



# LOCKSMITHS ASSOCIATION OF SOUTH AFRICA

Tel: (011) 886-8676

Fax: (011) 886-8527

e.mail: lasa@global.co.za

Web site: lasa.co.za

P O Box 4007, Randburg, 2125

## APPLICATION FOR MEMBERSHIP

### CONFIDENTIAL

#### **NOTE:**

By completing this application form and initialling each page, the applicant business accepts all of the conditions stipulated in this document as well as those contained in the current version of the Constitution of the Locksmiths Association of South Africa and undertakes to pay to LASA the registration fee and all subscription and other charges raised by LASA from time-to-time, for a minimum of one (1) year. Monies paid to LASA are not refundable under any circumstance except where the initial application is rejected. The applicant's membership and the obligation to pay all membership charges will be automatically renewed each year, subject to certain conditions.

#### **DEFINITIONS:**

- a. "Locksmiths Association of South Africa" herein shall be known by the acronym LASA.
- b. The word "business" shall also infer firm, company, close corporation.
- c. "Security Industry Regulatory Authority referred to herein shall be known as SIRA.

This questionnaire to be completed in **black ink**. Please **print clearly** in block letters or type.

### 1. CLASS OF MEMBERSHIP APPLYING FOR (PLEASE TICK RELEVANT BLOCK)

A. - Full		B. - Associate		C. - Trade		D. - Key Cutter	
E. - Honorary		F. - International		G. - Mobile		H. - Safe Technician	

### 2. DETAILS OF THE BUSINESS WHICH IS APPLYING:

NAME OF APPLICANT BUSINESS: \_\_\_\_\_

TRADING AS: \_\_\_\_\_

COMPANY/CC/TRUST REGISTRATION NO: \_\_\_\_\_

V A T REGISTRATION NO: \_\_\_\_\_

P A Y E REGISTRATION NO: \_\_\_\_\_

U I F REGISTRATION NO: \_\_\_\_\_

SDL SETA/SIC CODE: \_\_\_\_\_

PRIVATE SECURITY REGULATORY AUTHORITY NUMBER (SIRA): \_\_\_\_\_

DATE OF ISSUE: \_\_\_\_\_ CATEGORY: \_\_\_\_\_

TRADING/STREET ADDRESS OF BUSINESS: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_ CODE: \_\_\_\_\_

TEL NO: \_\_\_\_\_ FAX NO: \_\_\_\_\_

CELL NO: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

DATE OF ESTABLISHMENT OF BUSINESS: \_\_\_\_\_

DATE TAKEN OVER BY PRESENT OWNER: \_\_\_\_\_

**3. DETAILS OF OWNERSHIP:**

**NAMES AND REGISTRATION / ID NUMBERS** of all owners, Directors, Shareholders, Members, companies, persons or entities who own any portion of the applicant business: (If more than three owners involved, use separate sheet and attach hereto. This is a SIRA requirement.)

a. Name: \_\_\_\_\_

ID No: \_\_\_\_\_ Cellphone No: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Office Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

b. Name: \_\_\_\_\_

ID No: \_\_\_\_\_ Cellphone No: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Office Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

c. Name: \_\_\_\_\_

ID No: \_\_\_\_\_ Cellphone No: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Office Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**4. DETAILS OF REPRESENTATIVE:**

This is the person who will represent (and vote where applicable) on behalf of the member business. This is also the person to whom LASA will address all correspondence.

Name: \_\_\_\_\_

ID No: \_\_\_\_\_ Cellphone No: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Office Fax: \_\_\_\_\_

Home Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Website: \_\_\_\_\_

**5. BUSINESS INFORMATION FOR APPLICANTS AND COMPANIES:**

a. Is the applicant/representative a qualified locksmith? \_\_\_\_\_

b. Total number of qualified locksmith engaged on the premises: \_\_\_\_\_

c. Number of student locksmiths (if any) that you are training: \_\_\_\_\_

IS THE APPLICANT OR HIS EMPLOYEE/S CAPABLE AND EQUIPPED TO DO THE FOLLOWING? **Indicate as accurately as possible a percentage from 0% to 100%**

a. Cutting **ALL** types of latch keys: \_\_\_\_\_

b. Cutting **ALL** types of mortice keys: \_\_\_\_\_

c. Opening and service of **ALL** types of locks: \_\_\_\_\_

d. Cutting high security keys: \_\_\_\_\_

**(State specifically which you can do, i.e. Abloy A & B, Abloy Rad, Chubb Ava, Cisa SP, Cisa TSP, Dom, Kaba, Ingersoll, Medeco, Mul-T-Lock, etc.**

