



## MEMBERSHIP TERMS & CONDITIONS

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Approver	CEO
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### The core of the policy

The core of the Membership Terms and Conditions Policy focuses on defining the rules and responsibilities governing the membership relationship between the individual and the Institute.

## 1. INTRODUCTION

This Policy outlines the terms and conditions that govern membership with the Institute, including responsibilities, fees, renewal process, cancellation policies, and member privileges.

## 2. PURPOSE

The purpose of this Policy is to:

- Articulate the Institute's approach to membership applications, renewals, cancellations, associated fees, and member obligations.
- Define the roles and responsibilities of the Institute and its members.

## 3. NEW MEMBERSHIP APPLICATION

### a. Membership Application & Fees

Receipt of a membership application is confirmation that the applicant has read, understood, and accepted the Terms and Conditions of membership.

- New and lapsed memberships are subject to the once-off registration fee.

### b. A tax invoice for the registration fee and new annual membership fee will be issued upon receipt of the membership application.

- Payment is strictly due upon receipt of the invoice.

### c. Non-Payment

- Non-payment of an invoice will NOT be accepted as a cancellation of the membership application. Applicants are required to provide CISA with a written notification of their intent to cancel their application.
- In terms of the Consumer Protection Act of South Africa, members have the right to cancel their membership application by providing written notice via email to the membership department at [membership@compliancesa.com](mailto:membership@compliancesa.com).
- Members are personally responsible for ensuring the payment of all monies due to the Institute and will be held personally liable for non-payment of any invoices issued in their name.

### d. Transferability

- Membership is non-transferable and is granted solely to the individual named in the application.

### e. Fee Change

- Membership fees are revised annually. Any changes to fees will be communicated to members in writing.

## 4. MEMBERSHIP RENEWALS

**All renewals and cancellations of membership are subject to the terms and conditions outlined in our Finance Policy.**

#### **a. Renewal Process**

Members are required to renew their membership within a 60-day grace period. Failure to renew within this period will result in the automatic lapsing of membership. In cases where the member holds a designation, the designation will be automatically revoked upon the lapsing of membership.

#### **b. Lapsed Membership**

- Memberships that are not renewed and paid within 60 days of the end date will change to a lapse status and associated benefits, including access to the membership certificate and PrivySeal links, will be revoked.
- Lapsed members who wish to reinstate the membership after the 60-day grace period will be subject to the once-off **registration fee**.

## **5. MEMBERSHIP PRIVILEGES & RESPONSIBILITY**

#### **a. Benefits**

- The privileges of membership are detailed in the 'Benefits' section available on the Institute's website.

#### **b. Member Rights**

- Certain categories of membership have voting rights and may register for, and vote at the Annual General Meeting.

#### **c. Obligations**

- Members must ensure that their contact and personal details are accurate and up to date.
- It is the member's responsibility to keep their password confidential. The Institute is not liable for any loss or damage resulting from compromised passwords.
- Members must comply with the Institute's Code of Ethics and Standards of Professional Conduct.

## **6. INFORMATION & UPDATES**

- Members must keep their contact and personal details up to date on the Compliance Institute membership platform or inform the Compliance Institute of any changes to their details (e.g., address, telephone numbers) in writing.
- All communications from the Institute will be sent via the member's provided contact details, which must be kept current.

## **7. DATA PROTECTION AND CONSENT**

- By submitting an application, members consent to the Compliance Institute performing the following checks:
  - Credit record check through a credit reference agency.
  - Education history and employment reference checks.

## **8. INTELLECTUAL PROPERTY**

- All intellectual property related to the Institute, including but not limited to logos, content, and materials, is owned by or licensed to the Compliance Institute SA.
- Members may not use the Institute's intellectual property without prior written consent.
- Members may not make official statements on behalf of the Institute unless they are duly authorised in writing to do so.

## 9. WEBSITE TERMS

### a. Electronic Communication

- By visiting the website or communicating electronically with the Institute, members acknowledge that all agreements, notices, disclosures, and other communications satisfy legal requirements, including those that require written documentation under Chapter 3 of the Electronic Communications and Transactions Act.

### b. Third Party Websites

- The Institute's website may provide links to other websites for convenience, but the Compliance Institute SA is not responsible for the content or services of any linked sites.

## 10. NON-COMPLIANCE AND DISPUTE RESOLUTION

### a. Non-Compliance

- Failure to adhere to these terms may result in termination of membership. The Institute's Disciplinary Policy will be applied in cases of non-compliance.

### b. Dispute Resolution

- Disputes regarding these Terms and Conditions will be resolved in accordance with the relevant dispute resolution mechanisms as outlined by the Institute.

## 11. REVISION OF TERMS

- These Terms and Conditions may be revised from time to time. The latest version will be posted on the Institute's website, and members are encouraged to review these terms periodically.

## 12. REVISION

This policy shall be reviewed annually, or such shorter period as may be required.

## 13. ACTION IN THE CASE OF NON-COMPLIANCE

In the case of non-compliance, the Institute's Disciplinary Policy will be applied.

## **14. RELATED POLICIES**

Significant related policies and documents include the following:

Item No.	Name	Status (i.e. identified, under review or approved)	Owner
14.1	Finance Policy	Approved	CEO