



APSO MEMBERSHIP INFORMATION PACK

Thank you for your enquiry about APSO membership.

Please find attached the following documentation that should assist you in considering joining the association.

- Benefits of APSO membership
- Checklist of requirements in order to qualify as a member
- Membership fees
- Frequently Asked Questions
- APSO Application Form

If you have any queries in this regard, please don't hesitate to contact us.

AGNES LEAHY

APSO Membership Manager

Tel: 011 615 9418

Email: agnes@apsoza.co.za

Please note that you are required to complete the Application Form, in full, and send back via email, agnes@apsoza.co.za or fax 011 615 9424.

Once we have received your application form, Agnes will be contact to guide you through the application process.

BENEFITS OF APSO MEMBERSHIP

HISTORY OF APSO

APROSA, a forerunner of today's APSO, was established in 1976 when the need for a more representative body to safeguard the interests of all sections of the employment industry was recognized. Ten years later, APSO was established and has continued to be the association that represents its members in their dealings with government and related bodies and promotes and ensures – for the benefit of both clients and candidates – adherence to high ethical and professional standards of business.

APSO continues to be a leader in the protection of its members and in 2004 was a founding member of the Confederation of Associations in the Private Employment Sector (CAPES). APSO continues, through its membership of CAPES, to be at the forefront of the work to engage with Government, unions and other stakeholders to protect and promote the labour recruitment industry.

APSO is a member of CIETT (International Confederation of Employment Associations) and actively participates in international conferences and projects to ensure that our members are kept informed and are able to participate globally.

The APSO Code of Ethical & Professional Practice continues to be seen as the benchmark of the highest standards of professional practice in the industry and many clients, and candidates, are choosing only to deal with APSO member companies as a result.

APSO has been instrumental in the establishment of the Employment Services Certification Institute (ESCI) that promises to regulate and professionalise the practices of individual recruiters. ESCI will ensure, for the protection of all stakeholders, the attainment of minimum standards of knowledge and expertise as well as the achievement of ongoing continuous professional development (CPD) to ensure that recruiters have currency of knowledge and the ability to provide professional and compliant services.

BENEFITS OF BELONGING TO APSO

By dealing with you, an APSO member, your clients and candidates can be sure that they're receiving professional service of high ethical standards and that, in the event of a dispute, there is an established method of recourse.

In addition, as a member of APSO, you'll receive the following benefits:

- ✓ Industry representation on relevant, identified and influential bodies
- ✓ Promotion of the interests of the industry through legislative advocacy
- ✓ Access to established, implemented and enforced industry Code of Ethical & Professional practice and a body that provides conflict resolution between agencies, their clients and other stakeholders
- ✓ Access to FREE industrial relations advice and services through LabourNet
- ✓ Access to information that keeps members abreast of relevant national and international trends
- ✓ Access to education, both professional qualifications and CPD
- ✓ Access to conferences and other events both national and regional
- ✓ Opportunity to take part in consultative forums and to access members' input and opinions
- ✓ Access to industry-related information that has been interpreted on behalf of members
- ✓ Access to advice, support and services to promote legislative compliance
- ✓ Opportunity to attend relevant networking forums
- ✓ Access to legal and contractual advice
- ✓ Adherence to minimum entry and operating standards including an entry exam
- ✓ Differentiation of APSO members amongst clients and candidates
- ✓ Access to business opportunities to members through participation on committees that influence the industry

REGIONAL REPRESENTATION

Although the APSO National Office is based in Gauteng, APSO has an active regional committee in each of the main regions of South Africa including Gauteng, KwaZulu-Natal, Western Cape, Eastern Cape, Free State and Mpumalanga.

The regional committees are available to provide support to members and to facilitate regional training and networking events.

Members who choose to participate on these regional committees receive an excellent return on investment. Committee members are at the forefront of APSO activities and have access to in-depth information, the opportunity to develop business relationships and to actively participate in making decisions that affect the running of the association and the industry as a whole.

