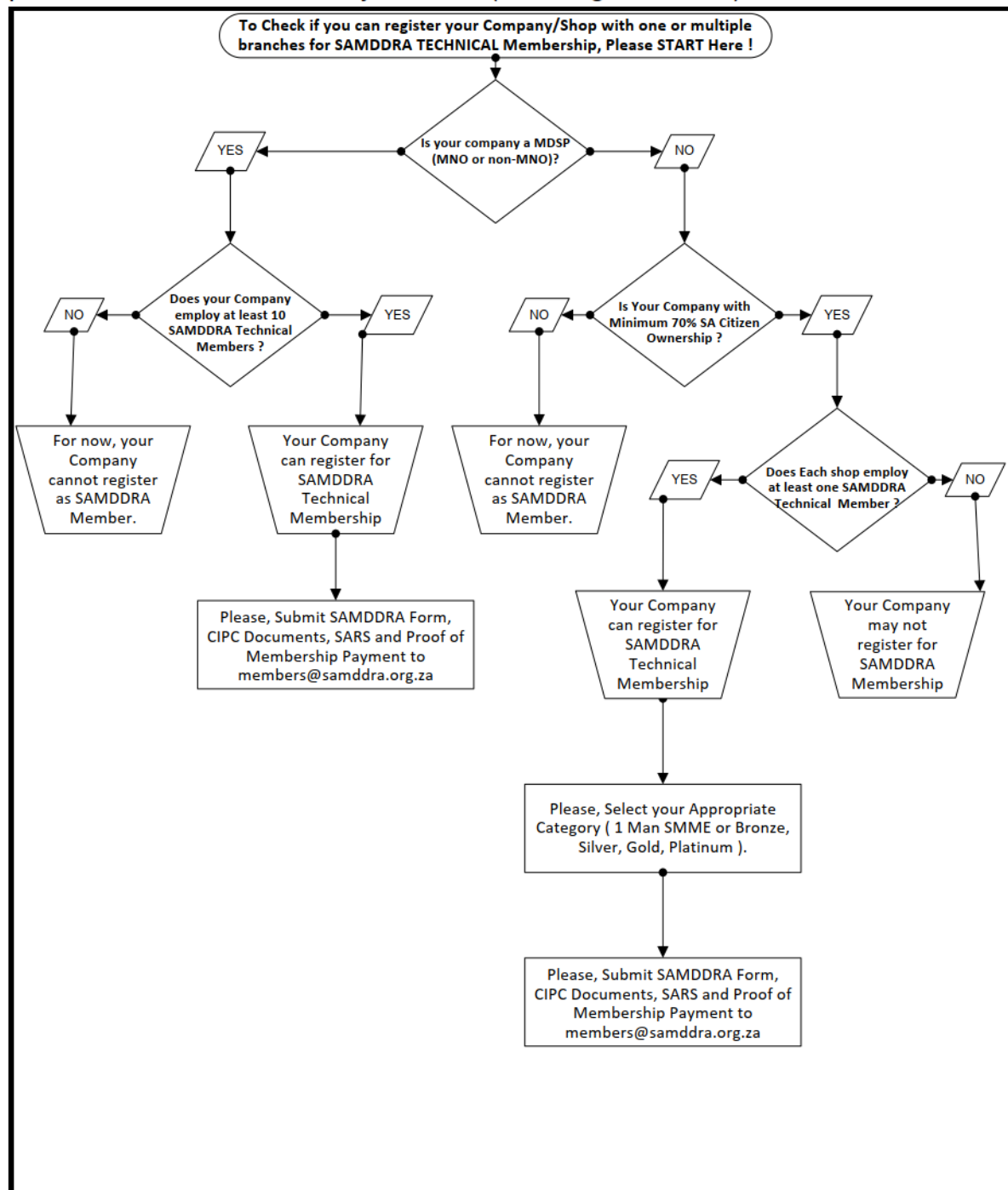
## 11. APPENDIX A. COMPANY NON-TECHNICAL STREAM MEMBER APPLICATION SCHEMATIC VIEW.

This schematic walkthrough below applies to a company that deals with mobile devices, related accessories and peripherals or electronic waste without conducting any technical operation (i.e. limited to non-technical activities). At each of its vetted kiosks/shops/branches, the company continuously employs at least either one SAMDDRA certified sales, administrative or managerial person or SAMDDRA ordinary member (including the owner).



