

PFI code: Special Affiliate Member

1. DEFINITION OF SPECIAL AFFILIATE MEMBER

- 1.1. A Special Affiliate Member of the PFI shall be any individual Company that owns its own Branded pet food products potentially as a private label
- 1.2. Any person or company, who is a pet food manufacturer or distributor and holds valid pet food registrations (as a private label), but, whose primary business is retailing direct to the public, and this excludes him from being an Ordinary Member, may join the PFI as a **Special Affiliate Member** subject to special conditions. These conditions shall be the same as or similar to those of Ordinary Members.
- 1.3. Special Affiliate Members shall have voting rights.
- 1.4. Special Affiliate Members shall subscribe to the PFI's memorandum of association and articles.
- 1.5. Special Affiliate Members shall subscribe to the PFI Vision, Mission, and objectives; as well as uphold the PFI Codes of Practice where it is applicable to their business.
- 1.6. Persons wishing to apply for Special Affiliate Membership of the PFI should apply to the Directors in such manner and on such application form as the Directors shall from time to time prescribe.

2. APPLICATION TO BE A SPECIAL AFFILIATE MEMBER

- 2.1. Applications must be in writing and supplied as the original document.
- 2.2. All individual and company or firm details must be included as required on the prescribed form available from the PFI Office.
- 2.3. All supporting documentation (copies, where appropriate) to the application will be filed with the prescribed application form by the PFI Office when such are requested by the PFI Office.
- 2.4. All Retailers who join as **Special Affiliate Members** must fulfil Section 3: 3.3 in full, as it applies to Ordinary Members in the PFI Code for Ordinary Members, if they are valid pet food registration holders as private labels.
- 2.5. If the **Special Affiliate** applicant wishes to use the PFI logo on their packaging they must include a request to do so with the documentation submitted. Only products as presented to the PFI in terms of rule 2.4 above may be awarded as private label products entitled to carry the PFI Logo. In order for these products to qualify the Audit requirements as per their own Manufacture, or the Toll Manufacturer, or Imported products as per the Ordinary Member qualification for Membership and tri-annual renewal of Membership will apply. (See section 7.0, 8.0 below and 3.4 and 3.5 under Qualification to be Ordinary Members. **TRI-ANNUAL MEMBERSHIP RENEWAL**

3. SUPPORTING DOCUMENTATION (To be supplied as requested by the PFI Office after the application for Membership is acknowledged) – Special Affiliate Member:

- 3.1. A copy of the Certificate of Incorporation/Registration of the Company, Closed Corporation, or Trust must be supplied. If the business is not one of these categories then proof of registration or operation (e.g. registration with SARS) must be submitted.
- 3.2. Include a blank copy of the business's official letterhead paper.

- 3.3. A list of the Pet Foods manufactured/distributed/marketed by the business for which the business is the registration holder, and for which the applicant wishes to be recognised by the PFI as a PFI Member, (in the case of Special Affiliate members and Private Labels these may not be all the registrations held by the Company) including the following:
 - 3.3.1. Proof of registration of the pet food/s in terms of Act 36 that is current for the year of application.
 - 3.3.2. A copy of the affidavit supplied to the Registrar Act 36/1947 attesting to the nutritional adequacy of the pet food/s.
 - 3.3.3. Proof of renewal of the registration of the pet food/s on the three year cycle. The registration/s must be current.
- 3.4. A copy of the independent GMP Audit Certificate or Export Approval or Retail Audit Checklist.
- 3.5. A copy of the most current two Act 36 proof of inspection Audits Reports
- 3.6. If the applicant wishes to use the PFI logo on their packaging they must include a formal written request to do so with the documentation submitted.

