

The African Institute of the Interior Design Professions (IID)

Professional Architectural, Design or Décor Agency Membership Application Form

An Architectural, Design or Décor Agency Membership applies to two or more Interior Architects and/or Interior Designers and/or Interior Decorators working for a company.

The African Institute of the Interior Design Professions (IID) is a professional body representing practicing professional interior architects, interior designers, interior decorators, suppliers and education institutions in the Interior Design industry in Africa. It operates on a national basis with representation in Gauteng, KwaZulu-Natal, North West, 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 Category and Requirements

Architectural, Design or Décor Agency Member

Any architectural/design/décor consultancy or architectural/design/décor department that has been practising interior architecture/design/decorating for a minimum of 5 years or more who is represented by a qualified and experienced interior architect/designer/interior decorator that meet all eligibility requirements and that satisfy the National Council of its professional commitment and suitability by compliance with requirements set out in the application form.

Please note this category of **Membership applies to the company and not the individual Members**. We strongly advise that individuals take up Membership within their own right.

Requirements

- A portfolio of 5 design projects presented in PDF format 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
- Company Profile
- Copies of qualification(s) of all employed interior architects, designers and decorators
- Copies of all employed designers SACAP certificates / SACAP numbers.

www.iidprofessions.org.za | national@iidprofessions.org.za | Phone 082 891 6308

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Membership Fees

Membership Fee	Annual Subscription Fee	Annual Administration Fee	Webpage Gallery	Total 1 st Year
Architectural/Design/Décor Agency All Categories	On Application	On Application	On Application	On Application

All figures are VAT inclusive - The Webpage Gallery Fee is a once off - Changes will be subject to quotation
Applicants need to be VAT registered and/or have a Business Registration Number.

The IID will send you a Membership reference number once your application is approved. Please use it when making payment or in any email correspondence. Any payments received without the reference will not be credited to your account.

Members are encouraged to pay their Annual Subscription by a Monthly Debit Order facility. The necessary forms are by request – national@iidprofessions.org.za

Design or Décor Membership Application Form

Section A	Membership Categories		
Please indicate which Category of Membership you are applying for	Interior Architecture Agency	Interior Design Agency	Interior Décor Agency
Section B	Agency Information		
Name and Surname of Principal Interior Architect /Designer/Decorator			
Title			
Gender			
Age			

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Race	
ID or Passport Number	
SACAP Membership Number	
Company Name	
Company Registration	
VAT Registration	
Physical Address	
Postal Address	
Postal Code	
Phone Number	
Mobile Number	
Email Address	
Website Address	
Year Established	
How did you hear about the IID?	
IID Ambassador	

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Please indicate type of premises	Office	Showroom	Shop	Private Residence	Other
If Other please specify					
Description of Company and Services					
Within the last 5 years have you (or any shareholders or office bearers in your company) committed any act of insolvency, or been associated with any company in respect to which a liquidator, receiver or manager has been appointed. Please provide full particulars if yes:					
Are you a Member of any other professional body? If Yes please specify					

Section C	Trade References	
Company	Contact Person	Phone
1.		
2.		
3.		
Section C	Principal Interior Architect/Designer or Decorator's Qualifications	
	Please attach a list of the Interior Architects, Interior Designers and Interior Decorators to be registered including their full names, race, email addresses and copies of their qualifications.	
Phone Number if different to Company Number		
Email Address if different to Company Email		
University or College		
Title of Course		
Duration of Course		
Year Qualified		
Qualification Gained <i>Please attach a copy of your final qualification</i>		

Section D	Application Checklist – Please use the checklist below to ensure you have included all the relevant details and documents.	
Copies of your Diploma/Degree or Certificate and CV	Copy of your SACAP Certificate and your SACAP Number	A PDF format portfolio
A list of the Interior Architects/Designers/Decorators to be registered including their names, email addresses and copies of their qualifications as well as copies of their SACAP certificates / SACAP numbers	Your company logo	

Please note, Membership is automatically renewed every year unless written resignation is received by the IID National 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 attached 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

Position

Signature

Place

Date

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CODE OF CONDUCT

The African Institute of the Interior Design Professions (IID)

All Members of the African Institute of the Interior Design Professions (IID) are obliged to adhere to the Code of Professional Conduct and to accept such by signature below

The observance of this Code is a condition of membership of the Institute. The Council may reprimand, suspend or expel any member or in the case of corporate and founding members request registration, as defined in Section 6.5 to 6.6 of the Constitution of the IID, who infringes this Code, or who, in its opinion, conducts himself in any manner which discredits the profession.

Any questions, which may arise as to the interpretation of this Code, are to be referred to the National office or Directors of the IID whose decision is final.

Members conducting a design practice in partnership or association with non-members shall be responsible for the observance of this Code by themselves and by all members of the organisation.

Members working or seeking work in a country other than the Republic of South Africa shall at all times observe the relevant Code of Conduct of the National Institute concerned.

