

CONSULTING ENGINEERS SOUTH AFRICA

ANNUAL DECLARATION - 2012 EXPLANATORY NOTES

1. **Mandated Principal:** A Principal who has been given a mandate by the fellow Principals of his / her firm to sign documents and make undertakings on behalf of his / her firm in its capacity as a Member of the Association.
2. Where a group of firms work in association or are held by a single holding company, each firm constituting a separate legal entity needs to complete a full Annual Declaration and has to appoint its own Mandated Principal.
3. Schedule 1 makes provision for details of Principals (Registered and Non-registered) and all professional staff employed. This information will be used to verify that the firm complies with Clause 2.1.4 (a), (b), (c) and (d) of the Constitution. For non-professional staff and administrative staff only the total number employed at each office is required. A separate Schedule 1 is to be completed in respect of each office of the firm.
4. If your firm has international offices, whether branches or separate companies, Schedule 1B has to be completed, with a view to publication of the information in the annual CESA Directory of Firms.
5. The total number of personnel required in Schedule 1 is necessary for the purposes of calculating membership fees and will also determine the number of votes when any poll is required by the Association.
6. Schedule 2 must be completed for entry in the Geographical Listing of the Directory and in accordance with Clauses 1.5 and 1.6 of the CESA Code of Conduct.
7. The Declaration in Schedule 3 must be completed by the Holding Company of a Member (if applicable) to show compliance with the provision of Clause 2.1.4 (i) to (v) of the Constitution.