



## JCSA Vision

**To become a world-class industry support body enabling industry growth and unity enabling SA to become 'Africa's Jewellery Trading Hub'**

## JCSA Mission

**Growing the SA Jewellery industry by serving all facets of the jewellery industry for the benefit of its development, growth and prosperity.  
'Initiating, Implementing, Informing, Supporting, Representing'.**

## Objectives

- **Create an effective sustainable communications infrastructure**
- **Increase the representative membership base of the JCSA**
- **Become a central point of contact for all jewellery related matters**
- **Become a more dominant player in the world market**
- **Facilitate local beneficiation of precious metals, gemstones and precious stones**
- **Facilitate local sales and export**
- **Provide comprehensive support and information services for industry stakeholders**
- **Actively promote the industry locally and internationally**
- **Actively promote co-operation between industry players**
- **Increase awareness of the benefits of technology and education in the industry**
- **Provide clear strategy to the government to promote industry and government partnerships**
- **Building consumer confidence in the locally manufactured product**
- **Build capacity within the JCSA to implement and manage initiatives**

# CODE OF ETHICS AND CONDUCT

## This member has pledged to:

- Conduct business and treat customers in a manner befitting the status of a Jewellery Council member at all times;
- Ensure that every purchaser is a satisfied customer and to render prompt and efficient service;
- Offer serviced based on the highest ethical standards;
- Maintain the highest level of personal and professional integrity;
- Earn, establish and maintain a reputation for giving value at a fair price;
- Promote goodwill and communication between Jewellery Council members;
- Refrain from belittling the value and/or quality of merchandise supplied by competitors/colleagues;
- Maintain sound business relationships with suppliers to provide the best ultimate service to customers;
- Submit to arbitration in case of a dispute between member and customer, or member and supplier, or member and member;
- Avoid untruthful or misleading statements in publicity and/or advertising.

## Membership Criteria

### Manufacturing division – Jewellery Manufacturers Association of SA

Manufacturing member classification	60% or above of the business turnover emanating from the manufacturing of jewellery
Positive trade references	References from two independent suppliers to confirm business dealings
A reasonable standard of products manufactured	Recommendations received from 2 independent members in good standing of the Jewellery Council.
Highest qualification received in jewellery manufacturing by either owner or senior employee	Qualification or reference letter
Legal compliance (where applicable)	Valid Jeweller's Permit, alternatively other any other certificate or permit issued by SADPMR
Variance in case of any of the above, application to be referred to Regional or Executive Committee as the case may be	Meeting with Regional Structure to ascertain the eligibility of membership

### Wholesale Division – Jewellery and Watch Distributors Association

Wholesale member classification	60% or above of the business turnover emanating from wholesale or import of jewellery Or suppliers of the jewellery industry
Positive trade references	References from two independent suppliers to confirm business dealings
Relevant legal compliance	Such as documentation submitted to CIPC (Commissioner of Intellectual Property and Companies)
Reasonable product offering	Recommendations received from 2 independent members in good standing of the Jewellery Council
Variance in case of any of the above, application to be referred to Regional or Executive Committee as the case may be	Meeting with Regional Structure to ascertain the eligibility of membership

### Retail Division

Retail member classification	60% or above of the business turnover emanating from retail of jewellery
Good business references	References from two independent suppliers to confirm business dealings
Reasonable product offering	Recommendations received from 2 independent members in good standing of the Jewellery Council.
The presentable appearance of a store in the context of location	Recommendations received from 2 independent members in good standing of the Jewellery Council
Variance in case of any of the above, application to be referred to Regional or National Structure as the case may be	Meeting with Regional Structure to ascertain the eligibility of membership
Online Only Store	Business trades entirely online only

## Services Division

Service member classification	This applies to supporting industries within the diamond and jewellery industry
Good business references	References from two independent suppliers to confirm business dealings
Reasonable service offering	Recommendations received from 2 independent members in good standing of the Jewellery Council.

