

Dear Member,

Re: Note regarding Continuing Professional Development (CPD) Certificates.

Included in this mail (**Hard copy version only**) you should also find a CPD Certificate proving your membership for the year. This entitles you to claim one credit on the Engineering Council of South Africa (ECSA) CPD system.

If the information printed on your CPD Certificate is incomplete or inaccurate, it is because we were not provided with the **full** information and therefore do not have the information available on our database. Information update forms are sent out regularly and we again include a form for you to supply the required information if required. Forms are also available on our Web site www.ipet.co.za.

If you have not received a CPD Certificate, it is probably due to one or more of the following reasons:-

- **You are not listed as being registered with ECSA or have not supplied us your ECSA Registration number.**
- **Your membership account is in arrears.**
- **Other.**

If you need an amended CPD Certificate kindly **request it in writing**, and supply the full information required.

With accounts that are due only once a year we find that some members forget to pay, despite reminders that are sent after the original invoice. This oversight sometimes happens to busy professionals.

Some members or their firms pay directly into our bank account, but neglect to include membership numbers on the bank deposits as a reference. This sometimes also happens with company cheques, which we receive with no indication of which member's account is being paid. The bank account statement received from our bank often reflects no details of the payer. The space allocated for this is only large enough for membership numbers, so we request this number (last 4 to 6 numerals / digits) followed by the last name and initials, in preference to only names or telephone numbers. (Telephone numbers, where quoted, often do not include the area code and are thus unusable in trying to trace the member).

There may be an error in our system but we will be pleased to amend our records on receipt of documentary proof of payment. If you have any queries **please post or fax them to us in writing. Post is preferred as Faxes don't always come out clearly. Claims of payment must be accompanied by documentary proof of payment. (Photostats of processed cheques, deposit slips and electronic transfers that indicate the amount, date and to whom paid are acceptable). Telephone calls and messages stating that the fees were paid are not acceptable. If we react to these our auditors may view this as fraud as no documentary evidence has been provided**

Full instructions requesting a copy of the invoice plus details of membership number and last name and initials are printed in the notes on the invoices. Direct payment and electronic payment details, as well as our bank details, also appear on our invoices. Membership numbers must be quoted as many members have the same last name and initials. A readable copy of the deposit slip / or printout of the electronic transfer must be faxed or posted to us to ensure that your account is credited.

The above problems result in us receiving payments but being unable to identify whose account is being paid! Where we cannot trace the member due to lack of information the payment is lodged in a suspense account.

We respectfully point out that the responsible person is the member and not the employer or firm. As such the onus is on the member to ensure that the annual fee is paid. **IPET fees are due in April of each year. IPET's financial year runs from 1st April to 31 March of the following year.**

Any arrangements the member has with his employer or firm are internal arrangements between the member and employer. We cannot assist if the member has problems with getting the employer to pay.

For more information on CPD kindly refer to our Web site www.ipet.co.za as well as the ECSA Web site www.ecsa.co.za.

We trust that the above information helps you.

V Nel, Pr Tech Eng
Chief Operations Officer.