



CONSTITUTION

OF

SOUTH AFRICAN PRIVATE HIGHER EDUCATION

(Hereinafter referred to as the "Association")

ADOPTION OF THE CONSTITUTION

This **Constitution** was adopted by the founding members on 18 February 2017. The details of the founding members at that time are as referenced below.

Milpark Education

Da Vinci

Monash South Africa

Southern Business School

AFDA

AROS

Boston Group comprising Boston City Campus & Business College; and Boston Media House

St Augustine

The Independent Institute of Education

Inscape Education Group

International Hotel School

TABLE OF CONTENTS

1	ARTICLE 1 - ESTABLISHMENT AND NATURE OF THE ASSOCIATION.....	5
1.1	INCORPORATION	5
1.2	OBJECTIVES OF THE ASSOCIATION	5
1.3	LEGAL STATUS	5
1.4	AMENDMENTS TO THE CONSTITUTION AND DISSOLUTION.....	5
1.5	FINANCE AND ADMINISTRATION	5
1.6	MEMBERSHIP APPLICATION AND APPROVAL	6
1.7	AFFILIATE MEMBERSHIP.....	6
1.8	TERMINATION OR SUSPENSION OF MEMBERSHIP	7
1.9	MEMBERSHIP FEES.....	8
2	ARTICLE 2 - RIGHTS OF MEMBERS	9
2.1	MEMBERS' RIGHT TO INFORMATION.....	9
2.2	JURISTIC PERSONS AS MEMBERS	9
2.3	PROXY INSTRUMENT	9
2.4	PUBLIC STATEMENTS	11
3	ARTICLE 3 - MEMBERS' MEETINGS.....	12
3.1	REQUIREMENT TO HOLD MEETINGS.....	12
3.2	IN ADDITION TO ANNUAL GENERAL MEETINGS WHICH WILL BE HELD ANNUALLY, MEMBERS' MEETINGS WILL BE HELD ONCE EVERY 2 (TWO) CALENDAR MONTHS BUT MAY BE CONVENED MORE OR LESS REGULARLY AS AGREED BY THE MEMBERS.	12
3.3	ANY 2 (TWO) MEMBERS AND/OR THE CHAIRMAN MY CALL A MEETING..	12
3.4	NOTICE OF MEMBERS' MEETINGS	12
3.5	ADMINISTRATIVE ISSUES FOR MEMBERS' MEETINGS.....	12
3.6	QUORUM FOR MEMBERS' MEETINGS.....	12
3.7	MEMBERS ACTING OTHER THAN IN A MEETING.	13
3.8	MEMBERS' RESOLUTIONS	14

4	ARTICLE 4 - DIRECTORS AND OFFICERS	15
4.1	COMPOSITION OF THE BOARD OF DIRECTORS.....	15
4.2	AUTHORITY OF THE BOARD OF DIRECTORS	16
4.3	BOARD MEETINGS.....	16
4.4	OFFICERS AND COMMITTEES.....	17

SCHEDULES

SCHEDULE 1 - INTERPRETATION

1 ARTICLE 1 - ESTABLISHMENT AND NATURE OF THE ASSOCIATION

1.1 Incorporation

The name of the **Association** is South African Private Higher Education.

1.2 Objectives of the Association

1.2.1 The **Objectives** of the **Association** is to:

1.2.1.1 promote the standing of private higher education in South Africa through facilitating collaboration amongst higher education institutions;

1.2.1.2 carry out advocacy tasks and speak on behalf of the members in order to achieve the above;

1.2.1.3 collaborate on issues of regulation and quality assurance;

1.2.1.4 provide value added services such as capacity building;

1.2.1.5 facilitate effective dialogue amongst and between institutions, regulators and civil society on issues affecting higher education;

1.2.1.6 influence and contribute to policy positions and discussions; and

1.2.1.7 commission research as may be appropriate from time to time to support the above **Objectives**.

1.3 Legal Status

1.3.1 Except to the extent necessarily implied by the **Objectives**, the **Association** has all of the legal powers and capacity of an individual, except to the extent that a **Juristic Person** is incapable of exercising any such power or having any such capacity.

1.3.2 The **Association** is and shall continue to be a distinct and separate legal entity with the power to acquire, to hold and to alienate property of every description whatsoever and with the capacity to acquire rights and obligations and having perpetual succession.

