

# The South African Institute of the Interior Design Professions (IID)

## Candidate / Professional / Professional Corporate Membership Application Form

Applies to Interior Architects, Interior Designers, Interior Decorators, Interior Design Agencies & Interior Design Educators

The **South African Institute of the Interior Design Professions (IID)** is the only professional body representing practicing professionals, suppliers and education institutions in the Interior Design industry in South Africa. It operates on a national basis with representation in Gauteng, KwaZulu-Natal and the Eastern and Western Cape. The Institute is dedicated to establishing, promoting and maintaining expertise, professionalism and high standards throughout the industry.

**Join the IID and add your voice to the organization working for the future of the Interior Design profession in South Africa.**

### Membership Categories & Criteria

Owing to changes that may occur in the education sector the membership and admission criteria of the Institute may change from time to time.

#### Professional Interior Decorator

Any person who has obtained a minimum 1 year full time qualification from an accredited educational institution and a minimum of 5 years practical experience, or any individual who has been practicing for a minimum of 6 years and who has satisfied the IID National Council of his/her professional competence and suitability by compliance with the requirements set out in the application form.

#### Professional Interior Designer

Any person who has obtained a minimum full time 3 year diploma or a minimum full time 3 year degree from an accredited educational institution and a minimum of 3 years practical experience, or any individual who has been practicing for a minimum of 6 years and who has satisfied the IID National Council of his/her professional competence and suitability by compliance with the requirements set out in the application form.

#### Professional Interior Architect

Any person who has obtained a minimum full time five-year degree from an accredited educational institution affiliated to a faculty of Architecture at a University and a minimum of one years practical experience, and who has satisfied the IID National Council of his/her professional competence and suitability by compliance with the requirements set out in the application form.

#### Candidate: Interior Decorator / Interior Designer / Interior Architect

Any person who has obtained the minimum qualification required from an accredited educational institution and is employed within the field and who intends applying for professional membership as a Professional Interior Decorator / Professional Interior Designer / Professional Interior Architect and who has satisfied the IID National selection committee of his/her professional commitment and suitability by compliance with the requirements set out in the application form.

#### Professional Corporate Member

Any large design consultancy or design department that has been practicing interior decoration, interior design or interior architecture for a minimum of 5 years and employs 5 or more qualified and/or experienced interior architects / interior designers / interior decorators that meet all eligibility requirements and that satisfies the National Council of its professional commitment and suitability by compliance with requirements set out in the application form, may apply for professional corporate membership of the Institute.

#### Interior Design Educator

Any person who has obtained a minimum 3 year qualification from an accredited institution and a minimum of 3 years teaching experience and whose primary source of income is derived as an educator in any of the Interior Design disciplines may apply for full membership in the category of Interior Design Educator. The applicant will have to satisfy the IID National Council of his/her competence and compliance with the requirements set out in the application form. Any person intending to apply as an Interior Design Educator and who has not yet qualified for the minimum 3 years teaching experience needs to apply as a Candidate member.



# IID FOUNDING MEMBERS



**decorex**  
durban·cape town·joburg



**PG BISON**



## Professional Membership Fees (1 July 2011 – 30 June 2012)

Category	Annual Subscription (Excl. VAT)	Admin Fee (Excl. VAT)	Web Fee (Excl. VAT)	Total 1st Year (Excl. VAT)
Professional	R1,500.00	R438.60	R750.00	R2,688.60
Candidate	R1,000.00	R438.60	R750.00	R2,188.60
Professional Corporate (3 - 10 Designers)	R2,750.00	R438.60	R750.00	R3,938.60
Professional Corporate (11 - 15 Designers)	R3,500.00	R438.60	R750.00	R4,688.60
Professional Corporate (16+ Designers)	R4,250.00	R438.60	R750.00	R5,438.60
Interior Design Educator	R1,500.00	R438.60	R750.00	R2,688.60

- Above pricing **excludes VAT**
- Two cheques must accompany each Application Form (cheques to be made out to - **IID Professions**)
  1. The **non-refundable Administration Fee**
  2. The **Annual Subscription and Web Fee** (this cheque will only be deposited upon acceptance to the Institute)
- The admin fee is a once off payment and is not applicable to those upgrading or renewing their membership
- If applicants wish to pay via EFT, please email the National Secretary for our banking details
- Membership fees are invoiced on an annual basis in accordance with the IID's financial year (July to June)

## Membership Application Requirements

The IID recognises that we cannot apply a consistent membership assessment standard to Interior Architects, Designers and Decorator's professional output. Therefore please see details below of the application requirements per category:

### Professional Interior Decorator

- A portfolio of 5 design projects presented in CD format (in MS PowerPoint) that demonstrates and/or includes:
  - Applicant's knowledge and experience by including prepared drawings and documents relative to the design the interior spaces of each project
  - Supporting photographs of the completed projects and/or stages thereof; together with a brief outline of the scope of the contract from start to completion
- An example of a quotation / proposal template
- A CV detailing your experience with contactable references
- Copies of your qualification(s) and/or proof of years of experience
- A letter from your auditor, stating that your financials are in order

### Professional Interior Architect / Interior Designer

- If you have a minimum 3 year formal qualification (degree / diploma) in interior architecture / design and 3 years verifiable, relevant professional experience then a copy of your certificate/s should be attached to the application (no portfolio is required)
- Please note that assessment of an applicant's portfolio may be called for when the Membership Committee is unable to adequately determine the person's appropriate status from Education and Experience information provided
- Alternatively please submit a portfolio of 5 design projects presented in CD format (in MS PowerPoint) that demonstrates and/or includes:
  - Applicant's knowledge and experience by including prepared drawings and documents relative to the design of the interior spaces of each project
  - Supporting photographs of the completed projects and/or stages thereof; together with a brief outline of the scope of the contract from start to completion
- A CV detailing your experience with contactable references
- An example of a quotation / proposal template
- A letter from your auditor stating that your financials are in order
- A copy of your certificate if registered with the SA Council for the Architectural Profession (SACAP)



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the south african institute  
of the interior design professions

**Candidate Interior Decorator / Interior Architect / Designer**

- Copies of your qualification(s). Candidate members are only required to submit a portfolio when applying to upgrade to professional status

**Interior Design Educator**

- A letter from the Educational Institute verifying your employment
- Copies of your educational qualification/s and contactable trade references

Applicants who own their **own business need to be VAT registered** and/or have a **Business Registration Number**.

