



APPLICATION FOR ACCREDITATION

TEPA TYRE, EQUIPMENT, PARTS ASSOCIATION

SELECT BUSINESS TYPE:

Tyre Dealer/Wholesaler/Distributor/Importer/Manufacturer	TEPA Tyre
Equipment Supplier/distributor/Service Provider	TEPA Equip
Parts Dealer/Wholesaler/Distributor/Manufacturer	TEPA Parts

CONDITIONS OF MEMBERSHIP

Members of the RMI who have the necessary facilities, equipment and qualified staff to comply with the required standards, and are prepared to abide by the code of business practice, may make application to become a member of the RMI's **Tyre, Equipment, Parts, Association (TEPA)**.

Member accreditation remains subject to compliance with the scope and qualifications for accreditation and according to the procedures as determined by the National Executive Committee from time to time.

A person or company who qualifies for entry with regard to equipment and personnel will be entitled to display the RMI and TEPA emblem or other insignia which indicates to the general public the business concerned is that of an ACCREDITED TYRE, EQUIPMENT, PARTS, ASSOCIATION (TEPA) member in one or more of the fields below:

- | | |
|--|------------|
| • Tyre Dealer/Wholesaler/Distributor/Importer/Manufacturer | TEPA Tyre |
| • Equipment Supplier/distributor/ | TEPA Equip |
| • Parts Dealer/Wholesaler/Distributor/Manufacturer | TEPA Parts |
| • Associate Member | TEPA Assoc |
| • as well as an RMI MEMBER. | RMI |

RMI - Retail Motor Industry Organisation
Jakkie Olivier Chief Executive Officer
tel: +27 11 886 6300
330 Surrey Ave, Ferndale, Randburg, 2194, Gauteng
P. O. Box 2940, Randburg, 2125
www.rmi.org.za
Reg. No: LR 26345

TEPA - Tyre, Equipment, Parts Association
Hedley Judd National Director
tel: +27 12 348 9311 email: hedley.judd@rmi.org.za
RMI, 77 Ringwood Road
Lynnwood Manor, Pretoria, 0081
P. O. Box 75880, Lynnwood Ridge, Pretoria, 0040
www.rmi.org.za



APPLICATION FOR ACCREDITATION

The requirements will prescribe conditions for membership, once the applicant has obtained membership, these conditions shall apply as continuing conditions of membership.

Kindly complete the attached documents and return to the relevant address as reflected on the back page, or simply hand back to the RMI/TEPA representative.

PLEASE NOTE

The TEPA National Executive Committee reserves the right to interview any applicant to the association.

I/We wish to become a member of the **Tyre, Equipment, Parts Association (TEPA)** and agree to be bound at all times by the required standard, rules and by-laws of the TEPA and the RMI.

ACCREDITATION REQUIREMENTS

- Applicant must conform to the minimum standards as laid out by the TEPA.
- Applicant must make use of suitable business premises.
- Before accreditation, an RMI staff member will visit & inspect the premises and equipment.
- The applicant must employ suitable qualified staff.
- Suitable driveway facilities have to be available to customers.
- Suitable tyre fitting, wheel balancing and wheel alignment equipment.
- Suitable storage facilities must be available.
- Applicant must comply with the Occupational Health & Safety Act. (O.H.S.)
- Applicant must comply where necessary with existing rules & regulations for scrap tyre disposal.



APPLICATION FOR ACCREDITATION

Kindly indicate which type of membership and category you wish to apply for:

Accredited Membership:	Code:	
<u>TEPA TYRES</u>		
Fitment Centre: Tyres	R3	
Fitment Centre: Exhaust	R4	
Fitment Centre: Batteries	R5	
Fitment Centre: Shock Absorbers	R6	
Fitment Centre: Tow Bars	R7	
Fitment Centre: Wheel Alignment	R8	
Fitment Centre: Glass	R9	
New Tyre Dealer	R10	
Retreader	R11	
<u>TEPA EQUIPMENT</u>		
Equipment wholesaler/distributor/retailer (brands)	EQ1	
Equipment service provider (utilities)	EQ3	
<u>TEPA PARTS</u>		
Import Agent	W4	
Manufacturer	W5	
Used Parts	W9	
Crash Parts	W10	
Engine Parts	W11	
Parts & Accessories	W12	
<u>TEPA ASSOCIATE (Non-conflict supply)</u>		
OHS	AS1	
Insurance	AS2	
Consumables supplier	AS3	

Business Franchise (if any)	
Product Franchise/s (if any)	



