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THE AFRICAN  
INSTITUTE OF THE  
INTERIOR DESIGN  
PROFESSIONS

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

## Professional Membership Application Form

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 Categories & Criteria

#### Professional Interior Decorator

Any person who has obtained a minimum full time one-year qualification from an Interior Learning Site in the field of Interior Decoration and a minimum of five years practical experience, or any individual who has been practicing for a **minimum of six years** and who has satisfied the National Council of his/her professional competence and suitability and by compliance with the competencies for the registration category.

#### Professional Interior Designer

Any person who has obtained a minimum full-time three-year diploma or degree from an accredited educational institution in the field of Interior Design along with a **minimum of three years** practical experience and who has satisfied the National Council of his/her professional competence and suitability and by compliance with the competencies for the registration category

#### Professional Senior Interior Designer

Any person who has obtained a minimum full time 4-year diploma or a minimum full time 4-year degree (attaining an Honours Degree) from an accredited educational institution and a **minimum of 3 years** practical experience, and who has satisfied the IID National Council of his/her professional competence and suitability by compliance with the requirements set out in the application form.

#### Professional Interior Architect

Any person who has obtained a minimum full time five-year degree (attaining a Masters degree) from an accredited educational institution affiliated to a faculty of Architecture at a University and a **minimum of two years** practical experience, and who has satisfied the IID National Council of his/her professional competence and suitability by compliance with the requirements set out in the application form.

## Membership Fees (2018 – 2019)

Category	Annual Subscription (Incl. VAT)	Admin Fee (Incl. VAT)	Web Fee (Incl. VAT)	Total 1st Year (Incl. VAT)
Professional Interior Decorator	R2,364.45	R504.00	R862.50	R3,731.00
Professional Interior Designer	R2,582.45	R504.00	R862.50	R3,949.00
Professional Senior Interior Designer	R2,800.00	R504.00	R862.50	R4,166.50
Professional Interior Architect	R3,018.00	R504.00	R862.50	R4,384.50
Design / Décor Agency	R4,325.00	R504.00	R862.50	R5,691.70

- ☐ Above pricing **includes 15% VAT**
- ☐ **The non-refundable Administration fee.** The admin fee is a once off payment and is not applicable to those upgrading or renewing their membership except in the case of Candidate 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 depending on the month you join.

**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

The IID recognises that we cannot apply a consistent membership assessment standard to Interior Architects, Designers and Decorators' professional output. Therefore, please see details below of the application requirements per category:

### Professional Interior Decorator

- ☐ A portfolio of 5 design projects presented in CD format (in MS PowerPoint) that demonstrates and/or includes:
  - ☐ Applicant's knowledge and experience by including prepared drawings and documents relative to the design the interior spaces of each project
  - ☐ 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
- ☐ A CV detailing your experience with contactable references
- ☐ Copies of your qualification(s) and/or proof of years of experience



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### **Professional Interior Designer**

- ☐ If you have a minimum 3-year formal qualification (degree / diploma) in interior architecture / design and 3 years verifiable, relevant professional experience, a copy of your certificate/s should be attached to the application.
- ☐ Please submit a portfolio of 5 design projects presented in CD format (in MS PowerPoint) that demonstrates and/or includes:
  - ☐ Applicant's knowledge and experience by including prepared drawings and documents relative to the design of the interior spaces of each project
  - ☐ 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
- ☐ A CV detailing your experience with contactable references
- ☐ A copy of your certificate if registered with the SA Council for the Architectural Professions (SACAP)

### **Professional Senior Interior Designer (Honours Qualification)**

- ☐ If you have a minimum 4-year formal qualification (degree / diploma) in interior architecture / design and 3 years verifiable, relevant professional experience, a copy of your certificate/s should be attached to the application.
- ☐ Copy of relevant Honours qualification achieved
- ☐ Please submit a portfolio of 5 design projects presented in CD format (in MS PowerPoint) that demonstrates and/or includes:
  - ☐ Applicant's knowledge and experience by including prepared drawings and documents relative to the design of the interior spaces of each project
  - ☐ 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
- ☐ A CV detailing your experience with contactable references
- ☐ A copy of your certificate if registered with the SA Council for the Architectural Professions (SACAP)



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### Professional Interior Architect (Masters Qualification)

- ☐ If you have a minimum 5-year formal qualification (degree) in interior architecture / design with a Master’s degree in Interior Design or similar and 2 years verifiable, relevant professional experience then a copy of your certificate/s should be attached to the application.
- ☐ Copy of relevant Master’s qualification achieved
- ☐ Please submit a portfolio of 5 design projects presented in CD format (in MS PowerPoint) that demonstrates and/or includes:
  - ☐ Applicant’s knowledge and experience by including prepared drawings and documents relative to the design of the interior spaces of each project
  - ☐ 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
- ☐ A CV detailing your experience with contactable references
- ☐ A copy of your certificate if registered with the SA Council for the Architectural Professions (SACAP)

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

## PROFESSIONAL MEMBERSHIP APPLICATION FORM

### Section A

Please indicate which level of membership you are applying for- Professional:

Please indicate which category of membership you are applying for:

Professional Interior Decorator\_\_\_\_\_

Professional Interior Designer\_\_\_\_\_

Professional Interior Architect\_\_\_\_\_

Professional Senior Interior Designer\_\_\_\_\_



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**Section B**

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

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

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

SACAP membership number: \_\_\_\_\_

Company name:

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

Postal Address: \_\_\_\_\_

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

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

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

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

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

How many years have you been in business? (Indicates which fee to be paid above) \_\_\_\_\_

How did you hear about IID?

\_\_\_\_\_

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

\_\_\_\_\_

Description of company & services

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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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:

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

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**Section C – Qualifications**

University / College attended:

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

Qualification gained:

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**Section D – 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 (membership fee will be refunded if application not approved)
- A CV detailing your experience with contactable references
- Copies of your diploma / degree / certificate
- Copy of you SACAP certificate / SACAP number
- A portfolio, preferably on a CD in MS PowerPoint format
- A letter from your employer, stating your employment and a brief job description (applicable to those applying under the Candidate & Professional category, who do not have their own business)
- A letter from the Educational Institute verifying your employment and contactable professional trade references (only applicable for Educators)



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***\*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 \_\_\_\_\_