



To whom it may concern

Dear Sir/Madam

**CANCELLATION OF MEMBERSHIP**

We acknowledge receipt of your instructions to terminate your membership of GS1 South Africa (formerly EAN South Africa).

In order to comply with your request, we require the following:

- Complete the attached "Notification of Termination" form and return it to [services@cgcsa.co.za](mailto:services@cgcsa.co.za).
- Attach the Registration Certificate that was issued to your company at the time of initial membership to the Organisation.
- Attach a letter / letters from your Retail Trade Partner/s which confirms that you have ceased in supplying products / services to that respective Retailer and also an indication of when the stock will be complete and out of the Retailers supply chains.
- No Cancellation can be processed in its entirety unless GS1 receives letters from Retailers which state the above facts, GS1 reserves the right to check with Retail on the status of the GS1 Prefix usage which has been licenced out to any of it members before processing a Cancellation request.
- Should you wish to re-instate your membership at a later stage, you will be required to pay the entrance and licence membership fee.
- Should your company have GTIN 8 or GTIN 12 numbers, they will be cancelled as well. Any Variable Weight 28 or 29 prefix issued, will also be terminated.

Failure to complete **ALL** requirements timeously will result in processing delays, rendering you liable for ongoing membership fees.

Yours faithfully

**GS1 South Africa**

# Notification of Termination

**Important Notice**

- Any use of the GS1 System (formerly EAN•UCC) after termination of membership for whatever reason is strictly forbidden; continued use renders the ex member liable for any damages which might be suffered by GS1 South Africa or any of its members.
- Failure to complete this form in full and legibly will result in a processing delay.

|                           |   |   |   |  |  |  |  |          |  |  |  |
|---------------------------|---|---|---|--|--|--|--|----------|--|--|--|
| Company Name              |   |   |   |  |  |  |  |          |  |  |  |
| Company Prefix /Member Nr | 6 | 0 | 0 |  |  |  |  |          |  |  |  |
| Trading as/ Division      |   |   |   |  |  |  |  |          |  |  |  |
| Company Address           |   |   |   |  |  |  |  |          |  |  |  |
| Suburb                    |   |   |   |  |  |  |  | Postcode |  |  |  |
| Postal Address            |   |   |   |  |  |  |  |          |  |  |  |
| Suburb                    |   |   |   |  |  |  |  | Postcode |  |  |  |
| Contact Name              |   |   |   |  |  |  |  |          |  |  |  |
| Position                  |   |   |   |  |  |  |  |          |  |  |  |
| Phone                     |   |   |   |  |  |  |  |          |  |  |  |
| Facsimile                 |   |   |   |  |  |  |  |          |  |  |  |

I, \_\_\_\_\_, on behalf of \_\_\_\_\_

Hereby give notification to terminate our GS1 South Africa Membership Agreement and its associated services with **immediate** effect.

I understand and adhere to the following conditions upon termination:

- **Supply GS1 with a “Z6” or similar effect letter which proves that the companies have ceased to supply any Retailer with products/services.**
- **The abovementioned letter must place emphasis on dates whereby all products / services which were previously identified with GS1 GTINS will be completed in Retailer supply chains and must be on the Retailers’ company letterhead and signed by the Retailer in question.**
- **After receipt of the abovementioned letter , immediately cease use of GS1 bar code number/s allocated to our organisation**
- **Relinquish all benefits of the GS1 South Africa membership**
- **Reinstatement of membership will be subject to new membership fees and payment of all outstanding fees in full**
- **GS1 South Africa has the right to reassign your GS1 bar code number/s to another organisation**

- **GS1 South Africa will notify all major South African retailers/wholesalers of our termination**
- **Payment of outstanding GS1 annual fees is required, should the company have ceased trading without notification to GS1 South Africa. A pro-rata fee will be charged for the year of cancellation.**
- **This document must be approved and signed by the authorized person within the Organisation.**
- **GS1 prefix will be checked against active in retailer list before cancellation. Should any prefix still be active in retail, no cancellation will be done.**

**Reasons for Terminations** (please tick appropriate box)

Company has ceased trading (**provide date**): \_\_\_\_\_

Company in liquidation / Liquidated (**provide date**) \_\_\_\_\_

No longer require barcode numbers (**provide reason**):-----

\_\_\_\_\_

Sold company to (please specify) \_\_\_\_\_

\_\_\_\_\_

Number transferred to (please specify) \_\_\_\_\_

\_\_\_\_\_

Suppliers to provide letter of de-listing from all Retailer \_\_\_\_\_

\_\_\_\_\_

Other (please specify) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**This Notification of Termination is:**

Dated the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

**Name:** \_\_\_\_\_

**Surname:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Signature:** \_\_\_\_\_