

PFI code: Affiliate Member

PFI CODE
QUALIFICATION AS AN AFFILIATE MEMBER

1. DEFINITION OF 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. Affiliate members shall have voting rights.
- 1.4. Affiliate members shall subscribe to the PFI's memorandum of incorporation.
- 1.5. 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 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 may be supplied as the original document or electronically.
- 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.
- 3.5. Where the company is a supplier of ingredients or additives requiring registration under Act 36, applicants must supply a copy of an independent Good Manufacturing Practice (GMP) audit certificate, namely SANS 10330 – food safety management: requirements for a food safety system based on prerequisite programmes and hazard analysis and critical control point (HACCP) principles (or higher) for the manufacturing facility/ies.

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 and as voted on by members.
- 4.2. New affiliate members will pay the applicable fee category for affiliate members in the PFI financial year of acceptance, prorated.
- 4.3. Membership fees are to be paid within 90 days of invoice date. Late payments will incur interest at a rate of 10% per annum.

5. MEMBERSHIP RENEWAL

- 5.1. Membership is automatically renewed each year.
- 5.2. Memberships are obliged to:
 - 5.2.1. Ensure the respective fees for the previous year have 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 a valid SANS 10330 (or higher) certification for manufacturing facility/ies where the company is a supplier of ingredients or additives requiring registration under Act 36.

6. RESIGNATION AS MEMBER

- 6.1. As agreed at the 2019 AGM, resignations are to be submitted to the PFI office, in writing, before 30 June in the year prior to when the resignation will take effect (6 months' notice).
- 6.2. If a resignation is given after this date, 50% of the current year's fee will be billed in lieu of the 6 months' notice.
- 6.3. In the 6 months' notice period, members making use of the PFI logo in packaging and advertising should prepare for the removal of the logo from all such items.
- 6.4. Resigning members shall be given 3 months to remove PFI logos from the advertising and 6 months to remove from packaging, from the date the resignation is effective. Any remaining packaging after this time shall require the PFI logo to be wholly covered or blackened out by the member and at the member's expense.

7. MEMBERSHIP AFFIDAVIT

- 7.1. Final membership will require that the member signs a membership affidavit accepting the above process, supply of documentation and PFI codes.