# MCA Membership Application Form

Membership eligibility criteria are stipulated in the Constitution of the MCA.
Upon admission to membership, the member shall; amongst others,

- be bound by and accept the provisions of the MCA Constitution and any rules framed thereunder or policies laid down by the MCA as amended from time to time, including but not limited to the MCA Code (as amended from time to time), its enforcement processes and rulings made by its enforcement structures; and
- be required to treat as confidential any documents so marked by the MCA.

**An applicant shall not be admitted to membership until approved by the MCA Board and the annual membership fees and any other fees or levies payable, as may be applicable, have been paid in full.** The MCA shall respond to companies within three weeks of receiving an application to advise on the outcome of the Board deliberation.

MCA membership fees are determined annually according to the turnover band of each applicant. The declaration of turnover band must made annually and may be submitted directly to the MCA accounting officer, if preferred. (Accounting Officer: John Atkinson, Mobile Accounting.
E-mail: john@mobileacc.co.za; Tel. 0825822483

Submit completed forms to the Executive Officer at Belinda@marketingcode.co.za. 0723695430

**SECTION A – APPLICANT'S DETAILS**

**Applicant details**

| | |
|---|---|
| Full name of organisation applying | |
| Physical address of Company: | |
| Postal address of Company: | |
| Telephone number(s): Switchboard: | |



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| | |
|---|---|
| Toll free or customer number(s): | |
| Website address: | |
| Applicant's registration number (If applicable): | |
| VAT number: | |
| In the event of your Company being a subsidiary company, please list the name and Address of the parent Company: | |
| Total number of "HCP/customer facing" staff (for determination of assessment needs). | |

**If admitted to MCA Membership, the following persons will be the MCA representative/s:**

| **Details of Chairman or Executive Officer/CEO:** | |
|---|---|
| Full Name: | |
| Telephone/mobile number: | |
| E-Mail: | |
| a) **Code Compliance Officer.** Name: | |
| Your Code Compliance Officer will be the main contact for Code compliance-related matters, including Code enforcement | |
| Designation: | |
| Direct phone number: | |



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| | |
|---|---|
| CCCO is required to be Code certified. Is the CCCO Code certified? | |
| | |
| E-Mail: | |
| E-Mail address/es for newsletters & marketing information: | |
| Note: Company Code **Compliance Officer** (CCO). Person appointed to approve/sign off advertising and promotional material. | |

**SECTION B – SCOPE OF ACTIVITIES AND PROOF OF "INTENT AND ACTIVE COMMITMENT TOWARDS COMPLIANCE":**

Company's principal function is: (Mark all blocks which are appropriate)

| | |
|---|---|
| Production: | |
| Distribution/Wholesale: | |
| Marketing: | |
| Importation: | |
| Other (please specify): | |

Please advise on the applicant's product portfolio (Please tick appropriate answer)

| | |
|---|---|
| Prescription medicines: | |
| Non-Prescription medicines: | |
| Health Supplements: | |
| Pharmaceutical chemicals: | |
| Medical Devices: | |
| In-vitro Diagnostics: | |
| Veterinary medicines: | |
| Toiletries: | |
| Cosmetics: | |
| Other (please specify): | |

**Status of licensing of applicant with the Regulatory Authority (MCC/SAHPRA) in terms of the requirements of the Medicines Act:**

Type of licence applied for/granted: (A list can be supplied separately.

Wholesaling ☐ Status of application? (highlight applicable statement following)

Not yet submitted/In progress/Approved/Declined:

Date/s of Application: _____

☐



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Distribution Status of application? (highlight applicable statement following)

Not yet submitted/In progress/Approved/Declined:

Date/s of Application: _____

Manufacturing ☐ Status of application? (highlight applicable statement following)

Not yet submitted/In progress/Approved/Declined:

Date/s of Application: _____

Other ☐ Status of application? (highlight applicable statement following)

Not yet submitted/In progress/Approved/Declined:

