



N I R A C

Namibian Institute of Refrigeration and Air Conditioning



Membership Application Form

Section 1 Personal Details

Mr/Ms/Mrs/Dr		Date of Birth (dd/mm/yy)	
First Name		Surname	
Home Address		Work Address	
Home Tel		Work Tel	
Cell		Work Fax	
Home Email		Work Email	
Would you like correspondence sent to your home or work address? (please tick) Home [<input type="checkbox"/>] Work [<input type="checkbox"/>]			
Grade of Membership applying for:			

Section 2 Additional details for Student Applicants

Please include details of a referee who has direct knowledge of your position and place of study. Applicant may be proposed by a college tutor or Head of Department. NIRAC will make contact with your referee.

Referee Name	How many years have you been known to this referee?
Address	
Contact Number	Is this referee a member of the Institute? (Yes/No)
Email	What College/University/ are you attending?

Section 3 Declaration & Request for Membership

I hereby apply for membership of "Namibian Institute of Refrigeration and Air Conditioning". (Hereafter referred to as NIRAC)

Section 4 Membership Fee and Payment Method

In the case of honour members, membership is free. In the case of student members, membership is N\$200.00 per annum. Simply complete this form and return it to the address below. In the case of all other candidates, an annual membership fee of N\$400.00 to N\$480.00 applies. Each application is considered individually and candidates are elected to a grade which the Council feels is appropriate in light of the candidates technical, academic and practical achievements.

Please enclose a cheque / EFT for N\$400.00 to N\$480.00 made payable to NIRAC and remit with your application to the address below.

Please indicate to whom we should issue an invoice receipt:

Issue it in my name

Issue it to my company

GRADE OF MEMBERSHIP	EXPERIENCE	MINIMUM QUALIFICATION	EXEMPTION OF FEES	VOTING RIGHTS	FEE P/A	NOTES
LEARNER STUDENT APPRENTICE	Receiving Instructions in relevant subjects.	Must be a registered apprentice etc in refrigeration air conditioning.	NO	NONE	N\$200.00	Membership fee has been halved. Proof of student etc required.
AFFILIATE	Active interest in refrigeration or air conditioning	Qualifications not required	NO	NONE	N\$400.00	Individuals with a professional interest in HVRAC
ASSOCIATE	Employed in a service of install, technical engineering. Sales, in the HVRAC for less than five years post qualification	Must have passed a trade test in the HVRAC or equivalent or higher, diploma / degree in refrigeration, mechanical electrical engineering.	NO	YES	N\$400.00	Qualified applicants with less than 5 years post qualification experience. Technical and non technical with at least 10 years experience in the HVRAC industry
MEMBER	Employment in the HVRAC for at least 5 years. Post qualification in a post of responsibility	Must have passed a trade test in the HVRAC or equivalent or higher, diploma / degree in refrigeration, mechanical electrical engineering.	NO	YES	N\$460.00	More than 5 years post qualification knowledgeable in the HVRAC who can draw specs, quotes tenders etc.
FELLOW	Must have more than 20 years experience in the HVRAC Industry	Diploma/certificate in HVRAC or 20 + years in the HVRAC See notes on last page	NO	YES	N\$480.00	A fellow must be an active member of the institute for 5 years or longer.
HONORARY MEMBER	Must have been in the HVRAC industry for 20 + years. See notes on last page	An engineering degree from university / college or recognisable institution. See notes on last page	YES	NO	NIL	An honorary member must have been a member of the Institute for ten years or longer.

PLEASE ATTACH ALL CERTIFICATES, DIPLOMA'S ETC TO THIS PAGE.

Section 5**Professional Experience to date**

Name of Employer and principal activity of business	No. of Staff	Job Title and description of position held	Reporting to	Dates Employed

Section 6**Training and Qualifications**

Qualification Obtained	Main Subjects Studied	Name of Awarding Body	Dates Attended

Note: Copies of certificates may be requested to support your application, at the discretion of the membership committee

Membership of other relevant organisations.

Name of Organisation	Grade of Membership	Dates Awarded

Other relevant information to be taken into account (eg awards, published material, papers presented, membership of committees, additional responsibilities at work etc.)

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Methods of Payment to the Institute

Please choose one of the following methods of payment:

Cheque, made payable to NIRAC PO Box 81095 Olympia Windhoek
EFT Payments: Bank Windhoek, # 8003401647. Branch 483 872 E mail POP to eddie@nirac.com

Notes for completion of the Application Form

These notes provide guidance for applying for Membership of NIRAC
Please complete the form as fully possible. All sections to be completed. In the event of non completion of these sections, the Council may contact you directly and request further details in respect of professional experience
Each application is considered individually and candidates are elected to a grade which the Council feels is appropriate in light of the candidates academic and practical achievements.

Note 1

Membership entitles you to both a certificate from NIRAC plus quarterly NIRAC magazine.

Note 2

Principal activities of the organisation in which you work should be clearly stated eg. Consulting Engineers, Specialist Refrigeration and Air Conditioning Contractors, Manufacturer of Refrigeration Equipment or Products, Wholesaler, Distributor, Cold Store of Food Chain Department, Educational Institution, Public Utility, Government Body, End User of Refrigeration

Note 3

Job Title and description of position held should be stated in terms of:

- (a) Special responsibility or leadership with responsibility for other senior staff. Relevant job titles would include Chief Executive, Managing Director, Partner, Owner, Director, Chief Engineer, Senior Lecturer.
- (b) Important responsibility or leadership reporting to a senior member of staff with supervisory authority over a number of junior staff. Relevant job titles would include Manager, Chief Draughtsman, Foreman, Supervisor, Section Leader, Project Engineer, Sales Engineer, Production Engineer, Plant Engineer, Lecturer, Service Engineer, Quality Assurance Inspector etc.
- (c) Some Responsibility, reporting to a Manager or equivalent with no subordinates. Relevant job titles would include service / installation Technician, Technical Assistant, Draughtsman, Sales Representative, Trainee, Apprenticeship, Maintenance Engineer, Student.