



APPLICATION FOR ADMISSION/TRANSFER*

From
(present grade)

THIS FORM MUST BE COMPLETED LEGIBLY AND SHOULD PREFERABLY BE TYPED
Notes for the guidance of Applicants (see last page) should be read before completing the form.

1 GENERAL INFORMATION

SURNAME (Block Letters) Age

FIRST NAMES (Block Letters)

POSTAL ADDRESS

RESIDENTIAL ADDRESS

DATE OF BIRTH IDENTITY/PASSPORT No.

HOME TEL. NO.: WORK TEL. NO.:

CELLULAR NO.: E-MAIL ADDRESS:

NATIONALITY BY (birth etc.)

EMPLOYED BY

AS (state designation or title)

is desirous of admission to/transfer to a higher grade of* membership of the SOUTH AFRICAN INSTITUTE OF MARINE ENGINEERS AND NAVAL ARCHITECTS. We, the undersigned corporate members of the INSTITUTE from our personal knowledge and/or information received, propose and second him as a person fitted for membership of the INSTITUTE; should the Council deem him qualified, we would fully endorse such admission/transfer*.

Proposer:

From personal knowledge (signature)

(Name in block letters) Grade

Seconder:

From personal knowledge* (signature)

Information received

(Name in block letters) Grade

Notes:

- 1 Sponsors are reminded that they may be called upon to substantiate or amplify, in a confidential report to Council, any statements made by the applicant.
- 2 Each sponsor is required to initial on subsequent pages those details of the applicant's career with which he is personally familiar.
- 3 *Delete words not applicable.

6. NOTES FOR GUIDANCE

6.1 The qualifications for membership in the respective grades as laid down in the Constitution are reprinted on the loose sheet accompanying this form. The applicant should study these extracts from the Constitution so that he may have a clear understanding of the requirements for the various grades of membership.

6.2 The particulars set out in this form, supplemented by the result of any confidential enquiries enable the Council to decide whether the training and experience of the applicant meet the requirements of the Institute for admission or to transfer to a higher grade of membership. It is essential, therefore, that adequate information be given by the applicant to indicate the extent of his general and technical education, engineering training and practical engineering experience gained to date in Marine Engineering, Naval Architecture or allied fields of engineering and/or applications. An applicant requesting transfer to a higher degree of membership must furnish comprehensive details of additional training and engineering work carried out as an engineer subsequent to admission to his present grade and extent of his personal responsibility in the performance of his duties. The information given should include the following:

a. Full details regarding his education and practical training. Copies of certificates should be attached. If these are not readily available the numbers should be quoted.

b. The exact positions held during this period in the organisations in which he has been and is employed; a concise description of the type and extent of the work on which he has been and is engaged and an indication of the degree of the responsibility carried, e.g. the number of employees under his control; the extent to which initiative is exercised, etc.

If this information is not given satisfactorily and in sufficient detail, delay may be caused in dealing with this application.

6.3 The applicant may be required to substantiate by documentary evidence any or all of the information given in this form.

6.4 Will the applicant please indicate if the membership certificate should be in English or Afrikaans.

.....

6.5 Show clearly in space below the managerial organisation which reflects your present position. A block plan or diagram should be used.



Date:

Dear Applicant

Re : Application for Admission or Transfer

Welcome to SAIMENA.

Attached is an application form to be completed. Below is a checklist of things to do and who to send your application form, fees etc to.

1. Complete your application form.
Add your telephone/fax numbers and e-mail address at the bottom of the first page.

If you have any questions, please discuss them with:

- a. Your sponsor (who should be a Corporate Member) or
- b. The National Honorary Secretary, Mr. Dick Jenkins on tel/fax
No. 031 – 564 5903

2. Attach photocopies of your Certificates, etc to the application form.

3. Get your proposer and Seconder to sign the application form.

4. Post the form to:
The SAIMENA Grading Committee
52 Gainsborough Drive
Durban
4051

5. The Grading Committee convenes every month and evaluates your application. If you are accepted, the Grading Committee will:
 - i. Advise the SAIMENA National Council of your successful application.
 - ii. Advise you of your acceptance.
 - iii. Request you to forward your membership fee R 80.00 to:
The National Honorary Treasurer (Mr. D. Jenkins)
52 Gainsborough Drive
Durban
4051

Should you have any queries regarding the progress of your application, please call one of the Members of the Grading Committee.

6. Once your fees are received, Mr. D. Jenkins will advise the Grading Committee and you will be sent a Membership Certificate and SAIMENA tie.

Yours faithfully

PAUL COXON
Cape Town Committee
(Tel: 021 – 425 3202)