1.4 Amendments to the Constitution and Dissolution

1.4.1 This **Constitution** may only be amended by the **Members**, approved by a special resolution of the **Members**.

1.4.2 The **Association** may wind-up or dissolve upon a special resolution of the **Members**.

1.4.3 Upon the winding-up or dissolution of the **Association**, its entire net value must be distributed pro rata to **Members** in good standing.

1.5 Finance and Administration

1.5.1 The **Association** will open a bank account in the name of the **Association**.

1.5.2 The financial year end of the **Association** is 31 December.

1.5.3 Cheques and other documents requiring signature on behalf of the **Association** shall be signed by at least 2 (two) persons authorised by the **Board**.

1.5.4 The financial statements of the **Association** shall be independently reviewed, but the **Board** may resolve that the statements be audited.

1.6 **Membership Application and Approval**

1.6.1 All **Full Members** should:

1.6.1.1 be registered, or provisionally registered, with the Department of Higher Education and Training as a private higher education provider for at least 3 (three) full calendar months prior to applying to be a **Full Member**;

1.6.1.2 be predominantly a higher education provider in terms of both student numbers and number of qualifications offered;

1.6.1.3 currently deliver at least one qualification registered on the HEQSF of the NQF; and

1.6.1.4 be compliant with the regulatory requirements for accreditation and registration.

1.6.2 Applicants for membership in the **Association** shall apply in writing to the **Board** giving such details as the **Board** may require from time to time.

1.6.3 Membership shall not be conferred automatically upon application, but evaluated by the **Members**, based on the following criteria:

1.6.3.1 the applicant's full agreement to and with the principles, **Objectives** and activities of the **Association**;

1.6.3.2 the applicant's full agreement to and with the content of this **Constitution**; and

1.6.3.3 payment of the fees as may be determined by the **Board** from time to time.

1.6.4 No person shall be admitted as a **Member** without the approval of the **Members** by ordinary resolution.

1.7 **Affiliate membership**

1.7.1 In order to be an **Affiliate Member** an educational institution should:

1.7.1.1 be newly registered, or provisionally registered, with the Department of Higher Education and Training as a private higher education provider;

1.7.1.2 deliver at least one qualification registered on the HEQSF of the NQF;

1.7.1.3 have the intention to become predominantly a higher education provider within five years of being newly registered or provisionally registered; and

1.7.1.4 be compliant with the regulatory requirements for accreditation and registration.

1.7.2 Applicants for affiliate membership in the **Association** shall apply in writing to the **Board** giving such details as the **Members** may require from time to time.

- 1.7.3 Affiliate Membership shall not be conferred automatically upon application, but evaluated by the **Members**, who shall be given copies of the application at least 15 (fifteen) **Business Days** before an ordinary meeting of **Members**, based on the following criteria:
- 1.7.3.1 the applicant's full agreement to and with the principles, **Objectives** and activities of the **Association**;
 - 1.7.3.2 the applicant's full agreement to and with the content of this **Constitution**; and
 - 1.7.3.3 payment of the prescribed fees as may be relevant at the time.
- 1.7.4 No person shall be admitted as an **Affiliate Member** without the approval of the **Members** by ordinary resolution.
- 1.7.5 An **Affiliate Member** will not be entitled to vote in any formal resolutions of the **Association** but shall be permitted to participate in all deliberations and meetings and to contribute to all activities as may occur during the period of affiliate membership.
- 1.7.6 An **Affiliate Member** may apply in writing to become a **Full Member** after 2 (two) full years of affiliate membership as long as the **Member** is in good standing and complies with the all the requirements for membership.
- 1.8 Termination or Suspension of Membership**
- 1.8.1 Membership in the **Association** shall be suspended:
- 1.8.1.1 in the event of non-compliance by a **Member** with such obligations as may attach to such **Member's** membership, on receipt of written notice by the **Board** to the **Member** concerned requiring the remedying of such default, for a period of three months during which the **Member** may remedy the default.
 - 1.8.1.2 upon the passing of a special resolution of the **Members**.
- 1.8.2 Membership in the **Association** shall terminate:
- 1.8.2.1 the **Member** does not satisfy the qualification criteria for membership;
 - 1.8.2.2 upon the deregistration, sequestration or liquidation of a **Member**;
 - 1.8.2.3 in the event of non-compliance by a **Member** with such obligations as may attach to such **Member's** membership, upon the expiration of a period of 3 (three) months reckoned from the day of written notice by the **Board** to the **Member** concerned requiring the remedying of such default, save that the **Board** shall be entitled to extend the period of grace allowed to a particular **Member** after consultation with the **Members** for no longer than 1 (one) additional 3 (three) month period to such extent and for such reasons as the **Association** may in its sole and absolute discretion deem appropriate; and
 - 1.8.2.4 upon the passing of a special resolution of the **Members**.
- 1.8.3 The **Board** shall have the power and authority to take such steps and actions, including suspension or termination, or suspension as it deems appropriate and as agreed by the **Members** by special resolution, against a **Member** which:

- 1.8.3.1 fails to act in the best interest of the **Association**;
- 1.8.3.2 fails to comply with the **Constitution**;
- 1.8.3.3 fails to comply with any rules and regulations of the **Association**;
- 1.8.3.4 fails to comply with any resolutions adopted and rulings made by the **Association** or its **Board**;
- 1.8.3.5 acts contrary to the **Objectives**; or
- 1.8.3.6 acts in a manner detrimental to the best interests of the **Association**.
- 1.8.4 Termination of membership shall in no way release a **Member** from any obligation undertaken by such **Member** prior to the termination of membership as a result of any guarantee or ancillary guarantee, commitment or obligation which such **Member** may have undertaken.
- 1.9 **Membership Fees**
- 1.9.1 The membership fees shall be determined annually by ordinary resolution of the **Members** at the **Annual General Meeting**.
- 1.9.2 **Members** joining during a financial year shall be liable for a pro-rata portion of the membership fees applicable during that year.

2 ARTICLE 2 - RIGHTS OF MEMBERS

2.1 Members' right to information

2.1.1 A Member has the right to inspect and copy, without any charge for any such inspection, the information contained in the following records of the **Association**:

2.1.1.1 minutes of **Board** meetings;

2.1.1.2 this **Constitution** and any amendments to it;

2.1.1.3 the records in respect of the **Association's Board Members** (name, contact details, etc.);

2.1.1.4 the reports to annual meetings and annual financial statements;

2.1.1.5 the notices and minutes of meetings and all communications related to meetings of **Members**; and

2.1.1.6 the **Members' Register**.

2.2 Juristic Persons as Members

2.2.1 Any **Juristic Person** that is a **Member** may authorise 1 (one) key individual to act as its representative at any **Members'** meeting, and 1 (one) additional individual to act on its behalf in the absence of the key individual.

2.2.2 A properly appointed representative shall be entitled to exercise the same powers as what such **Juristic Person** could exercise if it were an individual **Member**.

2.2.3 The **Board** may require proof to their satisfaction of the authority of any representative so appointed.

2.3 Proxy Instrument

2.3.1 A copy of the instrument appointing a proxy must be delivered to the **Association**, or to any other person on behalf of the **Association**, before the proxy exercises any rights of the **Member** at a **Members'** meeting.

2.3.2 The instrument that appoints a proxy must:

2.3.2.1 be in writing, dated and signed by the **Member**;

2.3.2.2 be given by the person appointing such proxy or his attorney duly authorised in writing or, if the appointer be a **Juristic Person**, given by an officer or attorney so authorised.

2.3.3 The proxy appointment remains valid only for its intended purpose, provided that it may be revoked at any time by cancellation in writing, or the making of a later inconsistent appointment of another proxy, and delivering a copy of the revocation instrument to the proxy, and to the **Association**.

2.3.4 The appointment of a proxy is suspended at any time and to the extent that the **Member** chooses to act directly and in person in the exercise of any rights as a **Member**.

2.3.5 A vote given in accordance with the terms of an instrument of proxy or power of attorney appointing a proxy will be valid notwithstanding the previous legal incapacity of the Member or revocation of the instrument or power of attorney, unless notice in writing of such legal incapacity or revocation will have been received by or on behalf of the Association not less than 48 (forty eight) hours (or such lesser period as the Board may determine in relation to any particular meeting) before the time appointed for holding the meeting.

2.4 Public statements ¹

2.4.1 No person shall speak on behalf of South African Private Higher Education, unless such a person is authorised by members to do so.

2.4.2 No person shall make a formal press release or statement or other public statement on behalf of South African Private Higher Education unless such a person does so after consultation with members.

