

## **GUIDELINES FOR THE USE OF THE SAIV'S LOGO ON LETTERHEADS AND AS PART OF EMAIL SIGNATURES MAY 2019**

### **A. WHO MAY USE THE LOGO?**

1. The logo may only be used by the following members of the SAIV:
  - a. Members
  - b. Fellows
  - c. Student Members
  - d. Non Resident members
  - e. Affiliates.
2. Non-Practicing Members and Retired members may not use the logo.

### **B. WHERE AND HOW?**

1. **May not** be used as a letterhead or be part thereof (not in the header or footer)
2. It **may not** form part of the letterhead.
3. The logo **may not** be used as part of a company's credentials, as membership of the SAIV is for the individual, not the company.
4. The logo **can** form part of the persons' credentials.
5. The logo **can** only be used as part of the signature in an email or in a letter, or where such a letter forms part of the report.
6. Colour changes are prohibited.
7. Should the member be found guilty of any contravention of the SAIV code of conduct, the member will not be allowed to use the logo.
8. Should a member be found guilty of using the logo in contravention of the rules contained in this guideline document, that member's membership will be terminated.
9. Company contact details must not be displayed in a manner that it could be mistaken as the SAIV's contact details.
10. Use/placing of the logo must not give the impression that the person is employed by the SAIV.

**C. SAIV LOGO TO BE USED BY MEMBERS**



Contact us via email: [info@saiv.org.za](mailto:info@saiv.org.za) should you need assistance.