REQUIREMENTS CHECKLIST

APSO membership is not automatic. Recruitment companies that wish to apply for membership must meet all of the following criteria:

1. Your company must be appropriately registered with CIPRO and with SARS. The agency must be fully operational before you can apply for membership. APSO requires a copy of your **CIPRO documentation**.
2. Your company must be registered as a Private Employment Office of Gain with the Department of Labour (DOL) and be in possession of the **Private Employment Office for Gain certificate**. This process must be completed with your local DOL office. If you require further assistance with this, please contact APSO National Office.
3. Your company must be registered with SARS and be in possession of all Income Tax, PAYE, SDL, UIF and other reference numbers. APSO will require a **SARS letter of good standing**.
4. If necessary, according to legislation, your company should be registered for VAT. APSO will require your **VAT registration document**.
5. All companies that have employees, whether permanent or temporary, are required to be registered with the Compensation Commissioner. **APSO will require a letter of good standing from the Compensation Commissioner**.
6. APSO requires the **details of all shareholders within your company**, including details of any restraints of trade on these individuals that may exist within the labour recruitment industry.
7. APSO requires a copy of your **Company Profile** and **Terms & Conditions of Business** that outlines your recruitment services including fee structures and guarantees etc.
8. APSO requires a copy of the **application form**, and **any other contracts/documents**, you **require candidates to sign** when they register with your agency.
9. APSO requires a copy of your company's **Service Level Agreement (SLA)** and **temporary employment contract** if you offer temporary employment services (TES).
10. **Your company is required to operate from professional offices**. Should you operate from home, a separate office is required. APSO will conduct a site visit to confirm that the office structure meets the required levels as per the APSO Code of Ethical & Professional Practice.

APSO MEMBERSHIP FEES

APSO membership runs on an annual subscription fee basis. Membership automatically renews each year, unless the member advises, in writing, of their intention to cancel their membership. Your subscriptions will be invoiced to you on the anniversary of your joining APSO each year.

Fees are payable in advance and the full schedule is included hereunder:

APPLICATION FEE

The non-refundable application fee of **R1140.00 (incl VAT)** is payable, upfront. Once your application has been received by the APSO National Office, an invoice for the application fee will be generated and sent to you. The application will not continue until the application fee has been paid in full.

Please note that if your application is unsuccessful, for any reason, this fee is non-refundable.

ANNUAL SUBSCRIPTION FEE

The first year's subscription is payable in advance and must be paid on presentation of the invoice, ahead of the approval of membership at the APSO National Executive Committee meeting. Should the membership be refused, the subscriptions will be refunded in full.

From your second year of membership you have the option to pay your subscriptions via debit order, at a small administration fee, over a 2 – 10 month period. If this is of interest to you, contact the APSO National Office and the bookkeeper will explain the process to you.

Subscription fees are calculated on the structure of your business and, depending on your company's expansion/contraction, may alter from year-to-year.

Full Member

A Full Member is considered to be the Head Office of the business and includes the core recruitment activity of that business, i.e. permanent or TES.

R2700 (excl VAT) for a 12-month period starting on the date you joined.

Branch Member

A Branch Member is considered to be the branch office of the Full Member and includes any office that operates recruitment services, even if these are simply to collect timesheets for a national client.

According to Section 7.2.4 of the APSO Constitution:

"Members shall be required to register all branches as Branch Members. Members operating in more than one region must register as Branch Members in each region in which they operate."

All branches are therefore required to be registered with APSO.

R1000 (excl VAT) for each separate branch office for a 12-month period

Section Fee

If your company operates in more than one area of recruitment, i.e. permanent and TES, you are required to pay the annual section fee. This section fee is payable only once per year and covers the Head Office and all branches.

R1000 (excl VAT) for a 12-month period starting on the date you joined.

FREQUENTLY ASKED QUESTIONS (FAQ)

In order to assist you in determining your eligibility for APSO membership, please find hereunder a series of Frequently Asked Questions. If you have any questions that are not covered, please don't hesitate to give our National Office a call on (011) 615 9417.

What is the Department of Labour registration?

According to the Skills Development Act, Employment Services section, all companies that offer recruitment services for gain are required to be registered with the Department of Labour (DOL). This is a free-of-charge registration that should be made with your local DOL office.

You should complete the DOL application form, available from www.labour.gov.za or the APSO National Office, and should be delivered to your local DOL office. Ensure that you get your copy stamped as proof of application.

Once the DOL has received your application an inspector will make arrangements to visit your premises for an inspection. They will be checking to see that you operate within the labour legislation and that you are not charging candidates for recruitment services.

Can I register for APSO membership if I have a home office?