Date/s of Application: _____

**Status of licensing of products with the Regulatory Authority (SAHPRA):**
Does applicant have products that fall/will fall within the ambit of Act 101? _____

**Complete the table for the products which are/will possibly be subject to the MCA:**
(Printout may be attached as an annexure):

| **Name of Product** | **Date on which MCC application has or will be made** | **Application number** | **Status of application** |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

**SECTION C – REVENUE BAND DICLOSURE** (as per most recent audited financial statements).

Turnover is based on the turnover of the health product business of the Company, including the manufacture, distribution, marketing and promotion of medicines, medical devices and IVDs. It includes products sold in both private and public sectors. Excluded is income derived from turnover from exports of medicines and of other health products outside South Africa. Circle the applicable fee band in the first column. Year of audited financial statements: 202_.



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| MCA 2027 Fee bands & fees | | |
|---|---|---|
| Category | Range (fee Band) R's | Fees R's Ex Vat |
| 1 | <10m | 2760 |
| 2 | 10m - <50m | 5840 |
| 3 | 50m - <100m | 8670 |
| 4 | 100mil – 250mil | 11380 |
| 5 | 250mil – 500 mil | 17200 |
| 6 | 500mil – 750mil | 33440 |
| 7 | 750mil – 1000mil | 57390 |
| 8 | 1 Bn – 1,5 Bn | 75160 |
| 9 | 1,5 Bn – 2 Bn | 98460 |
| 10 | Over 2 Bn | 125000 |

**SECTION D – Membership Declaration:**

I/We, the undersigned, on behalf of the applicant hereby

1. Undertake that the applicant will abide by the South African Code of Marketing Practice, Guidelines and the Constitution of the Marketing Code Authority (MCA) as adopted by its members and amended by the Board from time to time;
2. Undertake that the applicant will treat as confidential any documents so marked and issued by the Marketing Code Authority of the Board;
3. Declare that to the best of my/our knowledge and belief the aforegoing statements and submissions are true and correct;
4. Acknowledge that the applicant will remain a member of the MCA until such time that it submits its written resignation to the MCA;
5. Attached all relevant documents relating to applications for licencing of the applicant and/or individual products with the MCC/SAHPRA; and
6. Undertake to at the very least, have the applicant's CEO, Compliance Officer, Responsible Pharmacist and customer-facing employees Code-certified via the MCA website.

Signed: _____

Name: _____ Capacity: _____
On behalf of the applicant duly authorised thereto

Date: _____



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**Approve by the MCA Board:**

Signed: _____ Date: _____

Chairman

☐ I provide consent to receive electronic marketing communications from the MCA in respect of its own products and services. I understand that I may Withdraw my consent at any time by giving written notice to the MCA.

**Processing of Personal Information:**

The information provided on this form, which includes personal information of your representatives, is processed by the MCA as set out in its Privacy Policy, available at www.marketingcode.co.za. Please familiarise yourself with the contents of this Policy before signing and submitting the form. You have the rights in respect of your personal information as set out in this Policy and the Protection of Personal Information (Act4 of 2013). For access to your personal information, please consult the MCA's PAIA Manual, available on our website.

Without limiting the general nature of the provisions of the Privacy Policy, the following should be noted:

- When you provide personal information of other persons, you have the responsibility to ensure you may lawfully do so. The MCA accepts that you are providing the information lawfully.
- The MCA will disclose turnover information to its accountants for the determination of membership fees and voting rights of members.
- Aggregate turnover information of all members will be reported to the MCA Board for budgetary purposes.
- All other information will be process for determination of eligibility for membership and industry sub-sector, administration of membership, communication purposes, invoicing and collection of membership fees, Code certification, Code compliance, historical, statistical and research purposes and any other lawful purpose related to the MCA's business.
- The MCA lists the names and/or logos of its members on its website. When logos are used, a link is provided to the company's website.
- The names of parties to complaints/appeals under the Code and summaries of the outcomes of enforcement proceedings, including remedial action and/or sanctions imposed, will be published on the MCA's website.



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