



KSA REGISTERED KITCHEN DESIGNER APPLICATION FORM

Please ensure the following documents are submitted with this application:		
1	CV	A full and comprehensive curriculum vitae that clearly shows you have 3 or more years full-time experience working as a kitchen designer in South Africa.
2	PORTFOLIO	An example of at least five jobs that have been built and installed (one of which must have been done within 12 months of this application). Renders and plans should be submitted with the permission of your client and confirmation from the client or your employer that this is your work - please submit in PDF format.
3	IDENTITY DOCUMENT	A scanned copy of your ID in which your photograph is clear and visible
4	REFERENCES	Three references from a person of standing within the South African kitchen industry who knows and has worked with you. These references should speak of not only your ability to design but also your skills at managing a site, generating sales and seeing a job to successful completion (if these fall part of your current job description). References should either be from the owner of a KSA kitchen member company, a senior representative from a KSA supplier or stone & surface fabricator member or the owner of an established kitchen company with a traceable history.
5	CODE OF ETHICS	A signed copy of the KSA Code of Ethics for registered kitchen designers which appears at the end of this document.

Please complete all sections in full.

PART 1:

How did you hear about the KSA?

Why do you wish to become a KSA registered kitchen designer?

PART 2:

Full Name:

ID Number:

Physical Address:

Postal Address: Code:

Tel: Cell:

Email:

PART 3:

Current place of employment:

Physical Address:

Tel:

Main contact person:

PART 4:

Please indicate what design software you have experience in using:

Winner: 20/20 Fusion: Artcad: Other:

If Other, please specify:

PART 5:

BANK DETAILS:

Bank: Branch:

Account no: Branch Code:

REGISTRATION FEES:

Please mark the appropriate section with an X.

Please note that Registration Fees are subject to change on an annual basis at the discretion of the KSA national committee.

	CATEGORY	ANNUAL SUBSCRIPTIONS (INCL. VAT)	X
1	REGISTERED KITCHEN DESIGNER - EMPLOYED BY KSA MEMBER	R 500.00	<input type="checkbox"/>
2	SELF EMPLOYED OR WORKING FOR A NON-KSA MEMBER	R 850.00	<input type="checkbox"/>

Please Note:

Registration Fees are invoiced annually.

You are required to give one months notice in writing should you not wish to renew your registration for the next year.

You will be required to update us annually confirming your contact details and place of employment

PART 6: Terms & Conditions

The terms and conditions of being a KSA registered kitchen designer are set out in the KSA's Memorandum of Association and Rules and Guidelines. These can be viewed in the KSA's member's handbook. In signing this document you agree that should your application be successful you accept and will abide by these rules and guidelines as well as the KSA's Code of Ethics for registered kitchen designers. A link to view these documents will have been sent to you with this application form. Should you not have received the link it is the responsibility of the applicant to request that the link be resent.

The KSA's rules and guidelines are part of a fluid document and are updated on a regular basis. It is the responsibility of the registered designer or the applicant to ensure they apprise themselves of the most recent version of the document.

Registration is annual. Registration will only be confirmed on payment of fees and submission of all required documentation. The KSA reserves the right to suspend your registration should you be found to have breached the KSA's Code of Ethics. Annual re-registration will require you to update your work and contract details with the KSA and to have attended at least 3 KSA mandated events during the course of the year.

I confirm I have received, read and understood the following documents relevant to this application

- KSA Member Handbook of Rules & Guidelines
- KSA Code of Ethics for Registered Kitchen Designers

I understand that being a KSA registered kitchen designer is a means of acknowledging my experience and competence as a kitchen designer. It will facilitate my participation in KSA events and training but does not afford me membership rights of the association and does not entitle me to site inspections or mediations of my work.

I HAVE READ AND UNDERSTAND THE ABOVE TERMS & CONDITIONS.

Signature: Name:

Date:



CODE OF ETHICS

KSA REGISTERED KITCHEN DESIGNERS AGREE TO:

- ✓ Use their skills and experience to add value to their customer, their employer and the industry.
- ✓ Recognise that they are a design professional and undertake to guide their client through the design and installation process always acting in the best interest of the client and advising them on the best course of action from a design and materials perspective.
- ✓ Honour the brief and the budget.
- ✓ Recommend the use of quality products with a warranty to ensure the longevity of the product designed.
- ✓ Ensure they permanently work to upskill themselves and remain informed about new products and trends in the industry by attending workshops and training where available.
- ✓ Respect the intellectual property of other designers and not copy drawings brought to them from another kitchen company or kitchen designer.
- ✓ Show respect for the installers and other designers they work with.
- ✓ Ensure their client has been properly taken through all drawings and the contract, in detail, to make sure they fully understand what they are signing.
- ✓ Design objectively in the interest of the client/customer.
- ✓ Conduct themselves with professionalism towards their client ensuring good timekeeping and timeous communication showing respect for their time and the space in which you will be working.
- ✓ Ensure all personal information regarding their client is stored in accordance with POPI.
- ✓ Undertake not to act in a fraudulent or dishonest manner to the detriment of their client or their employer.
- ✓ Never badmouth an industry competitor but rather let the integrity of their work speak for itself.

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Name

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Signature

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Date