This depends on the nature of the "home office". APSO cannot accept any members who operate from home unless:

- You have a separate office set up professionally, i.e. in the garden cottage for example
- You conduct your administration from home but have proof of a rented boardroom that is used for candidate interviews and client visits

The APSO inspection visit needs to take place at the office from which you operate your interviews etc. If you're in any doubt as to your home office suitability, please don't hesitate to contact Agnes at APSO National Office.

How long does the application process take?

Depending on when the next APSO Executive Committee meeting is scheduled, the application process can take between 3 and 6 weeks. Once your application form has been received, and you've paid your application fee, our Membership Manager will call to arrange an inspection visit.

Once the visit has been completed successfully, you will be invoiced for the full subscriptions and only once these have been paid in full, will your application be tabled at the Executive Committee meeting for approval.

Your APSO membership certificate will be issued within 1 week of the approval of membership and can be collected from our offices, or posted to you. An electronic version will be emailed to you immediately.

What happens if I need confirmation of application to APSO for tender purposes?

APSO will provide a letter confirming your application, but not approval, to APSO provided we have received a completed application form (that meets all requirements) and you have paid, in full, both the application fee and the first year's subscription fees. Should you fail to continue the application process, after the letter has been issued, all fees paid will be forfeited.

The full application process will continue with applicants who require proof of application for tender purposes. APSO reserves the right to confirm with client companies who are tendering that applicants have not yet been approved as members.

What can I expect when APSO comes to do the inspection visit?

APSO conducts the inspection to ensure that the information provided on the application form is accurate and that the operations of the applicant company are in compliance with the legislation, APSO Code of Ethical and Professional Practice and the standards required by the association.

The Membership Manager will coordinate the visit at a time convenient to you and will provide guidance on what documentation will be required during this meeting. At the same time, she will provide more information on APSO and how the applicant company can get the most from their membership.

What are some of the reasons my application might not be approved?

All new applicants are circulated to the APSO membership so that the members have the opportunity to lodge any objection. The most common objections include:

- Conflict of name – i.e. the same/similar name as an existing member
- Restraint of trade breaches
- Breaches of Code of Ethical & Professional Practice

All objections have to be given in writing and the applicant will be allowed a formal response to the objection. Both the objection and response will then be tabled at the Executive Committee meeting and determined. The Executive Committee reserves the right to uphold or quash an objection and the details will be communicated to both parties within one week of the Executive Committee meeting.

An applicant could also be turned down if their operations and business are not compliant with legislation, the APSO Code of Ethical and Professional Practice or the required standards of operations.

What does the APSO subscription of R2700 excl VAT cover?

Your APSO subscription “buys” you membership of the association and entitles you to the following benefits:

- Credibility with clients and candidates – key to tender for many top corporate clients
- Assistance in the case of fee disputes and other ethical queries
- Representation at Government level, via CAPES, on issues affecting the recruitment industry
- Representation, via the Executive Committee, at other stakeholder bodies like SETA, NSA etc
- Access to information pertaining to and affecting the recruitment industry
- Access to the APSO website with additional recruiter resources exclusively for members
- Quarterly APSOgram magazine posted to your office
- Access to quality training at affordable prices
- FREE access to LabourNet, a telephonic labour relations support services
- Opportunity to network with other “like-minded” recruitment companies who also adhere to APSO Code of Ethical & Professional Practice and standards of operations
- Opportunity to become actively involved in the industry via regional and national committees

What does the branch subscription of R1000 excl VAT cover?

In addition to the main subscription that is payable for each company (Head Office), all of your branches are required to be registered with APSO. Each branch is charged R1000 excl VAT per year and will be issued with its own membership certificate.

The branch will be added to the mailing list and receive its own copy of the APSOgram quarterly and receive notification of regional activities and training.

What classifies as a branch?

Any presence within another region or office/premises is classified as a branch. This means that whether it is a “satellite office”, payroll site, place to collect timesheets, staffed or not, you are liable to declare it as a branch and pay the appropriate annual branch fee.

What should I do if I open additional branches during the course of the coming year?

If you expand during the course of the year you should notify APSO National Office of your new branch and its contact details. You will be charged, pro-rata, for the additional branch subscription fees and added to the appropriate regional database. This means that your branch team will be kept informed of all activities in that region.

What happens if I fail to disclose all of my branches?