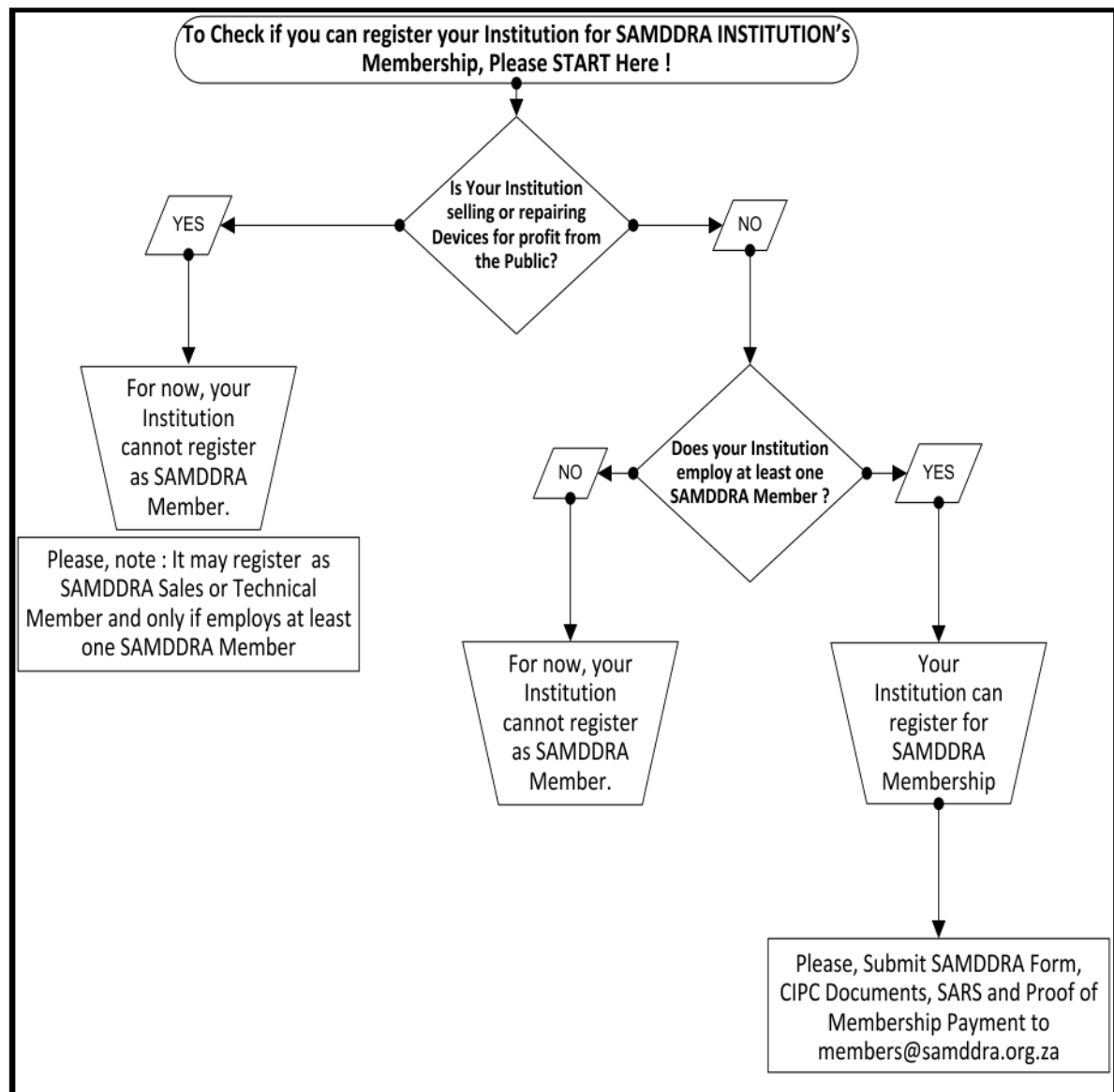
## 12.APPENDIX B. COMPANY TECHNICAL STREAM MEMBER APPLICATION SCHEMATIC VIEW.

This schematic walkthrough below applies to a company that deals with mobile devices, related accessories and peripherals or electronic waste including conducting technical operations. At each of its vetted kiosks/shops/branches, the company continuously employs at least either one SAMDDRA certified technical person or SAMDDRA ordinary member (including the owner).



### 13. APPENDIX C. INSTITUTION MEMBER APPLICATION SCHEMATIC VIEW.

This schematic walkthrough below applies to any company that does not derive revenues from the public through sales or repair of mobile devices, related accessories and peripherals or processing electronic waste. Such companies are in education, training, research and development, banking, accounting and finance, etc... At each of its vetted kiosks/shops/branches, the company continuously employs at least one SAMDDRA member.