¹ Clause 2.4 Added after a round robin consultation with members in February 2017.

3 ARTICLE 3 - MEMBERS' MEETINGS

3.1 Requirement to hold meetings

3.2 In addition to **Annual General Meetings** which will be held annually, **Members'** meetings will be held once every 2 (two) calendar months but may be convened more or less regularly as agreed by the **Members**.

3.3 Any 2 (two) **Members** and/or the chairman may call a meeting.

3.4 Notice of **Members'** meetings

3.4.1 The minimum number of days for the **Association** to deliver a notice of a **Members'** meeting to the **Members** is 15 (fifteen) **Business Days** before the date fixed for the holding of the meeting.

3.4.2 The **Association** may call a meeting of **Members** with less notice than required by 3.4.1 above, if supported by sufficient **Members** to pass a special resolution.

3.4.3 The notice of a meeting of **Members** must be in writing, and must include:

3.4.3.1 the date, time and place for the meeting;

3.4.3.2 the general purpose of the meeting;

3.4.3.3 the agenda; and

3.4.3.4 a copy of any proposed resolution of which the **Association** has received notice, and which is to be considered at the meeting, and a notice of the percentage of voting rights that will be required for that resolution to be adopted.

3.5 Administrative issues for **Members'** meetings

3.5.1 The chairperson and vice chairperson of the **Board** shall preside as the chairperson of the **Member's** meeting, but if no such chairperson or vice chairperson is elected or if at any meeting neither of them is present within 15 (fifteen) minutes after the time appointed for holding the meeting, the **Members** shall choose one of their number to be chairperson of such meeting. If the chairman arrives at the meeting, the **Members** will determine if the chairperson should preside.

3.5.2 The chairman of a **Members'** meeting shall not have any casting or second vote in addition to his deliberative vote as **Member**.

3.5.3 The chairman shall ensure that a record is kept of all decisions taken at the **Members'** meeting and shall ensure that such record is inserted into a minute book kept for that purpose.

3.5.4 All other business transacted at an **Annual General Meeting** and all business transacted at a general meeting shall be deemed "special business". Unless due notice of this "special business" has been given, no special business shall be transacted at an **Annual General Meeting** and only such business of which due notice has been given shall be transacted at a general meeting.

3.6 Quorum for **Members'** meetings

3.6.1 A **Members'** meeting may begin at the scheduled time whether or not a quorum (50% of voting rights) is present. If a quorum is not present and a vote is required on an ordinary

resolution the Secretary may conduct an e-mail poll within 48 (forty-eight) hours of the meeting in order for a decision to be taken.

3.6.1.1 Where a matter requiring a special resolution is to be considered and the quorum is not present within 30 (thirty) minutes of the appointed time for the meeting start to vote on a special resolution the meeting, or the portion of the meeting the meeting is postponed without motion, vote or further notice, for one week.

3.6.2 The **Association** is not required to give further notice of a meeting that is postponed or adjourned as provided for above, unless the location for the meeting is different from:

3.6.2.1 the location of the postponed or adjourned meeting; or

3.6.2.2 a location announced at the time of adjournment, in the case of an adjourned meeting.

3.6.3 If, at the time appointed for a postponed meeting to begin, or for an adjourned meeting to resume, a quorum is not present, the **Members**, present in person or by proxy will be deemed to constitute a quorum.

3.6.4 A **Members'** meeting to be conducted entirely by **Electronic Communication**; or one or more **Members**, or proxies for **Members**, may participate by **Electronic Communication** in all or part of a **Members'** meeting that is being held in person, as long as the **electronic communication** employed ordinarily enables all persons participating in that meeting to communicate concurrently with each other without an intermediary, and to participate reasonably effectively in the meeting.

3.7 **Members acting other than in a meeting.**

3.7.1 A resolution that could be voted on at a **Members'** meeting may instead be:

3.7.1.1 submitted for consideration to the **Members** entitled to exercise voting rights in relation to the resolution;

3.7.1.2 voted on in writing by the **Members** entitled to exercise voting rights in relation to the resolution within 10 (ten) **Business Days** after the resolution was submitted to them,

provided that all **Members** entitled to exercise their voting rights in respect of that matter to be decided, received notice of the proposed resolution.

