



SOUTHERN AFRICA ARMS & AMMUNITION COLLECTORS ASSOCIATION

KwaZulu Natal Chapter

Accreditation No 1300073

Tel: 072 339 9569
34 Sir Duncan Road, Glenwood, Durban 4001
e-mail: office@saaacakzn.co.za
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www.saaacakzn.co.za

THIS CHECKLIST IS TO BE READ IN CONJUNCTION WITH THE COC PROCESSING FLOW CHART DATED 16 September 2022

1. DUTIES OF THE MEMBER

- 1.1 The Member must allow two weeks from applying for a COC to enable any editing or queries to be sorted out before submission to the Member's DFO.
- 1.2 The Member must use the latest version of the COC application form which is available in Word format either from the Secretary or from the SAAACA KZN website.
- 1.3 The Member must use his or her approved "Fields of Interest" strictly as set out in the Certificate issued by the KZN Association in the format introduced after January 2022. This is a compliance requirement under NAACSA guidelines.
- 1.4 If no such Certificate has yet been issued, the Member must include a list of Section 17 arms with the COC application to enable this Certificate to be issued. The Fields of Interest Certificate will be retained on file to simplify any future application.

NOTE Members are not limited to one or two Fields of Interest. The Certificate can be issued with multiple Fields in conformance with the Section 17 firearms already in the member's collection.

- 1.5 The COC application must be made in terms of the NAACSA guidelines available on the NAACSA Website. The Field of Interest and any other Theme or Sub Theme being referenced on the COC must relate directly to the Firearm being certified.
- 1.6 Section 4 of the form should ideally contain the words "This firearm fits into my approved Field of Interest because ...". leading to the motivation required on the SAPS E 271 form. This is so the COC acts as the "motivational letter" required by some DFOs.
- 1.7 There are nine Attributes that can be cited as motivation as per the NAACSA guidelines. Members are required to reference at least three or four of these and use the others only if relevant. Members must delete any Sections or Attributes not being used and close up the blank spaces to make a professional looking application.
- 1.8 There is nothing to be gained from adding entries outside the nine agreed "Attributes." Members are therefore discouraged from filling their COC application with waffle about factory histories and tractor production or ammunition as it is not the ammunition or tractors that are being certified.
- 1.9 Just because a firearm is more than ten years old is not a motivation for collecting it.
- 1.10 Members are also discouraged from making claims that are extremely unlikely e.g. "studying metallurgy" or "design development" when there is nothing in the Attributes cited to back this statement up.



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2. DUTIES OF THE SECRETARY

The Secretary will confirm that :

- 2.1 The Member's Annual subscriptions are paid and that the Member's Annual Declaration (including Collector points) has been lodged with the Secretary therefore the Member is in Good Standing,
- 2.2 The Member has paid the CoC processing fee/s,
- 2.3 The submission is timeous and not left to the last minute. Two weeks should have been allowed for processing,
- 2.4 The CoC application is typed in MS Word and on the correct, current CoC template (templates for new or renewal CoC's are downloadable for the Association's website),
- 2.5 The file name of the application is detail specific with the following information - *surname, initial, KZN membership number, CoC Renewal (R) or New (N), firearm description, date* (eg. Brink K KZN062 CoC N BSA 22 Rifle 20220819). Using generic or vague and non-specific file names can lead to the files being lost.
- 2.6 Check that the application is made in terms of the Member's approved Field of Interest or if not, that Member has submitted a list of Section 17 arms to be forwarded to the Chairman or his delegate to enable the Certificate to be processed.
- 2.7 The compliant COS is then forwarded to the COC committee for processing . The Secretary has the right to send a non-compliant COC back to the Member for revision.

3. DUTIES OF THE COC COMMITTEE

- 3.1 The COC Committee shall :
- 3.2 Ensure that the approved Field of Interest is correctly stated and that the Firearm to be certified actually fits the Field of Interest cited.
- 3.3 That the Themes and Sub themes cited lead in a logical progression from the Field of Interest to the Firearm being certified. These Themes and Sub Themes must refer strictly to the firearm being certified and not attempt to broaden or by-pass these approved Fields by including other Fields or Attributes .
- 3.4 That the Attributes cited under Section 4 Collectability fall within the nine approved categories (or at least provide a minimum of three of four) and that the attributes are set out accurately and apply to the firearm being Certified.
- 3.5 The Committee member has the right to consult with the Member or alternatively send the COC application back to be corrected.



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4. DUTIES OF THE CHAIRMAN :

- 4.1 The Chairman or his appointed delegate will review the edited version of the COC, edit where necessary and stamp and sign the COC if the final version is acceptable.
- 4.2 A copy of the approved COC will be sent to the Member. If Originals are required then these can be sent via Postnet as an extra cost.
- 4.3 The hard copy of the COC will be retained on file for one month in case of queries and will then be destroyed. The soft copy PDF will be retained on file as part of the Association's records.