

Terms and Conditions for Membership of the Scottish Africa Business Association (SABA)

1. Membership Approval

- Membership to the Scottish Africa Business Association (SABA) is subject to approval by means of an application form.
- Payment of the annual membership fee must be made in full before membership is approved and activated.

2. Membership Fees

- The membership fee is an annual fee, payable in advance by credit card, BACS or international transfer.
- The fee amount is subject to change and will be communicated to members in advance of the renewal date.

3. Cancellation Policy

- Members wishing to cancel their membership must provide written notice of cancellation at least 30 days prior to the annual renewal date.
- If written notice is not received 30 days prior to the renewal date, the membership fee for the upcoming year will be incurred and payable in full.

4. Renewal

- Membership is renewed automatically on an annual basis unless cancelled in accordance with the cancellation policy.
- Members will receive a renewal notice.

5. Benefits

- Members are entitled to various benefits as outlined in the membership brochure, which may include access to events, networking opportunities and resources and is choice-based.

6. Consultancy

- Consultancy services are available to members to support their access to African markets, from the creation of an international strategy to identifying opportunities and facilitating key connections to market research and intelligence. An initial meeting will be held to discuss requirements, after which clients should provide a brief outlining their needs. A tailored proposal with fees will then be provided.

7. Finder's Fee

- A finder's fee applies to specific support requests that lead to a business transaction, such as sourcing a partner organisation, connecting with a provider that plays a role in securing a contract, agreement, or piece of work, or facilitating the successful conclusion of a business arrangement. The SABA finder's fee agreement will be issued once the formal execution of a contract around the business transaction has been confirmed. The company agrees to provide SABA full disclosure around the progress and conclusion of any relevant business transactions, ensuring that all applicable agreements and fees are properly acknowledged and honoured.

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8. Code of Conduct

- Members are expected to adhere to the SABA Code of Conduct, promoting professionalism, respect and integrity in all interactions.

9. Amendments

- SABA reserves the right to amend these terms and conditions at any time. Members will be notified of any changes in advance.

By applying for membership, you agree to abide by these terms and conditions.

Cancellation Terms and Conditions for SABA Events

1. Cancellation by Participant:

- **Up to 30 days before the event:** 50% refund.
- **15-29 days before the event:** 25% refund.
- **Less than 15 days before the event:** No refund.

2. Cancellation by SABA:

- In the event of cancellation by SABA, participants will receive a full refund. SABA is not responsible for any additional costs incurred by participants (e.g., travel, accommodation).

3. Force Majeure:

- If the event is cancelled due to circumstances beyond the control of SABA (e.g., natural disasters, pandemics), participants will receive a full refund.

4. Substitution Policy:

- Participants may transfer their registration to another person at no additional cost, provided SABA is notified at least 7 days before the event. After this time, a 25% cost will be incurred.
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Cancellation Terms and Conditions for International Trade Missions

1. Cancellation by Participant:

- **Up to 60 days before the mission:** 50% Refund.
- **30-59 days before the mission:** 25% refund.
- **Less than 30 days before the mission:** No refund.

2. Cancellation by SABA:

- In the event of cancellation by SABA, participants will receive a full refund. SABA is not responsible for any additional costs incurred by participants (e.g., travel, accommodation, trade conference / exhibition tickets).

3. Force Majeure:

- If the trade mission is cancelled due to circumstances beyond the control of SABA (e.g., natural disasters, pandemics), participants will receive a full refund for the cost of the trade mission element.

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4. Substitution Policy:

- Participants may transfer their registration to another person at no additional cost, provided SABA is notified at least 15 working days before the mission.

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