## Application process

- Duly completed application forms with supporting documentation and application fee to be received via administration office of the JCSA either electronically or any other agreed manner. Email: [admin@jewellery.org.za](mailto:admin@jewellery.org.za) / Fax: 086 504 9512
- Proof of payment of application fee can be faxed to 086 504 9512

### Bank details

Nedbank  
Parktown Branch  
Account no: 1944 121 854  
Branch Code: 194405

- Acknowledgement of receipt is delivered by JCSA administrative office.
- After processing the application and references have been contacted, the application is referred to the relevant Regional Structure Committee or Executive Committee for consideration. (if an applicant is based in the Gauteng region, the relevant Regional Structure Committee in that area approves the application. The JCSA Executive Committee does not approve applications in this case. The JCSA Executive Committee only approves applications which are Gauteng, Free State, Limpopo, Mpumalanga, Northern Cape-based and if they are for the Wholesale/Retail division)
- The Regional Structure Committee may request a meeting and/or inspection of premises before referring the application to the Executive Committee of JCSA.
- After consideration of the regional structure, the application is referred to JCSA Executive for approval, after which the administrative office shall inform the applicant of the outcome of the application.
- Payment of fees is due upon receipt of the invoice.
- In the event of an application being declined, appeals may be dealt with in terms of the Articles of Association.
- For membership rates, refer to the rate card.  
All bad debts will be handed over to the credit bureau.

## Cancellation of Membership/Resignation process

- **Membership is automatically renewed on an annual basis unless a formal resignation has been received**
- **Resignations of membership must be reduced to writing.**
- The JCSA administrative office will acknowledge notice of resignation. Payments of membership fees must occur before the resignation is processed and accepted.

## Discipline

- All members are subject to discipline in terms of the Code of Ethics and Conduct of the JCSA.
- Suspensions and Expulsions are at the sole discretion of the JCSA Executive Committee.
- Suspensions may occur in case of default of membership payment and expulsions may occur in the event of continued failure to pay membership fees timeously or at all.
- In the event of Arbitration awards against any member, the JCSA has the sole discretion in taking the appropriate disciplinary action against the member concerned.
- The JCSA has the sole discretion concerning immediate expulsions of any member.
- Any and all disciplinary steps shall be taken after a due process has been followed.

## Data protection and confidential information

On signing the membership application form, you acknowledge and agree that we may record, retain and use your information for monitoring, statistical analysis or marketing purposes.

We shall treat your information as confidential and shall not (other than where permitted or compelled to do so by any applicable Law) use or disclose to any person, company or 3<sup>rd</sup> Party any confidential information nor permit its disclosure.

## Variation of Terms and Conditions

We may change/update these terms and conditions from time to time. The most recent edition of these terms and conditions will be binding upon you.



## MEMBERSHIP APPLICATION FORM

**Applicants are kindly advised to complete information that pertains to their businesses only**

**Type of business:**

*In order to best provide support for your company, the Jewellery Council requires you to identify the different areas in which you are active.*

**Please tick ALL the appropriate blocks below:**

<input type="checkbox"/> <b>Manufacturing (JMASA)</b>	<input type="checkbox"/> <b>Wholesale (JAWDA)</b>	<input type="checkbox"/> <b>Retail (JASA)</b>	<input type="checkbox"/> <b>Service Provider</b>
<input type="checkbox"/> Manufacturing Jeweller	<input type="checkbox"/> Importers of Pearls	<input type="checkbox"/> Retail Jeweller	<input type="checkbox"/> Advertising
<input type="checkbox"/> Emerging Manufacturing Jeweller (1-5 years in the industry)	<input type="checkbox"/> Importer of Precious Stones	<input type="checkbox"/> Retail Training	<input type="checkbox"/> Insurance
<input type="checkbox"/> One-Man Business	<input type="checkbox"/> Watch Importer/Distributor	<input type="checkbox"/> Coin Dealer	<input type="checkbox"/> Diamond Grading
<input type="checkbox"/> Jewellery Manufacturing/Training	<input type="checkbox"/> Jewellery Importer/Distributor/ Wholesaler	<input type="checkbox"/> Second Hand Dealer	<input type="checkbox"/> Financial Institution
<input type="checkbox"/> Diamond Cutter/Polisher Services	<input type="checkbox"/> Importer of Fashion Accessories	<input type="checkbox"/> Online Store	<input type="checkbox"/> Freight
<input type="checkbox"/> Refining	<input type="checkbox"/> Tools & Equipment		<input type="checkbox"/> Valuation Services
<input type="checkbox"/> Jewellery Designer	<input type="checkbox"/> Diamond Dealer		<input type="checkbox"/> Computer
<input type="checkbox"/> Training	<input type="checkbox"/> Training		<input type="checkbox"/> Training

***We hereby wish to apply for membership of the Jewellery Council of South Africa***

**Name of Entity:**

**Main Contact Person:**

<b>Names of Members/Directors/Sole Proprietors</b>	<b>ID Number</b>

<b>Business Postal Address</b>	<b>Business Physical Address</b>
<b>Postal Code:</b>	<b>Postal Code:</b>

- \* Please note that all retailers' physical address will automatically be listed on the Jewellery Council website. Kindly advise the Council should you not wish to be listed.
- \* Wholesalers and Manufacturers kindly indicate below if you would like to have your details listed on our website

Yes

No

Kindly note we do not distribute our members personal information to 3<sup>rd</sup> parties.

