

CONSULTING ENGINEERS SOUTH AFRICA
DETAILS OF OFFICES *WITHIN* THE REPUBLIC OF SOUTH AFRICA:
(Complete a separate sheet for each office)

HEAD OFFICE	ONLY OFFICE	BRANCH OFFICE	SUBSIDIARY COMPANY
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(TICK APPLICABLE BOX)			

NAME OF FIRM: _____

PHYSICAL ADDRESS: _____

Building: _____

Street: _____

Suburb: _____ Code: _____

City/Town: _____

Province: _____

Local Municipality: _____

District/Metropolitan Council _____

The area within which the office is situated must be accurately specified to facilitate entry in the Geographic Listing of the Directory of Firms

POSTAL ADDRESS: _____

Code: _____

TELEPHONE NO: Code: _____ Number: _____

FAX NO: Code: _____ Number: _____

E-MAIL: _____

IF SUBSIDIARY COMPANY - STATE NAME OF HOLDING COMPANY _____

NAME (REGISTRATION AND QUALIFICATIONS, IF ANY) OF PERSON IN CHARGE OF OFFICE :

NAME: _____

REGISTRATION AND QUALIFICATIONS: _____

E-MAIL ADDRESS: _____

NOTE: Although all offices should be declared, only if there is a professionally registered (in the categories accepted by Council) person in fulltime superintendence will the office be listed in the Directory of Firms and the Website.

A. **DETAILS OF ALL PRINCIPALS AND PROFESSIONAL STAFF AT THIS BRANCH ONLY** (If insufficient space please supply an additional list)

**SCHEDULE 1
CONTINUED(2012)**

	1	2	3	4	5
SURNAME					
INITIALS					
KNOWN AS (eg "Bill for William")					
Professional Registration (if any) number and date (PrEng, PrTechEng, Quantity Surveyor, Architect, CA(SA))					
Qualifications (Degrees/Diplomas)					
Field/s of Expertise					
Active Position in firm (Director/Member/Office Head) (**See Note Below)					
E-mail address					
Principal	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Young Professional	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
ID Number					
Cellphone number					

TOTAL OF ALL PRINCIPALS LISTED IN A ABOVE

NOTE: A FULL CURRICULUM VITAE IN RESPECT OF EACH PRINCIPAL MUST BE ATTACHED UNLESS ALREADY SUPPLIED TO THE ASSOCIATION

B. **TOTAL STAFF AT THIS BRANCH ONLY**

TOTAL OF ALL PROFESSIONAL STAFF INCLUDING PRINCIPALS LISTED IN A ABOVE	
TOTAL OF NON-PROFESSIONAL TECHNICAL AND CONTRACT STAFF (e.g. graduates, draughtsperson, laboratory assistants, etc)	
TOTAL OF OTHER STAFF AND CONTRACT STAFF (e.g. secretaries, bookkeepers etc)	
TOTAL OF ALL STAFF	

**** At least 50% of the company directors, partners, members of the close corporation for the firm as a whole must be professionally registered (in the categories accepted by Council).**

A Principal of a Firm shall be any of the following who is in active practice in the firm: A sole practitioner, where the firm is a partnership, all the partners; where the Firm is a close corporation, all the members; where the Firm is a company, all the directors appointed in terms of the Companies Act or equivalent in the country of operation.