3.7.2 A resolution in terms of 3.7.1-

3.7.2.1 will have been adopted if it is supported by persons entitled to exercise sufficient voting rights for it to have been adopted as an ordinary or special resolution, as the case may be, at a properly constituted **Members'** meeting; and

3.7.2.2 if adopted, has the same effect as if it had been approved by voting at a meeting.

3.7.3 An election of a **Board Member** that could be conducted at a **Members'** meeting may instead be conducted by written polling of all the **Members** entitled to exercise voting rights in relation to the election of that **Board Member**.

- 3.7.4 Within 10 (ten) **Business Days** after adopting the resolution, or conducting an election of **Board Member**, the **Association** must deliver a statement describing the results of the vote, consent process, or election to every **Member** who was entitled to vote in the election of the **Board Member**, as the case may be.
- 3.8 Members' resolutions**
- 3.8.1 Any **Member** who is present at the meeting, whether as a **Member** or as proxy for a **Member** and entitled to vote, has one vote.
- 3.8.2 For an ordinary resolution to be adopted at a **Members' meeting**, it must be supported by the holders of more than 50% (fifty percent) of the voting rights exercised on the resolution.
- 3.8.3 Unless the **Constitution** provides otherwise, for a special resolution to be adopted at a **Members meeting**, it must be supported by the holders of at least 80% (eighty percent) (eighty percent) of the voting rights exercised on the resolution.
- 3.8.4 A special resolution is required for the following matters:
- 3.8.4.1 amending the **Constitution**;
- 3.8.4.2 removing a **Member**;
- 3.8.4.3 the undertaking or participation in any legal or other action that could incur costs;
and
- 3.8.4.4 the entering into any contractual obligations or commitments.
- 3.8.5 An attendance register shall be kept at each **Members' meeting**, and a list of **Members** present shall be included in the minutes of such a meeting.

4 ARTICLE 4 - DIRECTORS AND OFFICERS

4.1 Composition of the Board of Directors

4.1.1 The Board comprises of a minimum of 3 (three) Board Members.

4.1.2 Board Members shall be elected by the Members at a general or Annual General Meeting of the Association.

4.1.3 An election of a Board that could be conducted at a Members' meeting may instead be conducted by written polling of all the Members entitled to exercise voting rights in relation to the election of that Board Member.

4.1.4 The following persons will be ineligible or disqualified from serving as Board Members:

4.1.4.1 a Juristic Person;

4.1.4.2 an unemancipated minor;

4.1.4.3 an unrehabilitated insolvent;

4.1.4.4 a person removed from an office of trust, on the grounds of misconduct involving dishonesty;

4.1.5 A term of office is 3 (three) years. Board Members can serve a maximum of 2 (two) sequential terms of office and must then retire from office for at least one full calendar year before making themselves available for re-election.

4.1.6 The first Board will function for 2 (two) years without any retirements and from the third year onwards one-third of the Board Members shall retire each year at the Annual General Meeting. The Board Members to retire each year shall be those who have been longest in office since their last election, and in the event that all the Board Members have served for equal periods, the Members shall determine which Board Member will retire. The Board Members who form the Board at date of the Annual General Meeting at which election is to take place, shall automatically be eligible for re-election without nomination being required unless s/he is due for retirement by rotation.

4.1.7 Despite article 4.1.5, a Board Member shall cease to hold office as such:

4.1.7.1 if he/she becomes ineligible or disqualified in terms of this Constitution;

4.1.7.2 if the Member s/he represents has been terminated;

4.1.7.3 if he/she resigns;

4.1.7.4 if he/she is removed in terms of an ordinary resolution of the Members;

4.1.7.5 if he/she is removed in terms of a Board resolution;

4.1.7.6 if he/she is absent from meetings of the Board for 3 (three) consecutive meetings.

4.1.8 All acts done by any Board meeting or Board Member shall, notwithstanding that it be afterwards discovered that there was some defect in the appointment of such Board

Member, or that such **Board Member** were disqualified, be valid as every such **Board Member** had been duly appointed and was qualified to be a **Board Member**.