APPLICATION FOR ACCREDITATION

MEMBER AGREEMENT

- I/We, the undersigned have noted all the Rules and By-Laws incorporating the Code of Practice of the Retail Motor Industry Organisation and agree to abide by these Rules and By-Laws and Code of Practice and will endeavour to display the RMI Logo in / on my / our premises, vehicles, stationery and advertising material.
- I/We agree to abide by any ruling or decision of the RMI National Committee and solemnly declare that my / our business complies with the requirements of membership of the RMI
- I/We readily agree to an inspection of our premises, equipment, etc. by duly authorised member of the RMI staff or representative at any time during normal working hours.
- I/We also agree that in the event of my / our ceasing to qualify for membership, I/We will immediately notify the RMI in writing of this fact and remove from display and advertising, the Organisational and Associational emblem. I/We further undertake to abide by the aforementioned in the event of my/our membership subscription stop-order payments not being honoured timeously.
- The Applicant agrees to be held accountable to the Constitution of the RMI, to uphold the RMI Code of Conduct, and to abide by the Associational Values at all times.
- The Applicant recognises that the RMI is the consumer brand and the Association is the Business to Business brand.
- The applicant agrees to wherever possible, support in any way other RMI member businesses as far as possible, through purchases, sales, service and support functions at all times
- The Applicant agrees that annual membership renewal will be reviewed subject to the compulsory attendance of at least two of the four Associational Regional meetings each year.
- The Applicant agrees to pay the Subscription in full no later than 30 days from 1 July annually, or to enter into a Debit Order agreement for the period, prior to 30 June annually.



APPLICATION FOR ACCREDITATION

APPLICATION FOR MEMBER ACREDITATION

Date of Application:	
RMI Membership No:	
Nominated Representative:	
Company Name:	
Proprietor: Trading Name:	
Address:	
Code:	
Tel:	
Fax:	
Cell:	
E-Mail:	
Signature:	

Approved by TEPA Director:	Signature:
	Date:



APPLICATION FOR ACCREDITATION

REFERENCES

Please nominate 3 trade references, listing the business name, address, and contact person and contact details:

1.	
2.	
3.	

I (*nominated representative*) _____

hereby certify that the above information is true and correct.

Signature:	
Designation:	
Date:	

Accreditation verification (not grading):

Admin	Bonafide trading address Business Premises	
	MIBCO Registered Number	
	Business Registration Number	
	Tax registered and clearance certificate	
	Vat Registered (Vat Number)	
	OHS compliant and current (with Proof, file)	
	Insurance Short term 26 points covered (insurer, policy number)	
	SDF registered (SDL number)	
	RMA registered (RMA Number)	
	RMI Subs paid-up	
	BBBEE LEVEL	
	All Required statutory legislation on hand or on display (posters)	
Staff	Letters of Appointment	
	Disciplinary code on display and on file	
	Grading system correctly applied for job functions	
	Minimum wages paid as per MIBCO Main Agreement	
	Leave records kept and up to date	
	Training registers up to date	
	MIBCO returns up to date and correct	
	PPE issue records up to date	
	Overalls and uniforms clean and presentable	
	Front of house staff suitably trained for customer interaction	
	Stock room staff adequately trained for job function	
Waste	Registration with all and any required waste management plans	
	Demonstrated adherence to all waste regulations	
	Disposal of chemicals and oils in line with regulations	
Customer	Customer area clean and neat	
	RMI Code displayed	
	Sufficient suitable parking available	

	Customer facilities clean and presentable	
	Proper quotation system	
	Comprehensive Job Card system, signed by customer in line	
	Detailed invoicing System in line with the requirements of the	
	Clear and detailed display of services offered	
CPA documentation	Must include the facilities for the following information:	-
	Parts and labour must itemised and be separately specified and priced.	
	VAT to be reflected separately.	
	All terms and conditions plus disclaimer to be displayed in the proximity of the customer's signature.	
	Customer to authorise commencement of work and any special conditions/limitations.	
	Display warranty terms on the job cards.	
	Warranty on labour to be a minimum of 6 months or 10 000km's, whichever occurs first.	
	Warranty on new parts as per supplier.	
	Warranty on major repairs minimum 12 months or 20 000km or whichever occurs first.	
Workshop	Minimum tools as per main agreement	
	Clean concrete base floor with walls and roof	
	Correct warning signage in place	
	Adequate suitable lighting	
	Well ventilated	
	Catalogues available for all parts related to services offered	
	Suitable stock management system for receiving or returning parts	
	Equipment calibrated	
	Hoists Annual inspection	
	Hoists 6 monthly maintenance records	
	Jack annual inspection	
	Compressor annual service and inspection	
	Compressor 3 Year Test certificate	
Electrical COC on hand and current		



APPLICATION FOR ACCREDITATION

ADDENDUM

ACCREDITATION REQUIREMENTS: -

(a) **Warehouse Distributor:**

“Warehouse Distributor” shall mean any person, partnership, firm or company who purchase regularly from overseas or from South African manufacturers, in volume, motor spares, accessories, electrical parts and/or garage equipment not specifically restricting his imports to particular makes of vehicles for which vehicle franchises are held, but who may continue his imports or purchases and sales to a specific category of parts.

Applicants must have suitable and adequate premises, shelving and storage space to accommodate adequate stocks.

Applicant’s stockholding at the time of this application must not be less than R2 million at cost (after providing for obsolete stock).

The business must be under the control of an experienced manager/owner with at least two experienced store persons and counter hands.

Not more than 20% of sales may be for the firm’s own use.

(b) **Replacement Parts Dealer (Trade / Retail / Import Agent):**

“Trade / Retailer / Import Agent” shall mean any person, partnership, firm or company, who deals in replacement motor spares and accessories and who does not qualify, at the time of application, for membership as a warehouse distributor as defined above.

(c) **Used Parts Dealer:**

“Used Parts Dealer” shall mean any person, partnership, firm or company, who deals in used replacement motor spares and accessories.