e. Cutting of standard car keys: \_\_\_\_\_

f. Making of computer keys – BMW, Mercedes, etc: \_\_\_\_\_

g. Master keying of lever locks: \_\_\_\_\_

h. Master keying of cylinder locks: \_\_\_\_\_

i. Picking open and servicing of **ALL** types of car locks: \_\_\_\_\_

j. Picking open and servicing **ALL** types of mortice and rim locks: \_\_\_\_\_

k. Opening and servicing safes (State which categories): \_\_\_\_\_

l. Electronic locksmithing: \_\_\_\_\_

**6. OTHER BUSINESS INFORMATION:**

Is an after hours service available / what type of service is offered after hours? \_\_\_\_\_

\_\_\_\_\_

Communication method – home telephone/cellphone/radio? \_\_\_\_\_

State all numbers you would like LASA to make available (i.e. after-hours phone, cellphone, etc:

\_\_\_\_\_

**IN ADDITION TO YOUR WORKSHOP, STATE HOW MANY OF EACH OF THE FOLLOWING IS OPERATED:**

Mobile workshop/s: \_\_\_\_\_ Service vans: \_\_\_\_\_

Other: \_\_\_\_\_

**HOW IS YOUR BUSINESS ADVERTISED?** \_\_\_\_\_

\_\_\_\_\_

**7. SECURITY CLEARANCE:**

Have you or any director/s, owners, managers, partners or any employee of the applicant business ever been convicted of any offence other than traffic offences?

**YES:** \_\_\_\_\_ **NO:** \_\_\_\_\_ If **'YES'**, give details (use separate pages per person, if necessary):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ARE YOU PREPARED TO SUBMIT A FULL SET OF FINGER-PRINTS OF THE APPLICANT REPRESENTATIVE, EACH OWNER, PARTNER, DIRECTOR, SHAREHOLDER AS WELL AS FOR EVERY EMPLOYEE WHO HANDLES KEYS OR LOCKS IN ANY WAY?**

**YES:** \_\_\_\_\_ **NO:** \_\_\_\_\_ If **"NO"**, kindly state your reason/s: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 8. CONDITIONS:

Once this application is accepted by LASA, continued membership will be subject to the following conditions:

- a. Membership is not transferable, but is allocated to a single specific business with the premises and ownership shown on the membership application. A new membership application must be made whenever there is any change of ownership. Staff changes may render a business ineligible for membership or for a specific category of membership (i.e. if the only locksmith is no longer employed by the business).
- b. Continuing to meet the LASA criteria, as laid down in the most current version of the LASA Constitution, the LASA Ethics and the LASA Creed.
- c. Timeously payment of all monies due to LASA.
- d. The member business must be registered with and comply with all the requirements of the Private Security Industry Regulatory Authority (known as SIRA).

**The obligation to pay subscriptions and other charges continues indefinitely, unless the member business has resigned from LASA by giving written notice to both the Branch Chairman and the National Office, unless membership has been revoked in writing by LASA.**

The Locksmiths Association of South Africa (referred to as LASA) is the registered proprietor of the South African trademark registration on No: 91/1981 LASA. The registration is of full force and effect. **The privilege of displaying the LASA name and/or LASA logo on stationary, letterheads, clothing, premises, and vehicles or in the Yellow Pages or any other form of advertising, is restricted to Members in good standing only.** ,

Displaying the LASA name or logo in any way by any business, organisation or person which is not a Member in good standing, will be deemed to be an acceptance of financial liability for damages of not less than five (5) times the annual membership subscription applicable to the year in question, in addition to legal and all other costs incurred in recovering the amounts owing. Since the currency of the Yellow Pages advertisements or any other advertising media may not coincide with LASA's membership year, using the LASA name or logo illegally in such an advertisement may render an unauthorised advertiser liable for payment of damages for two (2) years.

The Locksmiths Association of South Africa (LASA) reserves the right to allocate or to re-allocate the applicant to the category of membership it deems fit or refuse the application, at its sole discretion and without furnishing reasons therefore.

## 9. DECLARATION:

I/We hereby certify that to the best of my/our knowledge the information given herein or attached hereto is correct and that I/we will accept the decision of the National Executive Committee of the Association in accordance with the current version of the Constitution in respect of the classification of membership accorded to my/our business.

