



GUIDANCE NOTES FOR COMPANIES APPLYING FOR SAIF ASSOCIATE MEMBERSHIP - ONLINE

Applicants should read these guidelines **BEFORE** completing their application form. Failure to complete all sections of the online process correctly may lead to delays in processing the application.

All application paperwork needs to be uploaded in a timely manner, or your application will not be processed.

The following provides a guide to assist you in completing all sections.

Select Head Office Location

- Select the location of your head office
- Click on sign up

Subscription Information

- Complete the account information
- If there are any additional branches to the head office enter the number of these here
- Choose payment method then submit and check out

Membership Confirmation

This will confirm that you have created an account and advised whether the administration fee is completed.

To continue the application, you can either click on the link received in the email or click on the 3 horizontal lines on top right-hand corner of the page and click on 'Membership Application'.

MAIN APPLICATION FORM

Section 1: Company Details - complete all fields including contact information– those marked with a red asterisk are mandatory. The SAIF Main Contact will be the contact information used by the Business Centre to contact you. If there are any additional contacts, you wish to add then click on 'add row'.

Section 2: Applicant Details – complete all fields, if applicable - those marked with a red asterisk are mandatory.

Section 3: Sponsor details – please complete but **not compulsory**. If you do have a sponsor who is a member of SAIF, please ensure all contact details are completed, including SAIF membership number if applicable.

Section 4: Declaration – please complete both sections

Click on save information



PREMISES

Premises details -If no additional premises were indicated on the initials application / account creation, then no need to complete.

If there are additional premises then please complete all fields, then click save information.

OWNERSHIP DECLARATION

Section 1: Ownership – Please complete all fields. If more than one owner, then please click on ‘add row’

Section 2: Directors & Shareholders – If there are directors & shareholders, next to Director Information please click on ‘add row’ to add director information. If there is more than one director, please click on ‘add row’. This applies for Shareholder Information.

Section 3: General Data Protection Regulations – this is for information only
The following declaration will need to be ticked “The company agrees to comply with SAIF's Code of Practice, and we understand that non-compliance can lead to action being taken against us”

Click on save information

DOCUMENTATION

Please upload all documentation where applicable – if you have any issues uploading any documents then please contact the Business Centre.

Click on save documents

CHECKLIST

Once each section is completed a tick box will be shown. Please ensure they are all ticked before clicking ‘notify SAIF’.