**Please send the signed, original application form & payments to the IID National Secretary**

109 Greenway, Greenside, 2034, Gauteng, South Africa

P.O. Box 84137, Greenside, 2034

Tel + 27 11 485 0450 Fax +27 86 651 8375

Email [national@iidprofessions.com](mailto:national@iidprofessions.com)



# CANDIDATE / PROFESSIONAL MEMBERSHIP APPLICATION FORM

## Section A

Please indicate which level of membership you are applying for: Professional: \_\_\_\_\_ Candidate: \_\_\_\_\_

Please indicate which category of membership you are applying for:

Interior Architect       Professional Corporate (3– 10 Designers)  
 Interior Designer       Professional Corporate (11 - 15 Designers)  
 Interior Decorator       Professional Corporate (16+Designers)  
 Interior Design Educator

## Section B

Surname: \_\_\_\_\_ Title: \_\_\_\_\_

Forename(s): \_\_\_\_\_ ID Number: \_\_\_\_\_

Company name: \_\_\_\_\_

Trading Address: \_\_\_\_\_ Postal Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Postcode: \_\_\_\_\_

Company Reg: \_\_\_\_\_ VAT Reg: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Mobile No.: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_ How many years have you been in business? \_\_\_\_\_

How did you hear about IID? \_\_\_\_\_

Type of premises: Office / Showroom / Shop / Private Residence / Other: \_\_\_\_\_

(please delete / complete as appropriate)

Description of company & services: \_\_\_\_\_

Within the last 5 years have you (or any shareholders or office bearers in your company) committed any act of bankruptcy or been associated with any company in respect to which a liquidator, receiver or manager has been appointed. Please supply full particulars if yes:

Are you a member of any other professional bodies? If yes please specify \_\_\_\_\_

## Section C – List of Designers (only applicable to Professional Corporate Applicants)

Please attach a list of the Interior Architects / Designers to be registered including their full names, email addresses and copies of their qualifications



## Section D - Qualifications

University / College attended: \_\_\_\_\_  
 Title of course: \_\_\_\_\_ Duration of course: \_\_\_\_\_  
 Qualification gained: \_\_\_\_\_

## Section E – Trade References

1. Company: \_\_\_\_\_ Contact Person: \_\_\_\_\_ Tel No: \_\_\_\_\_  
 2. Company: \_\_\_\_\_ Contact Person: \_\_\_\_\_ Tel No: \_\_\_\_\_  
 3. Company: \_\_\_\_\_ Contact Person: \_\_\_\_\_ Tel No: \_\_\_\_\_

## Section F – Sponsorship (sponsors must be an IID Professional Member)

First name: \_\_\_\_\_ Surname: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Sponsor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Section G – Benefits (what benefits would you expect from membership of the IID?)

To be part of an established, highly respected & professional body \_\_\_\_\_  
 Re-assurance to your clients that you are a member of the professional body \_\_\_\_\_  
 To gain support and advice on many issues \_\_\_\_\_  
 To assist the marketing of your services to potential clients by inclusion on the IID website \_\_\_\_\_  
 Networking opportunities with other members and suppliers \_\_\_\_\_  
 To continue your professional development through workshops / seminars \_\_\_\_\_  
 To receive up-to-date information on interior design from IID newsletters and the website \_\_\_\_\_  
 Any other (please specify) \_\_\_\_\_

## Section H – Application Checklist (please use the checklist below to ensure you have included all the relevant details / documents to avoid delays in your membership application)

- \_\_\_ Non refundable admin fee + membership & web fee (membership fee will be refunded if application not approved)
- \_\_\_ A CV detailing your experience with contactable references
- \_\_\_ Copies of your diploma / degree / certificate
- \_\_\_ A portfolio, preferably on a CD in MS PowerPoint format (only applicable to those applying under the Professional category)
- \_\_\_ An example of a quotation / proposal template (only applicable to those applying under the Professional category)
- \_\_\_ A letter from your Auditor stating that your financials are in order (not applicable to Educators and Candidate members)
- \_\_\_ A letter from your employer, stating your employment and a brief job description (only applicable to those applying under the Professional category, who do not have their own business)
- \_\_\_ A list of the Interior Architects / Designers to be registered including their full names, email addresses and copies of their qualifications (only applicable to those applying under the Professional Corporate category)
- \_\_\_ A letter from the Educational Institute verifying your employment and contactable professional trade references (only applicable for Educators)



***\*Please note, the IID financial year runs from July of the current year to June of the following year. Membership is automatically renewed every year unless written resignation is received by the IID office from the member no later than three months prior to the IID financial year end i.e. before 30<sup>th</sup> March.***

## DECLARATION

I, the undersigned, being a bone fide interior architect / designer / decorator / representative of the company, hereby apply for Membership of the South African Institute of the Interior Design Professions and undertake that, if admitted to Membership, I agree to abide by the articles of the IID Constitution and to uphold the Code of Conduct. I declare that all the information contained herein is complete and accurate in every way and I am aware that is against the law to provide false information. I am aware that by signing and submitting this form, I have read and understood all that is contained herein.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