4. PET FOOD QUALITY STANDARDS TO BE AN ORDINARY MEMBER

- 4.1. Pet Foods produced by the member must if required by their category be registered under Act 36 of 1947.
- 4.2. Pet Foods produced by the member must at all times meet the nutritional adequacy standards as detailed in the Regulations and Guidelines to Act 36 of 1947 where these are applicable to the member's class of food produced or distributed.
- 4.3. Should the member's pet food need to be registered under Act 36 of 1947, the member must always be able to show that all registrations are current and that registration renewals have taken place by September 30 of each year.
- 4.4. Should the member's pet food not require registration under Act 36, the member must always be able to show that the food is formulated and manufactured at all times to internationally accepted standards for nutritional delivery to the class of pet to which the pet food is meant to be fed.

5. PET FOOD MANUFACTURING STANDARDS TO BE AN ORDINARY MEMBER

- 5.1. All local Southern African member's manufacturing facilities must meet the necessary standard with respect to layout, design and equipment to qualify as manufacturing operations for the category of pet food produced.
- 5.2. The member's manufacturing facility or establishment must have a GMP (Good Manufacturing Practice) procedure in place that equals or is equivalent to the PFI Codes requirement and to the Act 36 Regulations on GMP so that on inspection against a Checklist for establishments the establishment will be assessed as passed.
- 5.3. Quality Assurance Records and procedures must be such that the nutritional delivery in accordance with the Guidelines under Act 36 or if not required to be registered under internationally accepted standards is shown to be achieved at all times.
- 5.4. Proof of the existence of a traceability and recall procedure needs to be able to be shown.

6. PET FOOD LABELING & PACKAGING STANDARDS TO BE AN ORDINARY MEMBER

- 6.1. All registered pet foods and pet foods not requiring registration will be packaged in packaging types according to accepted industry norms.
- 6.2. Registered pet food labeling will be in accordance with the procedures set out in the Guidelines to Act 36 and will also be in accordance with the standards set by the Advertising Standards Authority of South Africa (ASA) that includes an Industry Code for the pet food industry.
- 6.3. Pet food not requiring registration under Act 36 will not violate the standards as detailed by the ASA and the pet food Industry Code contained within the ASA standards where these are applicable to the member's pet food.

7. PET FOOD ADVERTISING STANDARDS TO BE AN ORDINARY MEMBER

- 7.1. No advertising in any medium will be technically false or misleading for registered product as assessed by the Registrar Act 36.
- 7.2. All advertising whether the pet food is registered or not required to be registered will not be non-compliant to the standards of the ASA and pet food Industry Code.

8. FEES

- 8.1. Special Affiliate Members will be required to pay fees, which are used to administer the PFI, allow the PFI to perform its duties in representing the industry, and, promote the PFI within the Pet Food Industry and amongst consumers. These Fees will be set at each Annual General Meeting (AGM) in accordance with the need to balance the budgetary requirements. Fees will be based on the annual applicable pet food sales turnover of the Special Affiliate Member's business for the preceding calendar year for those products listed as part of their membership of the PFI. The payment of these fees may be an arrangement between the Special Affiliate Member and the Toll Manufacturer.
- 8.2. New Special Affiliate Members will pay the lowest fee category for Ordinary Members in the year of acceptance as a member of the PFI.
- 8.3. The NEW Special Affiliate Member will pay the fee applicable to the respective sales turnover of the pet food which falls into the qualification for membership determined at its first PFI AGM, following collection by the PFI of at least TWELVE months of sales turnover statistics from the Special Affiliate Member or as arranged with its Toll Manufacturer for these products.

9. PFI INDUSTRY STATISTICS

- 9.1. All PFI Members who qualify as Special Affiliate Members will CONFIDENTIALLY supply their monthly sales turnover and sales volumes for the pet foods qualifying them for Special Affiliate Membership to the nominated collection body as appointed by the PFI Directors. This is a mandatory requirement of membership. Here also an arrangement may be made between the Special Affiliate member and its Toll Manufacturer.
- 9.2. These PFI Statistics will be supplied in the format as agreed, from time to time, at a PFI General Meeting.
- 9.3. The PFI Statistics will be supplied timeously on a monthly basis in accordance with the annual submission schedule prepared by the PFI.
- 9.4. This information per individual Company member will be kept confidential, also remaining excluded from the PFI Office, and only collated information for the Industry will be released where appropriate.

