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THE AFRICAN  
INSTITUTE OF THE  
INTERIOR DESIGN  
PROFESSIONS

# The African Institute of the Interior Design Professions (IID)

## Professional Design/Décor Agency Membership Application Form

Applies to Interior Architects, Interior Designers, Interior Decorators & Interior Design Agencies

The **African Institute of the Interior Design Professions (IID)** is the only professional body representing practicing professionals, suppliers and education institutions in the Interior Design industry in Africa. It operates on a national basis with representation in Gauteng, KwaZulu-Natal, the Eastern and Western Cape and Mauritius. The Institute is dedicated to establishing, promoting and maintaining expertise, professionalism and high standards throughout the industry.

**Join the IID and add your voice to the organization working for the future of the Interior Design profession in Africa.**

### Membership Category & Criteria

#### Design/Décor Agency Member

Any large design consultancy or design department that has been practicing interior decoration, interior design or interior architecture for a minimum of 5 years and employs 2 or more qualified and/or experienced interior architects / interior designers / interior decorators that meet all eligibility requirements and that satisfies the National Council of its professional commitment and suitability by compliance with requirements set out in the application form, may apply for professional corporate membership of the Institute.

## Membership Fees (2018-2019)

Category	Annual Subscription (Incl. VAT)	Admin Fee (Incl. VAT)	Web Fee (Incl. VAT)	Total 1st Year (Incl. VAT)
Design / Décor Agency with 1 – 10 designers	R4,325.00	R504.00	R862.50	R5,692.50
Design /Décor Agency with 10+ Designers - an additional R1000 (annual subscription) + R504 joining fee per person				

- ☐ Above pricing **includes 15% VAT**
- ☐ **The non-refundable Administration fees.** The admin fee is a once off payment and is not applicable to those upgrading or renewing their membership
- ☐ **The Annual Subscription and Web Fee**
- ☐ If applicants wish to pay via EFT, please email the Office Manager for our banking details
- ☐ Membership fees are invoiced on an annual basis in accordance with the IID's financial year (July to June)

**The IID will send you a reference number once your application is approved. Please use it when making payment. Any payments received without reference will not be credited to your account.**

## Membership Application Requirements

Please see details below of the application requirements per category:

### Design Agency

- A portfolio of 5 design projects presented in CD format (in MS PowerPoint) that demonstrates and/or includes:
  - o Applicant's knowledge and experience by including prepared drawings and documents relative to the design the interior spaces of each project
  - o Supporting photographs of the completed projects and/or stages thereof; together with a brief outline of the scope of the contract from start to completion
- Company Profile
- Copies of qualification(s) of all employed designers
- Copies of all employed designers SACAP certificates / SACAP numbers

Applicants who own their **own business need to be VAT registered** and/or have a **Business Registration Number**.



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## PROFESSIONAL DÉCOR/DESIGN AGENCY MEMBERSHIP FORM

### Section A

Please indicate which category of membership you are applying for:

\_\_\_\_ Décor Agency

\_\_\_\_ Design Agency

### Section B

Surname: \_\_\_\_\_ Title: \_\_\_\_\_

Forename(s): \_\_\_\_\_ ID Number: \_\_\_\_\_

Gender : \_\_\_\_\_ Age: \_\_\_\_\_

Company  
name: \_\_\_\_\_

Trading Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Company Reg: \_\_\_\_\_ VAT Reg: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Mobile No.: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_

How many years have you been in business? \_\_\_\_\_

How did you hear about IID?

\_\_\_\_\_

Type of premises: Office / Showroom / Shop / Private Residence / Other: \_\_\_\_\_

Description of company & services:

\_\_\_\_\_

Within the last 5 years have you (or any shareholders or office bearers in your company) committed any act of bankruptcy or been associated with any company in respect to which a liquidator, receiver or manager has been appointed. Please supply full particulars if yes:

\_\_\_\_\_

Are you a member of any other professional bodies? If yes please specify

\_\_\_\_\_



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### Section C – List of Designers

Please attach a list of the Interior Architects / Designers to be registered including their full names, email addresses and copies of their qualifications

1. Employee One: ***(please attach a copy of final qualification)***

Name & Surname:

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Gender:

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Age:

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ID Number:

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SACAP Number:

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Designation:

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University / College attended:

---

Title of course: \_\_\_\_\_

Duration of course: \_\_\_\_\_

Qualification gained:

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E-mail address:

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2. Employee One: *(please attach a copy of final qualification)*

Name & Surname:

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Gender:

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Age:

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ID Number:

---

SACAP Number:

---

Designation:

---

University / College attended:

---

Title of course: \_\_\_\_\_

Duration of course: \_\_\_\_\_

Qualification gained:

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E-mail address:



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3. Employee One: *(please attach a copy of final qualification)*

Name & Surname:

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Gender:

---

Age:

---

ID Number:

---

SACAP Number:

---

Designation:

---

University / College attended:

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Title of course: \_\_\_\_\_

Duration of course: \_\_\_\_\_

Qualification gained:

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E-mail address:

**Please include all employees' details on an attached document, you may register up to 10 employees**



**Section E – Application Checklist** (please use the checklist below to ensure you have included all the relevant details / documents to avoid delays in your membership application)

- Nonrefundable admin fee + membership & web fee
- Company Profile
- Copies of your employees’ diplomas / degrees / certificates
- A portfolio, Google Drive, Drop Box links, PDF or PowerPoint (Via Email)
- A list of the Interior Architects / Designers to be registered including their names, email addresses and copies of their qualifications as well as copies of their SACAP certificates / SACAP numbers

***\*Please note, Membership is automatically renewed every year unless written resignation is received by the IID office from the member no later than three months prior to your IID membership cycle year end.***

DECLARATION

I, the undersigned, being a bone fide interior architect / designer / decorator / representative of the company, hereby apply for Membership of The African Institute of the Interior Design Professions and undertake that, if admitted to Membership, I agree to abide by the articles of the IID Constitution and to uphold the Code of Conduct. I declare that all the information contained herein is complete and accurate in every way and I am aware that is against the law to provide false information. I am aware that by signing and submitting this form, I have read and understood all that is contained herein.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_