## 14. APPENDIX D. INDIVIDUAL MEMBER

### MEMBERSHIP FORM – 2024/25 - (NEW MEMBERSHIP AND RENEWAL)

#### Personal Information Required

|                                                                                                                                                                                                                     |                              |              |        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|--------------|--------|
| TITLE                                                                                                                                                                                                               | ID/ PASSPORT/PERMIT NUMBER : |              |        |
| FIRST NAMES                                                                                                                                                                                                         | DATE OF BIRTH: / /           |              |        |
| SURNAME                                                                                                                                                                                                             | CELL NUMBER:                 |              |        |
| POSTAL ADDRESS :                                                                                                                                                                                                    |                              | POSTAL CODE: |        |
| PHYSICAL ADDRESS:                                                                                                                                                                                                   |                              | POSTAL CODE: |        |
| PROVINCE :                                                                                                                                                                                                          | CITY:                        |              |        |
| HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE OR HAD YOUR MEMBERSHIP TERMINATED BY ANY CLUB, ASSOCIATION, FEDERATION or ANY OTHER ENTITY? <b>IF YES, PLEASE STATE THE CIRCUMSTANCES USING A SEPARATE PAGE.</b> |                              |              | YES/NO |

#### Academic and Professional Qualifications Information Required

*Please, Send copies of your Qualifications (If Foreign Qualification, SAQA evaluation is required)*

| QUALIFICATION TITLE | GRANTING INSTITUTION | COUNTRY | YEAR |
|---------------------|----------------------|---------|------|
|                     |                      |         |      |
|                     |                      |         |      |
|                     |                      |         |      |
|                     |                      |         |      |
|                     |                      |         |      |
|                     |                      |         |      |
|                     |                      |         |      |
|                     |                      |         |      |
|                     |                      |         |      |

#### Occupational Information Required

|                          |                       |
|--------------------------|-----------------------|
| OCCUPATION :             |                       |
| COMPANY NAME :           |                       |
| WORK PHYSICAL ADDRESS :  | POSTAL CODE:          |
| WORK POSTAL ADDRESS :    | POSTAL CODE:          |
| PROVINCE :               | CITY:                 |
| WORK EMAIL ADDRESS :     |                       |
| WORK TELEPHONE CONTACT : | WORK MANAGER'S NAME : |

#### Membership Application Required

**(All fees are payable in January. Our membership year is 1<sup>st</sup> Jan to 31<sup>st</sup> Dec)**

| Category                                                                         | Your choice (x) | Full Year | Half year (from 1 <sup>st</sup> July)<br><i>Only applicable to new members</i> |
|----------------------------------------------------------------------------------|-----------------|-----------|--------------------------------------------------------------------------------|
| SAMDDRA AFFILIATE MEMBER                                                         |                 | -----     | -----                                                                          |
| SAMDDRA ORDINARY MEMBERSHIP                                                      |                 | R850.00   | R510.00                                                                        |
| SAMDDRA TECHNICAL MEMBERSHIP                                                     |                 | R950.00   | R570.00                                                                        |
| COMPULSORY INDIVIDUAL VETTING COST (New members only)                            |                 |           | R.....00                                                                       |
| AMOUNT PAID WITH APPLICATION (NON REFUNDABLE UNLESS MEMBERSHIP DECLINED, PLEASE) |                 |           | R                                                                              |

I, (print name)\_\_\_\_\_ hereby voluntarily apply for membership to the professional body named South African Mobile Devices Distributors and Repairers Association (SAMDDRA) and declare herewith that the above information is true and accurate. I understand that the SAMDDRA may be required by law to submit the above information to governmental or regulatory organisations. I have also read and understood SAMDDRA's constitution and agree to abide by the contents therein.

#### SAMDDRA Bank Details

|                     |                           |
|---------------------|---------------------------|
| BANK NAME :         | FIRST NATIONAL BANK (FNB) |
| BRANCH NAME :       | CARLSWALD                 |
| ACCOUNT NUMBER :    | 62860402371               |
| BRANCH CODE :       | 250655                    |
| SWIFT CODE (Int.) : | FIRNZAJJ                  |

**Terms:**

- All applications for membership are subject to approval by the SAMDDRA Board of Directors.
- Receipt of membership fee does not constitute acceptance of membership by SAMDDRA.
- Membership is automatically renewed on annual basis from the 1<sup>st</sup> of January every year.
- Should an individual's membership lapse without notice, resign or cancel it, re-joining may require additional conditions besides the annual membership fee.

**Signature of applicant :****Date :**

Please, sign and send back to [members@samddra.org.za](mailto:members@samddra.org.za)

**FOR OFFICE USE****Membership Application Assessment**

| Category                            | Approved      | Declined        | Date |
|-------------------------------------|---------------|-----------------|------|
| SAMDDRA AFFILIATE MEMBERSHIP        |               |                 |      |
| SAMDDRA ORDINARY MEMBERSHIP         |               |                 |      |
| SAMDDRA TECHNICAL MEMBERSHIP        |               |                 |      |
| MEMBERSHIP NUMBER :                 | BRANCH NAME : | BRANCH NUMBER : |      |
| ANY MEMBERSHIP REMARK/EXCEPTION     |               |                 |      |
| IF ANY OPTION DECLINED, GIVE REASON |               |                 |      |

## 15. APPENDIX E. COMPANY OR INSTITUTION

### MEMBERSHIP FORM – 2024/25 (COMPANY NEW MEMBERSHIP AND RENEWAL)

#### Company's Information Required

|                                           |                                   |
|-------------------------------------------|-----------------------------------|
| <b>COMPANY NAME :</b>                     |                                   |
| <b>OWNER/CEO/MANAGING DIRECTOR NAME :</b> |                                   |
| <b>PHYSICAL ADDRESS :</b>                 | <b>POSTAL CODE:</b>               |
| <b>POSTAL ADDRESS :</b>                   | <b>POSTAL CODE:</b>               |
| <b>PROVINCE :</b>                         | <b>CITY:</b>                      |
| <b>EMAIL ADDRESS :</b>                    |                                   |
| <b>WEBSITE :</b>                          | <b>NUMBER OF EMPLOYED STAFF :</b> |
| <b>TELEPHONE CONTACT :</b>                | <b>CELLPHONE CONTACT :</b>        |
| <b>REPRESENTATIVE NAME :</b>              | <b>REPRESENTATIVE CONTACT :</b>   |
| <b>COMPANY REGISTRATION NUMBER :</b>      |                                   |
| <b>COMPANY TAX NUMBER :</b>               | <b>COMPANY VAT NUMBER :</b>       |
| <b>NATURE OF BUSINESS :</b>               |                                   |

#### Company Documents Required

Please provide us with the following documents.

|                                                           | PROVIDED ? |    |
|-----------------------------------------------------------|------------|----|
|                                                           | YES        | NO |
| COMPANY REGISTRATION DOCUMENT (CIPC)                      |            |    |
| COMPANY TAX CLEARANCE CERTIFICATE                         |            |    |
| COMPANY VAT NOTICE OF REGISTRATION (IF APPLICABLE)        |            |    |
| BEE VERIFICATION CERTIFICATION / LETTER / AFFIDAVIT       |            |    |
| LIST AND ADDRESSES OF YOUR SITES(S) ON COMPANY LETTERHEAD |            |    |

Please, provide and select the levels of your BEE Indicators in the table below (For Statistics):

| LATEST COMPANY BEE SCORE                                   |   |   |
|------------------------------------------------------------|---|---|
| COMPANY PERCENTAGE OF BLACK EQUITY                         |   |   |
| COMPANY PERCENTAGE OF BLACK FEMALE EQUITY                  |   |   |
| IS YOUR COMPANY AT LEAST 51% BLACK OWNED ?                 | Y | N |
| IS YOUR COMPANY AT LEAST 70% SOUTH AFRICAN CITIZEN OWNED ? | Y | N |

#### Company Revenues Estimates Reporting (For Statistics).

| Please, your members holding SAMDDRA membership | COMPANY ESTIMATED ANNUAL REVENUE         | SELECT ONE | list Staff |
|-------------------------------------------------|------------------------------------------|------------|------------|
|                                                 | LESS THAN R 1 MILLION RAND               |            |            |
|                                                 | BETWEEN R 1 MILLION AND 5 MILLION RAND   |            |            |
|                                                 | BETWEEN R 5 MILLION AND 10 MILLION RAND  |            |            |
|                                                 | BETWEEN R 10 MILLION AND 50 MILLION RAND |            |            |
|                                                 | BEYOND 50 MILLION RAND                   |            |            |

| FULL NAME | MEMBERSHIP NUMBER |
|-----------|-------------------|
|           |                   |
|           |                   |
|           |                   |
|           |                   |
|           |                   |

| FULL NAME | MEMBERSHIP NUMBER |
|-----------|-------------------|
|           |                   |
|           |                   |
|           |                   |
|           |                   |
|           |                   |

**Membership Application Required** (All fees are payable in January; Membership covers from the 1<sup>st</sup> of Jan to the 31<sup>st</sup> Dec)

| Category                                                                        | Your choice (x) | Full Year  | Half year (from 1 <sup>st</sup> July)<br><i>Only applicable to new members</i> | If with sites, number Covered |
|---------------------------------------------------------------------------------|-----------------|------------|--------------------------------------------------------------------------------|-------------------------------|
| ONE PERSON SAMDDRA SMME MEMBERSHIP                                              |                 | R 950.00   | R 570.00                                                                       | 1                             |
| SAMDDRA BRONZE MEMBERSHIP                                                       |                 | R 2500.00  | R 1500.00                                                                      | 2                             |
| SAMDDRA SILVER MEMBERSHIP                                                       |                 | R 4500.00  | R 2700.00                                                                      | Up to 7                       |
| SAMDDRA GOLD MEMBERSHIP                                                         |                 | R 7500.00  | R 4500.00                                                                      | Up to 10                      |
| SAMDDRA PLATINUM MEMBERSHIP                                                     |                 | R 9900.00  | R 5940.00                                                                      | *From 11                      |
| SAMDDRA DIAMOND MEMBERSHIP                                                      |                 | R 30000.00 | R 18000.00                                                                     | N/A                           |
| SAMDDRA INSTITUTION MEMBERSHIP                                                  |                 | R 15000.00 | R 9000.00                                                                      | N/A                           |
| COMPULSORY BEE VETTING COST ( IF NOT PROVIDED BEE CERTIFICATE/LETTER/AFFIDAVIT) |                 |            | R                                                                              |                               |
| AMOUNT PAID WITH APPLICATION (NON REFUNDABLE, PLEASE)                           |                 |            | R                                                                              |                               |

\*Please, Check the table for the correct amount for a number of sites beyond 11 ( Each extra shop pays extra fees. Enquire from SAMDDRA office for more precision).

I, (print representative name)\_\_\_\_\_ hereby voluntarily apply for our company/institution's membership to the professional body named South African Mobile Devices Distributors and Repairers Association (SAMDDRA) and declare herewith that the above information is true and accurate. I understand that the SAMDDRA may be required by law to submit the above information to governmental or regulatory organisations. I have also read and understood SAMDDRA's constitution and agree to abide by the contents therein.

#### SAMDDRA Bank Details

|                            |                           |
|----------------------------|---------------------------|
| <b>BANK NAME :</b>         | FIRST NATIONAL BANK (FNB) |
| <b>BRANCH NAME :</b>       | CARLSWALD                 |
| <b>BRANCH CODE :</b>       | 250655                    |
| <b>ACCOUNT NUMBER :</b>    | 62860402371               |
| <b>SWIFT CODE (Int.) :</b> | FIRNZAJJ                  |

#### Terms:

- All applications for membership are subject to approval by the SAMDDRA Board of Directors.
- Receipt of membership fee does not constitute acceptance of membership by SAMDDRA.
- Membership is automatically renewed on annual basis from the 1<sup>st</sup> of January every year.
- Should an individual's membership lapse without notice, resign or cancel it, re-joining may require additional conditions besides the annual membership fee.

|                                      |               |
|--------------------------------------|---------------|
| <b>Signature of Representative :</b> | <b>Date :</b> |
|--------------------------------------|---------------|

Please, sign and send back to [members@samddra.org.za](mailto:members@samddra.org.za)

#### FOR OFFICE USE

##### Membership Application Assessment

Membership Application Assessment

| Category                            | Approved      | Declined | Date            |
|-------------------------------------|---------------|----------|-----------------|
| ONE PERSON SAMDDRA SMME MEMBERSHIP  |               |          |                 |
| SAMDDRA SMME BRONZE MEMBERSHIP      |               |          |                 |
| SAMDDRA SMME SILVER MEMBERSHIP      |               |          |                 |
| SAMDDRA GOLD MEMBERSHIP             |               |          |                 |
| SAMDDRA PLATINUM MEMBERSHIP         |               |          |                 |
| SAMDDRA DIAMOND MEMBERSHIP          |               |          |                 |
| SAMDDRA INSTITUTION MEMBERSHIP      |               |          |                 |
| MEMBERSHIP NUMBER :                 | BRANCH NAME : |          | BRANCH NUMBER : |
| ANY MEMBERSHIP REMARK/EXCEPTION     |               |          |                 |
| IF ANY OPTION DECLINED, GIVE REASON |               |          |                 |