In making this application, I/we agree, should my/our application be accepted, to abide by the current version of the Constitution as well as the Ethics, Creed and Rules of the Association and Resolutions adopted from time-to-time. In the event that I/we decide not to conform to the above or not pay any subscriptions or other amounts due and payable to LASA, I/we agree that we shall be liable for the payment of such amounts plus interest at the maximum rate permissible by Law,

as well as collection fees, tracing agents charges or any other costs that may be incurred. I/we understand and accept that under such circumstances membership may be suspended or terminated at the sole discretion of LASA.

Attached please find my/our remittance in the amount of R \_\_\_\_\_ being the entrance fee due to the Association which shall be refunded to me/us should this application not be accepted.

<b>Year</b>	<b>Month</b>	<b>Day</b>
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SIGNATURE:

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NAME IN BLOCK LETTERS

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DESIGNATION



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**OFFICE USE:** Proposed by (PRINT NAME): \_\_\_\_\_

Seconded by (PRINT NAME): \_\_\_\_\_

Date \_\_\_\_\_

Signature of Branch Chairman: \_\_\_\_\_

Signature of Branch Secretary: \_\_\_\_\_

**BUSINESS CATEGORY:** General Locksmith  Key Cutter  Trade  Associate

Safe Technician  Mobile Locksmiths

**ACCEPTED:** NATIONAL CHAIRMAN: \_\_\_\_\_ DATE: \_\_\_\_\_

## LASA HEAD OFFICE

Application received: \_\_\_\_\_

Class of membership: \_\_\_\_\_

Membership Certificate – Posted/handed to: \_\_\_\_\_

The Locksmiths' Creed – Posted/handed to: \_\_\_\_\_

Code of Ethics – Posted/handed to: \_\_\_\_\_

Membership list updated: \_\_\_\_\_

Record card prepared: \_\_\_\_\_

Entrance fee – Received: \_\_\_\_\_

Subscription – Received: \_\_\_\_\_

Starter Pack – Received: \_\_\_\_\_



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### **CLASSES OF MEMBERSHIP**

#### **LOCKSMITH MEMBERSHIP:**

Locksmith Members shall be those employers who are actively engaged in all or some of the operations described as follows:

“Locksmithing” Trade means the trade in which employers and employees are associated for the opening and closing of locks for others by means other than with keys normally used; the repair, replacement rebuilding or adjustment of locks and their mechanical parts; the manufacture by non-repetitive methods of parts designed for use in the locks; the cutting of keys but does not include the manufacture of locks and keys.

#### **ASSOCIATE MEMBERSHIP:**

An Associate Member shall be:

Any member engaged in the education of, or who disseminates specific or general trade knowledge to Full Members or their apprentices or persons who may have the qualifications to become Full Members.

#### **TRADE MEMBERSHIP;**

A Trade Member shall be:

Any member engaged in the manufacture, wholesale distribution or supply of locks and locking devices or who supplies the Full Members with machines, tools or services to enable them to carry out their trade more efficiently.

#### **KEY CUTTER MEMBERSHIP:**

A Key Cutter Member shall be any member who engages in the duplication of keys only.

#### **HONORARY LIFE MEMBERSHIP:**

Honorary Life Membership may be conferred, by a unanimous decision of a National General Meeting, on a proposal which has first been considered and agreed to by the National Executive Committee, on an individual who has given meritorious service to the Association and Industry. Such individual shall be exempt from the payment of the entrance fee and membership subscription and shall not be regarded as a member for the purpose of the Labour Relations Act 1956.

#### **INTERNATIONAL MEMBERSHIP:**

An International Member shall be:

Any Past Full Member or registered or qualified locksmith trading or living abroad, who is in membership of their local or national registered Association.

#### **SAFE TECHNICIAN MEMBERSHIP:**

A Safe Technician Member shall be those employers who are actively engaged in the repair, opening, trading in and servicing of categorized and non-categorized safes.

#### **MOBILE LOCKSMITHS:**

A Mobile Locksmith shall be a Locksmith not operating from a trading store but from a Mobile Workshop and who is actively engaged in all or some of the operations as described in Article 2.2

#### **ADVERTISING RIGHTS:**

*Only full members in good standing may display or make use of the official LASA logo and emblem. All other classes of membership may only display a LASA Certificate in their place of trading.*



Please initial this page here: