



Community Advice Offices South Africa

# **MEMBERSHIP APPLICATION FORM**



# SECTION 1: ORGANISATIONAL DETAILS

## 1.1 Details Of The Community Advice Office

<b>Name of organisation</b>	
<b>Physical address</b>	
<b>Postal address</b>	
<b>Telephone</b>	
<b>Mobile</b>	
<b>E-mail</b>	
<b>Fax</b>	
<b>Province</b>	
<b>District/Municipality</b>	
<b>Region</b>	

## 1.2 Legal entity

### 1.2.1 Type of legal entity

Please indicate the legal entity the community advice office is registered as and its legal name. Please attach a certified copy of the registration document.

Legal form	The registered name of the CAO	Registration number	Public Benefit Organisation Number
Trust			
NPO			
NGO			
NPC			

### 1.2.2 Founding Documents

Please indicate the type of founding document the community advice office has:

Type of founding document	Tick	Date updated
Trust Deed		
Constitution		
Memorandum of Incorporation		

Please attach a copy of the founding document accepted by the registering authority Trust Deed (Master of the High Court), Constitution (Department of Social Development) or Memorandum of Incorporation (CIPC).

### 1.2.3 Compliance and reporting

Please indicate the date of submission of compliance reports:

Reporting authority	Current compliance status (compliant/ non compliant)	Date of last report
CIPC		
DSD		
Master of the High Court		

### 1.2.4 Board Members/ Trustees/ Governing Body Members

Name and surname	Gender	ID number	Contact No.	Term of Office

### 1.2.5 Office Bearer Disclosure

Do any office bearers hold any positions in other organisations, government or private sector?

Name of office bearer/ board member/ trustee disclosing	Name of organisation, government department or private sector company	Position Held

## SECTION 2: OPERATIONAL DETAILS

### 2.1 Criteria for qualification for membership

The information submitted in this section will enable CAOSA to determine if your organisation meets the criteria of a community advice office. Below is a list of community advice office services, please tick the box that applies to your organisation:

Advice office characteristics	Yes	No
Is located in and within marginalised and disadvantaged communities		
Offers free services		
Has atleast one community based paralegal		
Provides advice, information and primary legal services to the public		
Has a visitors book which records intake of clients and/or visitors to the CAO		
Is independent and non-partisan		
Initiates projects to respond to community needs		
Has skilled paralegal practitioner/s who are able to explain complex language and legal jargon in a coherent and simple manner		
Conducts community outreaches, advocacy and negotiations		
Has a governance and management committee in place separate from the operational management structure.		

## 2.2 Service level indicators

This section will enable CAOSA to determine the service level at which the advice office operates:

Service level indicators	Yes	No
Has computer, phone, internet access and basic office necessities		
Acknowledged and respected by public, state entities, civil society and business stakeholders		
Provides advice using legal principles and adheres to the human rights framework		
Provides conflict resolution and mediation		
Provides and support local courts with court annexed mediation		
Provides advice in matters related to Family law, customary law and administration of estates		
Provides support to other entities within the community with governance related support		
Participates and/or initiates local economic development		
Provides direct services and support towards worker rights		
Provides advice on matters related to Consumer law, housing and property rights		
Conducts social audits and promotes the rights to responsible gathering		
Provides direct support and assistance to social security issues		
Provides victim empowerment and support projects		
Provides direct support to victims of gender-based violence		
Provides direct support on refugee, migrant and citizenship right matter		
Promotes citizen-based monitoring		
Has case management, office support and administration		
Has drafting, communication and organising skills		

## 2.3 Organisational composition

### 2.3.1 Staff members and volunteers

How many staff members and volunteers does the organisation have ( Please submit a separate sheet if you have more than the spaces provided)

Name and surname	ID number	Position	Volunteer: Yes/No

### 2.3.1 Office Bearer Disclosure

Do any office bearers hold any positions in other organisations, government or private sector

Name of staff member	Name of organisation, government department or private sector company	Position Held

## SECTION 3: STAKEHOLDER REFERENCES

Which organisations and/or individuals does the organisation consider its key partners/stakeholders to provide a reference for the application to CAOSA. Please provide at least three references:

Contact person	Organisation/Department	Email and phone number



# SECTION 3: DECLARATIONS BEFORE COMMISSIONER OF OATHS

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## CHAIRPERSON

I, the undersigned:

**NAME:** \_\_\_\_\_

**ID NUMBER:** \_\_\_\_\_

Hereby state under oath that:

- I am an adult (**FEMALE/MALE**) duly authorised to depose to this declaration in my capacity as the **Chairperson** of: \_\_\_\_\_ (**Name of CAO**)
- I hereby declare that all information submitted in the application for membership to CAOSA contained herein are, unless the context indicates otherwise, within my personal knowledge and are to my best belief both true and correct.
- I understand that this application places an obligation on the applicant for membership to abide by the CAOSA Code of Conduct and its related policies.
- I agree that CAOSA has informed me that the collection, processing and storage of personal information is subject to POPIA and the information collected by CAOSA will be used for advocacy, fundraising and stakeholder engagement. I will be informed or requested to provide the necessary permissions in cases of deviation.
- I understand that CAOSA, as an independent entity, reserves the right to decline our application. I have a right to appeal this decision to the Application Appeal Authority of CAOSA. The decision of the Application Appeal Authority, as the final abiter of the organisation, is binding and final.
- I understand that should the application be successful, the aforementioned organisation will become a member of the Provincial Council of CAOSA in the province wherein the organisation is registered. I further confirm that the organisation will be duly represented by the elected CAOSA Provincial Council members on the CAOSA National Council.

\_\_\_\_\_  
Deponent signature

I HEREBY CERTIFY that the deponent has acknowledged that she/he knows and understands the contents of this Affidavit which was sworn to and signed before me at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ **2023**, the regulations in terms of Section 10 of Act 16 of 1963 as read with regulations published in Government Notice R1258 in Gazette No. 3619 dated the 21st July 1972, as amended by Government Notice No. 1648 dated 19th of August 1977 having been complied with by having been fulfilled before me.

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**COMMISSIONER OF OATHS**

**EXECUTIVE DIRECTOR/ CEO/ MANAGER**

I, the undersigned:

**NAME:** \_\_\_\_\_

**ID NUMBER:** \_\_\_\_\_

Hereby state under oath that:

- I am an adult (**FEMALE/MALE**) duly authorised to depose to this declaration in my capacity as the **Executive Director/ CEO/ Manager** of: \_\_\_\_\_  
\_\_\_\_\_ (**Name of CAO**)
- I hereby declare that all information submitted in the application for membership to CAOSA contained herein are, unless the context indicates otherwise, within my personal knowledge and are to my best belief both true and correct.
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**COMMISSIONER OF OATHS**