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# Membership Application Form

#  2025-6

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| Company Details |
| Company name and/or brand: |  |
| Holding company (if applicable): |  |
| Primary nature of business: E.g. Hotel, Tour Operator etc.:  |  |
| Secondary nature of business if applicable, e.g. Meeting venue, Shuttle Transport etc.: |  |
| Company website: |  |
| Company e-mail for enquiries: |  |
| Company physical address: |  |
| Company postal address: |  Code:  |
| Company general telephone for enquiries: |  |
| Company registration number |  |
| Please attach current CIPC document with details of directors |  |
| If accommodation, number of rooms: |  |
| If accommodation, number of beds & persons that can be accommodated: |  |
| If graded, star grading: |  |
| If attraction, opening & closing times: |  |
| If meeting/conference venue, number of meeting rooms: |  |
| If meeting/conference venue maximum number of persons that can be accommodated in one venue :  |  |
| SMME Yes/No \* |  |
| VAT number |  |
| Short marketing description/slogan of business to appear on website/tourist map (50 words) |  |
| \*See definition by business type here <http://www.banking.org.za/what-we-do/sme/sme-definition>  |
| Please provide personal contact details for the General Manager/Owner of the business below, this information will not be made public but will be used to contact the relevant persons for business and marketing initiatives of the Association or other urgent matters: |
| General Manager/Owner Direct Contact Details |
| Name: |  |
| Designation: |  |
| Email address: |  |
| Telephone number: |  |
| Cell number: |  |
| Marketing Direct Contact Details |
| Name: |  |
| Designation: |  |
| Email address: |  |
| Telephone number: |  |
| Cell number: |  |
| Finance Direct Contact Details |
| Name: |  |
| Designation: |  |
| Email address: |  |
| Telephone number: |  |
| Cell number: |  |
| Procurement Direct Contact Details |
| Name: |  |
| Designation: |  |
| Email address: |  |
| Telephone number: |  |
| Cell number: |  |
| Facilities Direct contact Details |
| Name: |  |
| Designation: |  |
| Email address: |  |
| Telephone number: |  |
| Cell number: |  |

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| Representative Contact Details & Chapter Allocation |
| Membership fees include two representatives. Additional representatives are welcome at an additional fee of R600 per representative. Please indicate your representative contact details and relevant chapter/s below (refer to the Membership Categories listed below). The General Manager/owner and marketing contact listed above may be assigned to a chapter. |
| Primary Chapter: (Please indicate your membership category (e.g. Accommodation/Attraction/ etc.) - Refer to TTA categories and fee structure below.If your organization has additional categories (e.g. Attraction with Conference Facilities), please indicate additional categories below |
| Name: |  |
| Designation: |  |
| Email address: |  |
| Telephone number: |  |
| Secondary Chapter (please specify) :  |
| Name: |  |
| Designation: |  |
| Email address: |  |
| Telephone number: |  |
| Additional Chapter (please specify): |
| Name: |  |
| Designation: |  |
| Email address: |  |
| Telephone number: |  |
| Additional Chapter (please specify): |
| Name: |  |
| Designation: |  |
| Email address: |  |
| Telephone number: |  |

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| **Tshwane Tourism Association: Membership Categories & Fees 2025/6** |
| **Joining Fee:** an activation fee of R800 is applicable to new members or where membership has lapsed and must be reinstated |
| **Please Note:** * Membership is per property or per business not per group/umbrella body
* Where an existing member has additional businesses on site which require separate membership of the association (for separate website and map listings and representation on more than one chapter etc.) the membership fees for additional businesses will be 40% of the annual fee for the relevant chapters (e.g.: spa’s and restaurants inside hotels, sporting facilities on attraction grounds, etc.)
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| **Category**  | **Annual TTA Fee** |
| Accommodation up to 16 rooms  | R 1319.22 |
| Accommodation 17 – 30 rooms | R 2 303.30 |
| Accommodation 31 - 39 rooms | R 3 852.96 |
| Accommodation over 40 rooms | R 6 173.11 |
| Adventure and Activities < 5 employees | R2 303.40 |
| Attraction. | R5 444.40 |
| Attraction < 5 employees | R2 303.40 |
| Art Galleries | R1 727.55 |
| Association\* | R2 931.60 |
| Caravan Parks, Camping | R2 617.50 |
| Car Hire  | R3 873.90 |
| Casinos | R8 218.95 |
| Creatives, Crafters, Artists  | R 1 570.50 |
| Education and Training | R 3 873.90 |
| Education and Training<5 employees | R1 570.50 |
| Game Reserves | R 5 444.50 |
| Golf Club (Outlying areas) | R 2 826.90 |
| Golf Club -City (Pretoria) | R 3 350.40 |
| Markets and Events | R1 413.45 |
| Meeting & event venues, capacity < 200 | R2 816.43 |
| Meeting & event venues, capacity 200 + | R5 611.92 |
| Nature Reserve | R 1 570.50 |
| Professional Conference Organisers | R2 507.45 |
| Restaurants* One restaurant
* 2 or more restaurants - 40% of annual fee per restaurant
 | R2 826.90 |
| Shops and stores (individual) | R1570.50 |
| Shopping Centres up to 50 shops | R3 455.10 |
| Shopping Centres 51 to100 shops | R8 690.10 |
| Major Shopping Centres 100+ shops | R 15 495.60 |
| Spa with fewer than 3 employees | R 1 319.22 |
| Spa with more 3 employees | R4 952.31 |
| Sporting activities/ Adventure activities (excluding golf clubs) | R2 324.34 |
| Theatre > 300 seats | R4 941.84 |
| Theatre < 300 seats | R3 174.21 |
| Tourist guides/Tour Operators | R 2 523.27 |
| Travel Agents | R 2 532.27 |
| Supplier to Industry: See separate membership application form |
| Affiliate members outside Gauteng Province - 50% discount on fees. This does not include a listing on the TTA Website and TTA Tourist Map or participation as an exhibitor at the annual TTA Showcase\*Associations. Membership does not include listings on the tourist-facing website [www.visittshwane.co.za](http://www.visittshwane.co.za) or in the printed Tshwane Guide |