APSO reserves the right to hold off issuing the APSO membership certificate if there is any uncertainty on the number or nature of the branches disclosed by the member. Once the correct subscription has been paid, the certificate will be issued.

Should APSO subsequently discover that you have other branches, and failed to declare/disclose them, APSO reserves the right to impose penalties including, but not limited to, back-dated invoices and a suspension of membership.

What does the section fee of R1000 excl VAT cover?

The main subscription fee entitles the company to operate as an APSO member within their core field of recruitment services, either permanent or temporary employment services (TES). If your company also offers another kind of service, an additional section fee of R1000 excl VAT is levied per company where these services are offered.

In most instances the additional services are usually TES and considering the current debate surrounding the possible ban of TES in South Africa, these levies are utilized to fund lobbying and advocacy work at CAPES and BUSA.

When am I liable to pay the additional section fee?

Section fees are liable if you offer any temp/perm services during the year that are outside your core business, as declared on your APSO application form. This means that even if you offer “the occasional temp to your favourite client” and don’t advertise yourself as a temp agency, you’re still liable for the fee.

Failure to disclose that you operate an additional section will result in APSO issuing back-dated invoices and possibly imposing additional penalties.

What do I do if I have another company/BEE company operating recruitment services from the same premises?

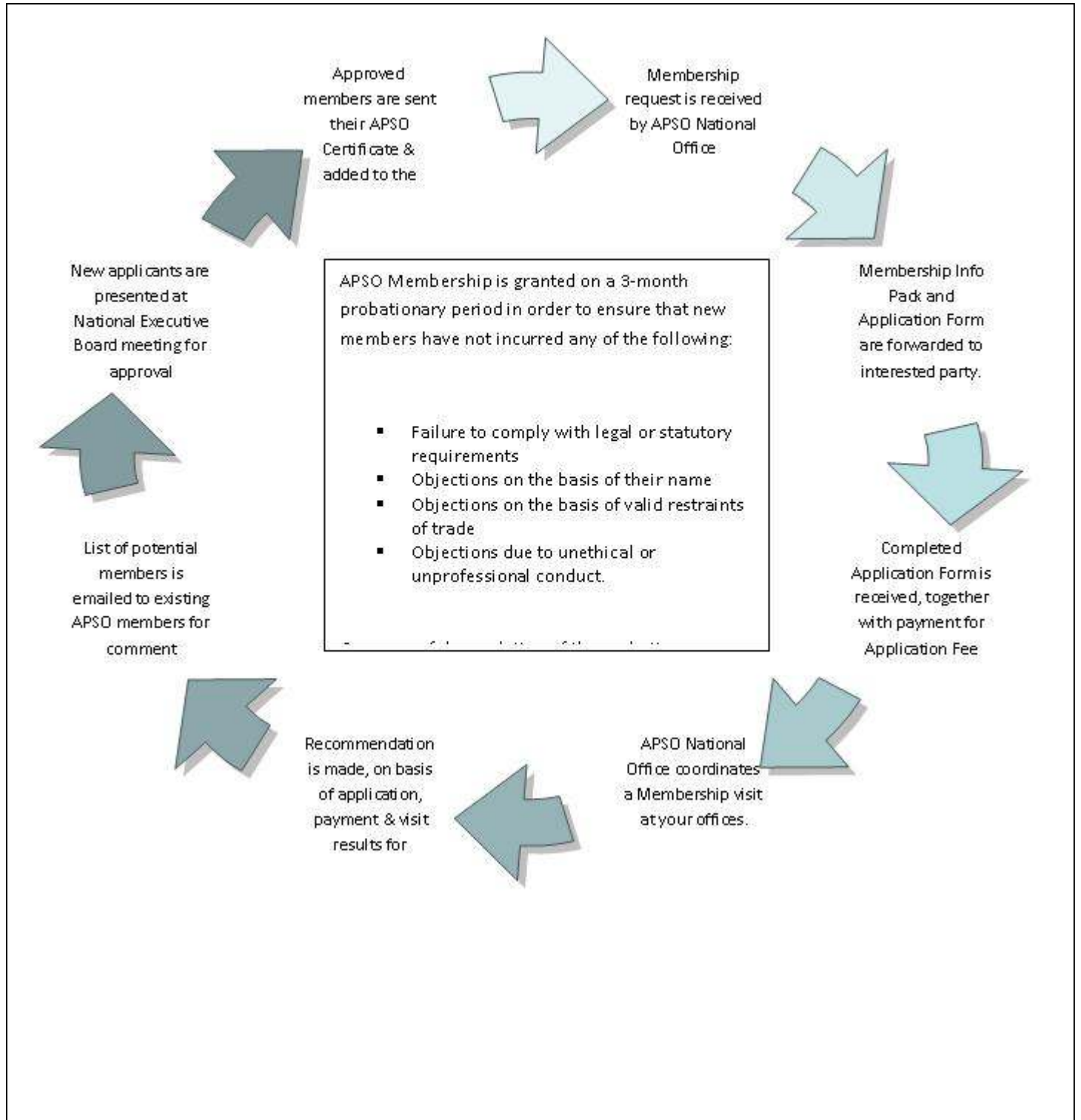
Some companies have chosen to set up a BEE or subsidiary company operating within the same premises. These companies need to be registered with APSO as separate/individual members.