10. TRI-ANNUAL MEMBERSHIP RENEWAL

- 10.1. The PFI Office will include all Members on a Schedule for TRI-Annual Membership Renewal.
- 10.2. Membership will be renewed each year subject to:
 - 10.2.1. The respective Fees for the past year having been paid
 - 10.2.2. Company data statistics having been submitted regularly and are up to date
 - 10.2.3. Product Registration renewals on a three year cycle with Act 36 have been renewed and proof thereof supplied to the PFI Office.
 - 10.2.4. A copy of the current years Independent GMP Audit or Export Approval or Retailer Audit Checklist of the Manufacturing Facility is supplied to the PFI Office.
 - 10.2.5. A copy of the Act 36 Inspection Audit Report of the Manufacturing Facility for the last two period's current for the year are supplied to the PFI Office.

10.3. The PFI Executive or authorised and approved representative will visit all Members from time to time to verify the documentation as per Act 36 Regulation included in the PFI Code of Membership and standards. These Standards must be at least up to the PFI Codes of Practice which includes GMP

11. TOLL MANUFACTURE

- 11.1. All relevant points under 3. and/or 10. above applicable directly on the relevant Member such as fee payment, product registration and renewal need to be adhered to, plus as follows in 11.
- 11.2. Where a Member does not have his own Manufacturing Facilities but contracts this out, it will be necessary for this process, detailed under point 3.0 and/or 10. to be followed as close as possible.
- 11.3. Toll Manufacture Facilities = Member of the PFI: As with Act 36 requirement, the Member will need to advise the PFI of who this is, plus physical address. On the PFI visit to the Facility of this PFI Member the Checklist will be marked so as to verify this toll manufacture.
- 11.4. Toll Manufacture Facilities = NON- Member: Where a PFI Member chooses to use a Non-Member of the PFI to manufacture his product then the same will apply to this Manufacturer with respect to advising Act 36 and the PFI Office of who this is and where the operation is situated, physical address and contact details. Also the Independent GMP Audit or Export Certification or Retailer Checklist and Act 36 Inspection Report needs to be obtained by the PFI Member and submitted to the PFI Office in support of the renewal of Membership. Arrangements need to be made such that the PFI Executive or authorised representative may visit this facility, when deemed necessary, similar to Members facilities, with the PFI Member in order to confirm the process.

12. IMPORTERS AS SPECIAL AFFILIATES

- 12.1. All relevant points under 3. and/or 10. above applicable directly on the relevant Member such as fee payment, product registration and renewal need to be adhered to, plus as follows in 12.
- 12.2. Where the PFI Member is an importer of the product put up for sale, then he needs to tri-annually supply the PFI Office on the same Schedule basis, copy as proof of the permit for import and a Manufacturing GMP approval for the export from the country of manufacture or proof of a local (where the factory is situated) GMP Audit obtained from the Manufacturing Plant.
- 12.3. As with South African Manufacturers, the PFI Executive and/or an authorised representative shall make a call on the local South African facilities of the Company from time to time.

13. CHANGE OF OWNERSHIP OF THE MEMBERS COMPANY

- 13.1. Should the Member Company change ownership, through sale of the Company, this needs to be advised to the PFI (as is a requirement of Act 36) at the earliest possible time, including any change in manufacturing address and contact details.
- 13.2. It will be necessary that the PFI confirms membership of the PFI with the new owners

14. CHANGE OF ADDRESS OF FACTORY OF MANUFACTURE

- 14.1. Should the Member obtain new Manufacturing premises or move Toll Manufacture to a new Manufacturer then he is obliged to advise the PFI of this change (As is required also by Act 36) and supply the new address and contact details

15. MEMBERSHIP AFFIDAVIT

- 15.1. Final Membership will require that the Member signs a Membership Affidavit accepting the above process and supply of documentation.
- 15.2. An Affidavit will need to be signed each three year period by an Authorised Signatory of the Company confirmed by a Commissioner of Oath verifying the authenticity of the documents supplied to the PFI Office.