The Tshwane Tourism Association (TTA) is a section 21 non-profit association registered in 2001 and coordinated by the private sector, to promote tourism in the City of Tshwane Metropolitan Area.  As such, TTA is an umbrella association in Tshwane disseminating information and connecting business, government, residents and visitors on tourism related matters

Members are encouraged to be active participants by taking part in TTA’s promotional initiatives, attending meetings, sharing news and special offers on TTA platforms and investigating packaging opportunities with other TTA members.

**Membership certificate:**

Members in good standing receive membership certificates annually. These may be displayed on premises of the business and included in any tenders or bids which the company may undertake.

**Member section of TTA website:**

Members are invited to have access to the Members Only section of the TTA website [www.tshwanetourism.com](http://www.tshwanetourism.com) , which contains useful information on TTA chapters and resources which can be of assistance to members.

**TTA tourist-facing website:**

All members tourism businesses are listed on the tourist-facing website [www.visittshwane.co.za](http://www.visittshwane.co.za)

**Social media platforms:**

These provide platforms for communication and member interactions.

The TTA Office posts items on behalf of members on our social media platforms including the **Facebook page**: <https://www.facebook.com/TshwaneTourismAssociation/>

**TTA members meetings and chapter meetings:**

TTA members meetings are organized, where relevant issues and initiatives related to tourism are presented and discussed.  Members can benefit by participating in these forums which also provide opportunities to discuss matters of mutual interest and network with other TTA members as well as promoting individual businesses to other members, suppliers and stakeholders.

**TTA Tourism Showcase**

The Tourism Showcase is attended by anyone in the business of selling Tshwane as a destination, including local hotels, guesthouses, international, regional and local inbound tour operators, destination marketing companies, travel agencies, embassies and strategic partners as well as key markets such as government procurement departments and buyers from the private sector. TTA members are offered a free table-top exhibition at the Showcase.

**Tshwane Guide:**

25 000 Booklets printed in full colour DL Size with a shelf-life of at least 12 months,

This Tshwane Guide consists of the following categories:

• Accommodation

• Attractions & Activities

• Meetings & Business Events

• Restaurants

• Spa, Beauty & Wellness

• Travel, Transport & Tours

• Supplementary Services for the visitors & tourists

**Distribution**

**•** Used for destination marketing on international trade shows

• Used on other platforms for domestic tourism

• Complimentary guide for domestic and international visitors & tourists

• QR codes on listing to make your business accessible online

• Discounted rates for TTA members

**TTA Newsletters:**

The TTA newsletter is distributed regularly to over 4 000 stakeholders in the tourism sector.

**Ongoing communication, lobbying and projects in association with public and private sector stakeholders:**

The TTA office is in constant communication with entities like South African Tourism (SAT), Gauteng Tourism Authority (GTA), the City of Tshwane and the Tourism Business Council of South Africa (TBCSA) to ensure our members are heard.

We were significant in gathering information and creating standard operating procedures during the Covid pandemic. TTA has remained involved with public and private sector stakeholders and we are always looking for new ways to increase the prospects of our members to build and grow tourism in our city.

Enquiries:

Liz Oosthuysen

Secretary, TTA

secretary@tshwanetourism.com

084 521 5852

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**Application for membership:**

I hereby apply for membership of the Tshwane Tourism Association (TTA) as contained herein.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return completed forms to TTA Secretary on secretary@tshwanetourism.com where after an official invoice for membership fees will be forwarded to you.

Once your payment has been received and confirmed your membership form will be processed, be submitted for Board approval and you will be inducted as a full member through issue of a membership certificate.

Please submit your company profile and graphic images for the association website [www.tshwanetourism.com](http://www.tshwanetourism.com) as well as promotional material on a regular basis for the association social media sites.

**Resignation of membership:**

A member may resign by giving notice in writing to the TTA Secretary by 1 February of the year in which the membership should cease. Membership will cease on 1 March of that same year, being the start of the new TTA financial year. The member will still be liable for any outstanding unpaid membership fees and/or other outstanding payments from the previous financial year.