A Member's Responsibility, according to Ico-D

The overarching responsibility of every Member is to take an active role in the international design community through enthusiastic participation in Meetings, Platforms and Work Groups. This Council is its Members. If we share information and pool resources, we gain strength together. That means that every Member has the responsibility to maintain and strengthen connections between their local communities and international community. Your news is of interest to other Members, as theirs is to you: Have you struggled this year to solve an issue in your community? This is of interest to your fellow Members. Solutions shared are time and effort saved. Are there issues you think would be better solved together? We would like to hear about that too. A 'good' Member is a Member who maintains an active connection between the regional, national and international design communities, who participates in events and initiatives, and who generally takes and interest.

1. **The Member's Responsibility to the Community**
- 1.2 A Member accepts a professional obligation to further the social and aesthetic standards of the community.
- 1.3 A Member shall act in keeping with the honour and dignity of the profession.
- 1.4 A Member shall not consciously assume or accept a position in which his personal interests conflict with his professional duty.
- 1.5 A Member accepts professional responsibility to act in the best interests of the ecology and the natural environment.
- 1.6 A Member must represent them self correctly and may not refer to themselves as an 'interior architect', 'interior designer' or 'interior decorator' without being certified, qualified and/or experienced as such.

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2. The Member's Responsibility to his Client

- 2.1 A Member shall act in his client's interest and use his best endeavours within the limits of his professional duties.
- 2.2 A Member shall not work simultaneously on assignments, which are in direct competition, without the agreement of the clients or employers concerned except in specific cases where it is the convention of a particular trade for a designer to work at the same time for various competitors.
- 2.3 A Member shall treat all knowledge of his client's intentions, production methods and/or business organisation as confidential and shall not, at any time, divulge such information without the consent of his client. It is the Member's responsibility to ensure that all members of his staff are similarly bound to confidentiality.
- 2.4 A Member shall not release for publication any confidential information about the work he is doing or has completed, unless his client or employer has given prior consent. Such consent shall, however, not be unreasonably withheld by the client.

3. The Member's Responsibility to Other Members

- 3.1 A Member shall not knowingly accept any professional assignment, upon which another member has been or is acting, without notifying the other member and until he is satisfied that the former appointment has been properly terminated.
- 3.2 A Member shall not attempt, directly or indirectly, to supplant another member, nor may he compete with another member by means of unethical inducement
- 3.3 A Member must be fair in criticism and shall not denigrate the work or reputation of a fellow member.
- 3.4 A Member shall not accept instructions from his client or employer, which knowingly involve plagiarism, nor shall he consciously act in any manner involving plagiarism.

4. Remuneration

- 4.1 A Member shall work for a fee, a royalty and/or a salary. Separate charges shall be allowed, where necessary, for time spent on contracting or supplying services on behalf of the client.
- 4.2 A Member shall not undertake any work at the invitation of a client without payment of appropriate remuneration. A Member may, however, undertake work without fee or at a reduced rate for charitable or non-profit making organisations.
- 4.3 A Member shall comply with the Consumer Protection Act no. 68 of 2008.
- 4.4 A Member who is asked to advise on the selection of designers shall accept no payment in any form from the designer recommended.

5. Publicity

- 5.1 A Member may take paid advertising space in any media or publish publicity material in which to advertise his professional services, provided all information is truthful, factual and does not make any unsubstantiated claims. It must be fair to clients and other designers in accordance with the dignity of the profession.
- 5.2 A Member may approach a potential client or employer only in a professional manner.
- 5.3 A Member may allow his name to be used by clients, employers, agents or others in advertisements only in connection with factual statements of goods or services offered and provided the statements in such advertisements are not harmful to other members or detrimental to the dignity of the profession.

5.4 A Member shall not allow his name to be associated with the realisation of a design, which has been changed by the client as it is no longer to be substantially the original work of the member.

6. Conditions of Engagement

6.1 Members may negotiate conditions of engagement to their and their clients' satisfaction according to the circumstances of any particular project provided that fees for the design services shall always be confirmed in writing as well as the form of service being supplied.

6.2 Exclusive services or retainers in a particular field of design may be secured by agreement between client and member.

6.3 Upon the premature cancellation of any agreement by the client, the member is entitled to payment for services rendered in relation to the time and expenses involved.

6.4 Any dispute or difference arising out of the Contract shall be resolved under the provision of the Arbitration Act.

7. Additional Instruction and/or Change of Brief

7.1 If the client's original instructions are subsequently varied or augmented during the course of a project, a fee pro rata for the additional work shall be chargeable.

8. Design Registration

8.1 When the client acquires the ownership of a design, the Member shall, where desired, assist in any application for design registration.

9. Patents, Copyright and Trademarks

9.1 All patentable or copyrightable material, which may be originated by the Member during the development of a project, shall remain his property unless or until a separate agreement is entered into assigning patent or copyrights in part or in full, as may be desired by the member and the client.

10. Design Alteration

A design shall not be altered or adapted by the client without the Member's explicit consent.

11. Design Credits

11.1 A Member shall be entitled to claim authorship of a design for which he has been responsible, and his consent shall be obtained before his name or signature is reproduced on any finished product or otherwise published by the client.

By signature below I, _____ (full name) hereby accept to abide by the rules of the Code of Conduct in my professional practice as a Member of the African Institute of the Interior Design Professions (IID) on this _____ day of _____ (month) in the year _____.

Signature