This means that you need to apply for membership, provide APSO with the appropriate documentation and “pass” the initial membership inspection visit for this company separately. No application fee will be levied in the case of an existing member applying for an additional company.

You will be liable for the full membership fees as per the size and nature of the subsidiary or BEE company. A separate APSO membership certificate will be issued for this company.

MEMBERSHIP PROCEDURE GUIDE

APSO follows a strict process in terms of accepting membership applications, assessing potential members and determining APSO membership. Please take note of the following time frames and expectations so that the applications process can be concluded as speedily as possible.



Company name
(under which you trade) : _____
 Company name
(as registered with CIPRO): _____

Head Office
Physical Address : _____

Postal Address: _____

 _____ Postal Code: _____

E-mail Address: _____

Telephone: _____ Fax: _____

Company CC/ Registration No. _____ Income Tax No : _____

PAYE Reference No. _____ SDL Reference No: _____

Workman's Compensation No.: _____ UIF No : _____

Vat Registration No.: _____

Skills Development Act Reg. no. (This appears on the DOL certificate) : _____

Name/s of Managing Director/Owner/Partners/Members: _____

Name/s of other Directors/ Partners/Owner/ Members: _____

Name of person in charge of this operation: _____

Correspondence to: _____

Telephone Number: _____ Cell No: _____

Email Address: _____

Staff Category Specializations: _____

Do you charge fees for services to clients: Do you charge fees for services to work-seekers:

Reason for application: _____

DETAILS OF COMPANY BANK DETAILS

Account Name: _____

Bank: _____

Branch _____ Branch Code: _____

Account Number: _____



Which recruitment services do you offer:

Perm Recruitment

Temporary Employment Services (TES)

Contracting/ Outsourcing

Executive Search

BRANCH DETAILS: Please note that all BRANCHES must be registered. Please also list the NAMES OF OTHER COMPANIES trading as private employment offices/labour brokers with which applicant is associated (through common shareholders or same directors) which the applicant wishes to register. ****Attach second page if necessary****

Company Name : _____

Street Address : _____

Postal Address : _____

Telephone: _____ Fax : _____

E-mail : _____

Contact Person : _____

Company Name : _____

Street Address : _____

Postal Address : _____

Telephone: _____ Fax : _____

E-mail : _____

Contact Person : _____

I/We _____, in my capacity as _____ hereby apply to become a member of the ASSOCIATION OF PERSONNEL SERVICE ORGANISATIONS OF SOUTH AFRICA.

I understand that the application fee is non-refundable and is payable ahead of the site inspection visit that will be coordinated as part of the APSO membership application process. I also understand that the first year's subscription fees are payable, in full, before my application will be tabled at the Executive Committee meeting for approval. Should the application, for any reason, be unsuccessful, I will receive a full refund for the subscription fees.

I confirm that that the information included in this application is true & correct and that any variation that is not reported timeously to APSO could render this application null & void.

I/We undertake, if accepted, to honour the terms of the APSO CONSTITUTION & CODE OF ETHICAL & PROFESSIONAL PRACTICE and to ensure they will be honoured by any of our subsidiaries or associated companies active within the labour recruitment industry.

Signed at _____ on _____ day of _____ 2010.

Signature _____ Full Name: _____ Title: _____