4.2 Authority of the Board of Directors

- 4.2.1 The management and control of the affairs of the **Association** shall vest in the **Board** which shall have full power and authority to do or perform any act, function, matter or thing which could or might be done by the **Association**, except where such matters are in this **Constitution** specifically reserved to be dealt with by a general meeting of **Members**.
- 4.2.2 The **Board** shall steer operations, have oversight of the constitution, identify the agenda and activities for consideration by **Members**, coordinate the responses where necessary, speak on behalf of the **Members** as agreed, set up the agenda for the general **Members'** meeting and the **Annual General Meeting**.
- 4.2.3 The **Board**, and indeed any member, shall not incur any costs or expenses for which they wish to be reimbursed, in the carrying out of duties and functions of the **Association** without written approval in advance from the Chair of the **Board**.
- 4.2.4 Such approval shall not be given for costs or expenses for which **Members** will be liable without agreement of the **Members** in writing which can be gained electronically or agreed at a meeting of **Members**.

4.3 Board meetings

- 4.3.1 Meetings of the **Board** shall be held as often as may be determined by the **Board** in consultation with the **Members** but at least once in advance of each general **Members'** meeting to set up the agenda and prepare reports as may be required.
- 4.3.2 A decision that could be voted on at a meeting of the **Board** may instead be adopted by written consent of a majority of the **Board Members**, provided that each **Board Member** has received notice of the matter to be decided. Such a written or round-robin resolution shall be deemed to have been passed on the date that the last **Board Member** affixes his signature thereto.
- 4.3.3 A **Board Member** may call a meeting of the **Board** at any time.
- 4.3.4 Board meetings can be held in person or via electronic communication.
- 4.3.5 No meeting of the **Board** may be convened without notice to all of the **Members** detailing the agenda of the meeting and explaining why a general **Members'** meeting is not being called.
- 4.3.6 If any **Member** objects within 24 (twenty-four) hours of receiving the notice of the **Board** meeting that excludes members, the meeting will be converted to an ordinary meeting of the **Members**.
- 4.3.7 The **Board**:
 - 4.3.7.1 ordinarily give at least 5 (five) **Business Days'** notice of a meeting that is not to such a determination must comply with any requirements set out in this **Constitution**, or the rules; and
 - 4.3.7.2 may waive notice of a meeting in an urgent situation when requested to do so by

any member of the **Association**.

- 4.3.8 The **Members** will elect a chairperson / vice chairperson when the **Board** itself is elected.
- 4.3.9 The first chairman and vice chairman will hold office for 2 (two) years, and thereafter the chairperson and vice chairperson will hold office for 4 (four) years.
- 4.3.10 If no such chairperson or vice chairperson is present within 15 (fifteen) minutes after the time appointed for holding the meeting, the elected **Board Members** shall choose one of their number to chair such meeting.
- 4.3.11 A majority, but not less than two, of the **Board Members** must be present at a meeting before a vote may be called at a meeting of the **Board**.
- 4.3.12 Each **Board Member** has 1 (one) vote on a matter before the **Board**.
- 4.3.13 A majority of the votes cast on a resolution is sufficient to approve that resolution.
- 4.3.14 In the case of a tied vote the chair shall not have a casting or second vote above his deliberative vote as a **Board Member**, and the matter shall be referred to the **Members** for deliberation.
- 4.3.15 The **Board** shall meet at regular intervals, from time to time as required. For this purpose, an annual program of dates and times of meetings shall be circulated to all the **Board Members** at the beginning of every calendar year.
- 4.3.16 The chair shall cause for minutes of **Board** meetings to be kept in the prescribed manner and format, and any such minutes or an extract therefrom, signed by the chairman, shall be prima facie evidence of the matters stated therein.
- 4.3.17 The minutes of the meeting will be circulated by to all **Board Members** and to all **Members** within a reasonable time after the meeting.
- 4.4 **Officers and Committees**
 - 4.4.1 The **Board** may, with the approval of the **Members** by ordinary resolution, appoint any officers it considers necessary to better achieve the **Objectives**.
 - 4.4.2 The **Board** is authorised to appoint committees, and to delegate to any such Committee any of the authority of the **Board**.

Declaration by applicant institution

The undersigned confirm, and are duly authorised to do so, that should their application for membership of SAPHE be approved by the members that the representatives of the institution will uphold the following Constitution and accept that failure to do so may result in the institution's membership of SAPHE being terminated.

Signed at _____ on _____

Authorised executive:

Name and signature: _____

Nominated representative:

Name and signature: _____

Witness 1:

Name and signature: _____

Witness 2:

Name and signature: _____

Name of institution: _____

DHET Registration number: _____