<b>Office Number:</b> _____	<b>Fax:</b> _____
<b>Main Contact Person Mobile Number:</b> _____	<b>Email:</b> _____
	<b>Website:</b> _____

**Date the Business was established:**

<b>Company or CC Registration number if applicable:</b>	
<b>VAT Registration number if any:</b>	
<b>Which SETA is your company registered with? If applicable.</b>	
<b>What is your Levy number? If applicable.</b>	

<b>Type of products, e.g. jewellery, watches, coloured gemstones, diamonds, machinery etc. (please be specific)</b>

<b>Do you deal in second-hand goods? If so, do you have a second-hand dealer's licence? Please attach a copy.</b>

<b>Trade References: (Suppliers to your company)</b>	
<b>Name of Company:</b>	<b>Person to be contacted &amp; Contact Number:</b>
1.	
2.	

**Please provide contact details of 2 current members of the JCSA (see website for listing) that can provide references on your business, excluding trade references provided above**

<b>Company:</b>	<b>Name:</b>	<b>Tel:</b>



**List other branches (if any)**

- All members' branches must be registered with the Council
- Please note that all branches of the company in the retail division will be listed on the Jewellery Council's website for consumer access

Contact Person	Postal Address	Physical Address	Tel no.	Email Address

**Additional members of your company that should receive communication from the Jewellery Council, including the Jewellery Biz News and emails:**

Contact Person:	Tel No:	Email Address

**Accounts Information:**

**Please provide information on the person who should be receiving accounts and statements from the Jewellery Council**

Contact Person	Position	Tel no:	Email Address

**Kindly indicate your staff complement (for Manufacturing applicants only)**

	<b>No of White Staff</b>	<b>No of Black Staff</b>	<b>No of Indian Staff</b>	<b>No of Coloured Staff</b>
Management				
Administration / Account staff				
Sales staff				
Engravers				
Bench workers				
Goldsmiths				
Polishers				
Setters				
Waxers				
Support Staff (cleaners, tea ladies etc)				
Apprentices				
Learners				
<b>TOTAL NO OF STAFF</b>				

(Manufacturing members are billed based on the number of staff working on the bench)

<b>Is your company involved in exporting jewellery from South Africa?</b>	<b>Yes</b>		<b>No</b>	
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## Undertakings by Applicant

The applicant:

- Understands and agrees to be bound to the Memorandum of Incorporation, Code of Ethics and Conduct and the furtherance of the objectives of the JCSA.

The Jewellery Council's Memorandum of Incorporation, Code of Ethics and Conduct and Objectives may be viewed or downloaded from the website [www.jewellery.org.za](http://www.jewellery.org.za).

- Agrees to be subjected to any and all bylaws and resolutions passed by the Executive Committee and/or Board of the JCSA at any given time during its membership.
- Agrees to pay all levies as prescribed by the Board of the JCSA
  - Levy for security initiative (see rate card)
- Consents to random credit checks through ITC / Trans Union before and during its membership.
- Declares to be properly mandated to sign this application on behalf of the applicant.
- Declares that the information provided herewith to be true and correct in all respects.
- Agrees to receive all correspondence from the Council via electronic methods e.g. Email, WhatsApp etc. Should you wish not to receive communication through our communication platforms kindly advise us thereof via email to [admin@jewellery.org.za](mailto:admin@jewellery.org.za)
- Agree to have company details listed on our website and directory listings.

Kindly ensure a copy of the below-supporting documentation is attached to your application before submission

	<b>Company Logo, Letterhead or Business Card – compulsory for all members.</b>
	<b>A copy of the ID document of the owner /MD or CEO of the applicant – compulsory for all members.</b>
	<b>Proof of payment for the Application fee</b>
	<b>A copy of Jewellers' Permit – Manufacturing Applicants</b>
	<b>Copies of any jewellery related qualifications (if applicable)</b>
	<b>2<sup>nd</sup> Hand Dealers Licence (if applicable)</b>
	<b>Any supplementary documentation that may be required</b>

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date