



PRESS CARD APPLICATION FORM

- New
 Renewal
 Stolen/Lost Card

- I will collect it.
 Please post it to me

Required Information

First Name:	
Surname:*	
Designation:	
I.D Number:*	
Publication:	
Publication	
Postal Address:	
Telephone:	
Fax No:	
Cell No:	
Email Address:	
Editor's name:	

Office Use:
Card No: _____
Expiry Date: _____

*** Note:**

This field is compulsory to avoid duplication and to protect the integrity of our database.

PHOTOGRAPH

Hardcopy submissions: Please paste an ID-size Colour Photograph (4cm x 3cm in size) in space provided.

Softcopy/Electronic Submissions: A 300dpi JPEG colour image can be e-mailed as an attachment. Please do not resize the photo! The photo to accompany an electronic application form.

DO NOT:

Bend, fold or staple the photograph to the form.

Paste photocopies, black & white photos, newspaper clippings or photos smaller than the stipulated size.



Applicant's and Editor Signatures:

Hardcopy Submissions:

Please use a black pen and press hard to give a good and clear impression. Keep within boundaries of the block provided.

Softcopy/Electronic Submissions:

A black and white image of your signature can be e-mailed as a 200dpi JPEG attachment. Please do not resize the image.

Applicant's Signature

Editor's Signature

*Fees:

Print Media SA Members

R50,00

Non-Print Media SA Members and Freelancers

R125,00

Re-issuing – Lost or stolen press cards

R75,00

Urgent press cards (within 1 working day - 24 hours)

R240.0,00

Postage (registered post)

R30,00

Payment details:

*New Prices for 2012

Cheques to be made payable to Print Media SA. Electronically to Print Media SA, Standard Bank, Rosebank (004305), current account 002001322.

Fax deposit slip through to debtors department (011) 551-9651

Terms and Conditions

Print Media SA issues press cards to all journalists, photographers, editors and freelancers, as a system of accreditation to assist them in gaining access to news worthy events. These press cards are recognised by the South African Police Service and is a valid form of gaining access to exclusive areas.

These cards are issued in English on the following conditions:

New Application

When applying for your first press card, you will have to obtain an original application form from the PMSA, which must be completed in full and signed by the editor of the publication you represent. Once your application form has been signed off where applicable, you need to forward the original with your photograph and payment to the Print Media SA for processing.

NB: Failure by the applicant to complete the procedure and relevant information will affect the successor's accreditation process

New Application: Non-PMSA Members

If a publication is not a member of this association:

- A brief description containing basic information about the publication concerned.
- Credentials or documents identifying the correspondent as a career journalist
- The application should be signed by relevant management personnel of the agency.

Renewal of a Press Card

- Once the applicant has been registered as a valid card holder the onus is on the applicant to renew his/her press card on an annual basis.

Guidelines for Freelancers and how to apply

Applications from freelancers can only be accepted if the applicant form is countersigned and accompanied by a letter, on headed paper, from Editor or Managing Director of the regional or local publication, certifying that the applicant is a responsible person who produces work for them on a regular basis and who meets the agreed criteria for the press card

Criteria for Freelancer's Press cards

Press cards will only be issued to freelancers upon receipt of a letter from an editor, confirming that the applicant is employed on a freelance basis by the publication concerned.

This procedure is applicable to both new and existing applicants i.e. this procedure would have to be followed each time the applicant's press card is renewed.

- They should earn the majority of their income from the provisions of services directly concerned with the gathering of news for the written media.
- Should the applicant not yet be employed as a freelancer at one of the registered publications, then proof of a diploma or certificate and letter from a recognised college must be provided that such a course had been completed.

Issuing of Urgent Lost or Stolen Press Cards

- Press cards issued within 24-hours (1 working day) are defined as urgent press cards. The pre-requisite for issuing these cards, is that ample and prior notification needs to be given before such a request will be considered.

In the event of a press card being lost or stolen, it will be renewed once written confirmation has been received.

- The onus is on the cardholder to ensure that Print Media SA is informed of lost or stolen cards.

Fees

Press Cards are issued at the following rates:

Fees:

Print Media SA Members	- R50,00 inclusive of VAT per press card
Non-Print Media SA Members and Freelancers	- R125,00 inclusive of VAT per press card
Re-issuing – Lost or stolen press cards	- R75,00 inclusive of VAT per press card
Urgent press cards (within 1 working day - 24 hours)	- R240,00 inclusive of VAT per press card
Postage (registered post)	- R30,00 inclusive of VAT per press card

These rates are subject to annual cost of living increases

Payment of Fees

- Press Cards will not be issued unless prior payment has been received.
- Cheques should be made payable to the Print Media SA.
- Your payment must accompany your application form.
- Direct bank transfers to: Print Media SA, Standard Bank, Rosebank (004305), account number 002001322 and fax deposit slip through to (011) 551 9651 Debtors Department.
- When paying cash, please ensure that you obtain a receipt..

Collection

Once the press cards are ready, the Print Media will contact you. You can either collect the card/s or it will be posted at an additional cost.

Good Practice Guidelines

In applying for a press card the applicant automatically accepts, and agree, to adhere to the following:

- Card holders must at all times conduct their business in an orderly and professional manner.
- Press cards must solely be used for gathering newsworthy items.
- Press cards are not transferable to any third party.
- In the event of such an incident the card will immediately be withdrawn and the relevant parties notified of such withdrawal.
- When an employee in possession of a press card issued by the Print Media SA leaves the publication, the card should be returned to Print Media SA as soon as possible for cancellation. It is the responsibility of the editor to ensure that staffs relinquish their press cards. If the employee moves to another publication, a new application for a press card must be submitted by that publication along with the relevant fee.
- Print Media SA reserves the right to withdraw, decline or reject the issuing or re-issuing of a press card at its discretion.
- The Association also reserves the right to verify applicants contact details and employment to prevent any fraudulent applications.