



## NATIONAL CONTRACT CLEANERS' ASSOCIATION

### **RENEWAL FOR MEMBER CATEGORY 2024/2025**

#### **\*CONTRACT CLEANING COMPANY\* NATIONAL MEMBERSHIP**

*(i.e. Offers an outsourced, specialised cleaning service, where cleaners and equipment are supplied to external customers at a cost per month)*

**Please Note:** A renewal membership is only granted to a member who was an active member in the previous membership year, failing which the application will be treated as a new membership application, to ensure all criteria are met, including statutory requirements.

#### **NATIONAL MEMBERSHIP:**

National membership versus Branch membership is optional and allows for automatic membership with all NCCA Branches at a discounted fee. Please note, this excludes NCCA KZN branch.

#### **National Membership Criteria:**

A cleaning company must have cleaner representivity nationally, including in the following regions – GP, LP, EC, WC.

**Note:** Currently Gauteng region includes – Northwest, Mpumalanga, Free State and Northern Cape Province.

Membership application and enquiries, to be directed to the National Secretary – [national@ncca.co.za](mailto:national@ncca.co.za)

#### **Please note:**

As KZN Branch falls under the KZN Bargaining council, the rules and fee structure of the Council is applicable to membership in this region, thus is excluded from the National Membership option.

NCCA KZN Membership applications must be submitted directly to the KZN branch secretary – [nccakzn@telkomsa.net](mailto:nccakzn@telkomsa.net)

I/We, the undersigned, do hereby request renewal of membership of the National Contract Cleaners Association by means selecting the National membership option.

For the purpose of National membership renewal option, please indicate your current membership reference per branch (where applicable) for the membership period 2023/2024.

Only once approved, will you be provided with a National membership reference number, for the 2024/2025 membership period, which will replace any existing current branch reference no/s. (excl. NCCA KZN branch)

<u>Branch</u>	<u>Member Reference No.</u>	<u>Branch</u>	<u>Member Reference No.</u>
Gauteng (GAU)		Eastern Cape (EC)	
Limpopo (LP)		Border-Kei (BK)	
Western Cape (WC)		KwaZulu Natal (KZN) <i>For info purpose only</i>	

### **1. DETAILS OF MEMBER**

Registered name of member.....

Trading name .....

Company Registration No.....

VAT Registration .....

**2. COMPANY PRIMARY CONTACT DETAILS UPDATE**

Physical address.....

Postal address..... Code.....

Email address..... Website address.....

Telephone No (code.....) ..... Cell No.....

**Primary contact person** -Representative to whom all correspondence should be directed.

Name..... Cell No.....

Email address.....

Please indicate any additional contacts to be included for communication purposes.

<u>Department/Position</u>	<u>Name</u>	<u>Email</u>	<u>Contact No/Cell</u>
Accounts			
Payroll/HR			

Please indicate primary contact person/s who will be responsible for the annual compliance audit.

<u>Department/Position</u>	<u>Name</u>	<u>Email</u>	<u>Contact No/Cell</u>

Contacts per region/branch (if applicable)

<u>Region</u>	<u>Name</u>	<u>Email</u>	<u>Contact No/Cell</u>
Gauteng			
Limpopo			
Eastern Cape			
Western Cape			

**3 EMPLOYEE RENEWAL DECLARATION - (PLEASE INDICATE NO. OF CLEANERS)**

Number of employees as at last payroll month end. ***(This info remains strictly confidential)***

Please indicate cleaner no's under each region

<u>Employees</u>	<u>Gauteng</u>	<u>Limpopo</u>	<u>Eastern Cape</u>	<u>Western Cape</u>	<u>TOTAL</u>	<u>KZN</u> <small>(For info purposes only)</small>
Permanent (employee with benefits)						
Temporary (Less than 3 month)						

**4 CODE OF ETHICS**

A member will unconditionally:

- Provide appropriate services to meet customer needs, at prices economic to both parties.
- Employ competent staff and make them effective through training and the provision of suitable equipment and materials.
- Respect competitors within the spirit of free enterprise.
- Promote the industry through professionalism at all levels.
- Comply with the statutes and the association’s constitution and be open to audit in order to ensure compliance.

**5 DECLARATION BY MEMBER FOR RENEWAL-**

I/We, declare that I am authorised to complete this renewal application on behalf of the applicant, and if accepted, will be responsible for the payment of fees / levies as set out on page 5.

The information supplied herein is true and correct to the best of my knowledge. I hereby agree that the information supplied herein may be captured in terms of the Labour Relations Act and POPI Act.

I further **AGREE** that the information provided may be shared whether by email or on the internet or by any other means with the exception of any cleaner numbers declared.

With respect to the disclosing party’s confidential information, the receiving party agrees it shall use the same degree of care in safeguarding the confidential information as it uses for its own confidential or like information, but in no event less than reasonable care.

I/We, agree that in the event of renewal, to uphold and abide by the Constitution, the Code of Ethics, all Legislation applicable to the industry, any Rules and decisions of the Association as may be determined from time to time, and the payment of subscriptions and levies when due.

SIGNATURE.....DATE.....

