STS STANDARD PROCEDURES

MANUFACTURER'S CODES

- Manufacturer applies for a manufacturer code by email to the registrar – paul@vdw.co.za
- Registrar checks that the member/licensee is in good standing and instructs webmaster.
- The webmaster creates a new manufacturer's code entry on web site in standard format.
- Webmaster to file a printed hardcopy of the manufacturer code web list.
- Webmaster advises registrar that listing on web is now live.
- Registrar sends a copy of the standard letter to the manufacturer to confirm.
- The registrar files copy of the standard letter to the STS correspondence file, and advises the KMC of the issue of the new manufacturer's code.
- Registrar to diarise and review the expiry dates every three months. *
- Registrar to instruct the webmaster to remove the expired numbers and advise manufacturer using standard letter.

The code expires if no meters were certified for the particular manufacturer during the two year period.

NEW MEMBERS

- The interested party obtains a copy of the membership application form and contract from the website. **www.sts.org.za**
- Interested party forwards the completed form and signed contract to the registrar.
- Registrar acknowledges receipt and forwards to STSA directors for approval.
- Directors confirm admission by return emails to the Registrar.(100% Consensus)
- Registrar updates the database and issues an invoice for joining fees and membership fees for the first year to the prospective member.
- Registrar issues a membership certificate when payment has been received.
- Registrar advises webmaster to update membership list on website and issue a password to the member.
- Registrar updates the appropriate section of the board membership register and indicates that payment has been received.
- Registrar forwards the updated list of members to the KMC.

Board Members
Directors: Chairman DM Taylor; FG Pucci; AC Stoner; SJ van den Berg; DML van Rooi; T Chetty
Incorporated Association not for gain -1995/008 496/08

1

DEBT COLLECTION AND MEMBERSHIP CANCELLATIONS

- Registrar to send an invoice to the applicant after application was approved.
- Applicant must pay the invoice immediately to have membership activated.
- Invoices are submitted to all members on an annual basis.
- Members who have not paid their membership fees within a period of 90 days from date of invoice will be suspended. Members who then pay their membership fee after the 90 days must pay a rejoining fee equivalent to 50% of the normal joining fee.
- Members who have not paid their membership fees by the end of the financial year which occurs on (28 February) will have their membership suspended and will be required to rejoin the Association as a new member and pay a full joining fee (currently USD2150) .
- Members who have been suspended will not be entitled to use the services of the Key Management Centre and other STS Association services, nor will they be permitted to use the STS logo on their product until such time as suspension is lifted.
- Members cancelling their membership are required to do so in writing.
- The registrar will issue a standard letter of termination to resigned members and remove the company from the website.

ENCRYPTION TABLES

- The Member, or Licensee places an order for encryption tables on Registrar
- Registrar confirms that the member/licensee is in good standing.
- The registrar sends a pdf copy of the interim non-disclosure agreement, to the applicant for signature.
- Upon receipt of the signed copy of the interim NDA, the registrar issues a password controlled pdf copy of the encryption tables to the applicant.
- The registrar records that the table has been issued to the member, and advises the KMC accordingly.

PRODUCT CERTIFICATION

- Members/Licensed manufactures apply for a manufacturer's code and encryption tables.
- The Member/Licensee then manufactures a prototype of the product.
- Member/Licensee then contacts the test centre and to make arrangements for delivery and testing of the product.
- Test Centre advises Registrar by letter that the product is certifiable.
- Registrar issues a standard certificate to the member/licensee.
- Registrar then advises the webmaster to update the web certified products list and post certificate to web site.