



To all SAPA Members

We are pleased to advise that the directors of SAPA have decided to outsource the administration and management of SAPA to our firm. VdW&Co manages several associations, such as the South African Reward Association (SARA). VdW&Co has been in the association business for over 50 years and has assisted many associations with successful conferences, workshops and events.

The process of transferring the administration to our offices in Randburg has begun and we hope to have most of the core business processes operational by mid January, including transfer of the telephone numbers, computer data, banking system and membership and billing systems.

Our offices are broadly divided into six sections, dealing with general management, event management, financial administration, committee administration, electronic media and membership registry and billing. Members can contact us on 011 789-1384, or email [Gillian@vdw.co.za](mailto:Gillian@vdw.co.za). Please note that Val Forrest will still be assisting SAPA and can be contacted on her existing telephone number and email address, please note that she will not be handling and membership, account or event queries, and those queries can be forwarded to the new secretariat.

In 2010, the following changes will be made with banking and communication:

**Banking details will change from 15 January to:**

Account Name: SAPA  
Bank: ABSA Bank  
Branch: Randburg  
Branch Code: 63 2005  
Account Number: 9235 446 315

SAPA Contact details will change to:

**Tel:** 011 789 1384  
**Fax:** 011 789 1385  
**Email:** [sapa@vdw.co.za](mailto:sapa@vdw.co.za)

**Postal Address:**

PO Box 868  
Ferndale  
Randburg  
2160

**Physical Address:**

7 Fern Isle  
359 Pretoria Avenue  
Ferndale  
Randburg  
2194

We look forward to a successful year for SAPA in 2010 and invite all members to feel free to contact us should they have any queries about VdW&Co or with SAPA business.

Kind regards

Gillian le Cordeur  
General Secretary