NAME.....DESIGNATION.....

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***The NCCA reserves the right to accept or reject any application for renewal.***

**FOR OFFICE USE ONLY**

**BRANCH MEMBERSHIP COMMITTEE**

**APPROVAL**                       **DECLINED**

**CHAIRPERSON**..... **BRANCH**.....

**SIGNATURE**..... **DATE**.....



**NCCA SCHEDULE OF ANNUAL FEES APPLICABLE FOR NATIONAL MEMBERSHIP  
FOR THE FINANCIAL YEAR 1st APRIL 2024 TO 31st MARCH 2025**

<b><u>FEES</u></b>	<b><u>GAUTENG</u></b>	<b><u>EASTERN CAPE</u></b>	<b><u>LIMPOPO</u></b>	<b><u>WESTERN CAPE</u></b>	<b><u>KWAZULU NATAL</u></b>
<b><u>NON-REFUNDABLE</u></b>					
<b>ANNUAL SUBSCRIPTION FEES (excl. VAT)</b>					N/A
<b><u>NATIONAL MEMBERSHIP</u></b> Cleaner representativity in all regions	R6000.00				
<b>MONTHLY CLEANER LEVY (excl. VAT)</b>					
1 to 50 cleaning employees	R80				
More than 50 cleaning employees	R1.52 per employee				

**NOTES AND FEES GUIDELINES**

**1. PAYMENT OF FEES**

All fees will only be due after your renewal application has been approved whereupon an invoice will then be raised for payment.

**2. ANNUAL SUBSCRIPTION**

The annual membership subscription is due at the onset of new membership period on acceptance of renewal of membership.

Note: Companies renewing in any month after the beginning of the financial year will be invoiced in full for annual subscription fees.

**3. MONTHLY CLEANER LEVIES – (This levy calculation is based on Permanent cleaner no's.)**

Payment of the monthly levy will commence in the month the company is accepted as a member.

<b><u>RENEWAL PERIOD</u></b> <b><u>1/4/2024-31/03/2025</u></b>	<b><u>MONTHLY CLEANER LEVY</u></b> <b><u>PAYMENT</u></b>	<b><u>MEMBERSHIP CERTIFICATE</u></b>
Compliant audits due at time of renewal	Cleaner levies will be invoiced based on audit nos at time of renewal, i.e. for the 12-month period	A <u>Provisional membership letter</u> valid for 2 (two) months will be issued and a 2024/2025 Membership certificate will be issued based on a compliant audit.
Fully Compliant at time of renewal	Cleaner levies will be invoiced based on audit no's as at time of renewal, i.e. for the 12-month period.	<b>2024/2025</b> Membership certificate issued.
Compliant at time of renewal (audit due in latter part of the membership period)	Cleaner levies will be calculated pro-rata based on a <u>signed renewal</u> membership application, and the remainder of the month's levies billed at the outcome of compliant audit.	Initial Membership certificate for 2024/2025, will be issued valid <u>up until date of next audit due</u> .  <b>NB.</b> An updated Membership Certificate will be issued for duration of membership period, based on a compliant audit outcome, and payment received as per invoiced for the remainder of the cleaner levies due for the 2024/2025 membership period.

#### 4. NCCA ÁNNUAL COMPLIANCE AUDITS

Subscription fees and non-compliant audits.

Fees are non-refundable in the event of a non-compliant audit, (as the cost of this audit is covered by the NCCA); however, new membership or renewal of membership will not be granted, until non-compliance has been rectified.

Note: - Requesting a follow up NCCA compliance audit

In the event of a non-compliance audit, a request for a second audit within the same financial period, would lead to the cost of the second audit being borne by the member/applicant.

#### 5. MEMBERSHIP RENEWAL APPLICATION

Please email your renewal application form to the Secretary or Membership administrator, at the applicable Branch Office as detailed below.



#### NCCA CONTACT DETAILS FOR ASSISTANCE

##### HEADOFFICE

Sami G Office Square (Helvetia House)  
3rd Floor  
80 Greenvale Road  
Germiston  
Tel: 0861 105 881

The National Secretary  
[natonal@ncca.co.za](mailto:natonal@ncca.co.za)

#### Branch Offices

##### Gauteng

Membership administrator  
Tel: 0861 105 881  
[gautengbranch@ncca.co.za](mailto:gautengbranch@ncca.co.za)  
The Secretary  
[gauteng@ncca.co.za](mailto:gauteng@ncca.co.za)

##### Limpopo

The Secretary  
Tel: 0861 105 881  
[limpopo@ncca.co.za](mailto:limpopo@ncca.co.za)

##### Eastern Cape

The Secretary  
Tel: 041 484 3773  
[ecbranch@ncca.co.za](mailto:ecbranch@ncca.co.za)

##### KwaZulu Natal

The Secretary  
Tel: 031 312 2630  
[nccakzn@telkomsa.net](mailto:nccakzn@telkomsa.net)

##### Western Cape

The Secretary  
Tel 0861 105 881  
[natasha@nccawc.co.za](mailto:natasha@nccawc.co.za)/  
[national@ncca.co.za](mailto:national@ncca.co.za)