

PFI code: Affiliate Member

**PFI CODE**  
**QUALIFICATION AS AN AFFILIATE MEMBER**

**1. DEFINITION OF AFFILIATE/SPECIAL AFFILIATE MEMBER**

- 1.1. An ***Affiliate Member of the PFI*** shall be any individual factory or plant of any firm or company involved in manufacturing and supplying raw materials, vitamins or minerals for inclusion in pet food or any industry related to pet food; consultants, companies, legal entities or firms whose business is related to pet food.
- 1.2. No Company or legal entity or firm that manufactures a Pet Food Brand registered to the company, entity or firm or has the Brand toll manufactured and markets and distributes the Pet Food Brand may join the PFI as an Affiliate Member.
- 1.3. Any person or company, who is a pet food manufacturer, Brand owner or distributor and holds valid pet food registrations, 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 are set out separately in the Code for Membership: Special Affiliate Membership.
- 1.4. Affiliate Members shall have voting rights.
- 1.5. Affiliate Members shall subscribe to the PFI's memorandum of association and articles.
- 1.6. 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.
- 1.7. Persons wishing to apply for Affiliate Membership of the PFI or 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 AN 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.

**3. SUPPORTING DOCUMENTATION (To be supplied with the application for Membership)**

- 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 brief description of the business and its association with the pet food industry, together with a motivation for membership must also be supplied.
- 3.4. Where the Company is a supplier of ingredients or additives requiring registration under Act 36 then the Company needs to supply proof of the registrations, proof that renewal has been applied for under the three year cycle.

#### **4. FEES**

- 4.1. Affiliate Members will be required to pay fees, which are used to administer the PFI. These Fees will be set at each Annual General Meeting (AGM) in accordance with the need to balance the budgetary requirements. Fees will be set as per the recommendation of the PFI Directors.
- 4.2. New Affiliate Members will pay the applicable fee category for Affiliate Members in the PFI financial year of acceptance.

#### **5. TRI-ANNUAL MEMBERSHIP RENEWAL**

- 5.1. The PFI Office will include all Members on a Schedule for Tri-annual Membership Renewal.
- 5.2. Membership will be renewed every three years subject to:
  - 5.2.1. The respective Fees for the previous years having been paid
  - 5.2.2. Product Registration renewals on a three year cycle with Act 36 have been renewed and proof thereof supplied to the PFI Office.
  - 5.2.3. 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.
- 5.3. The PFI Executive or authorised and approved representative will visit all Members at least once per three year period to verify the documentation and standards. These Standards must be at least up to the PFI Codes of Practice which includes PFI Code of Practice: GMP, backed up by the PFI Code of Practice: Establishment Checklist, and also the PFI Code of Practice: Registration.

#### **6. MEMBERSHIP AFFIDAVIT**

- 6.1. Final Membership will require that the Member signs a Membership Affidavit accepting the above process and supply of documentation.
- 6.2. 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.