

## HCSA SG Membership

### Annual Membership Fees Delayed Payment Procedure

#### Background

HCSA Steering Group members pay annual fees as part of their membership commitments and contributions to the HCSA initiative. The annual contribution fees are invoiced to organisation representatives at the beginning of the year by the HCSA Secretariat.

Full payment of annual membership fees is expected within **two (2) months** from the invoice date.

#### Payment Delay Procedure

This section outlines the procedure for HCSA SG members who do not meet payment deadlines for annual membership contribution fees.

**i. Two (2) months payment delay – 1<sup>st</sup> Payment Notice**

Members who require more than two (2) months to make payment due to internal organisational processes are required to provide written notice to the HCSA Secretariat, requesting extension of the deadline with their expected date of delivery.

Any request for an extension must be made before the two (2)-month due date. Members who fail to make full payment within the two (2) months without giving sufficient notice will be issued a reminder via e-mail by the HCSA Secretariat.

**ii. Six (6) months payment delay – 2<sup>nd</sup> Payment Notice**

Members who fail to make full payment of the membership fees within six (6) months from the date of invoice, regardless of notice given or extension requested, will be issued a second reminder via e-mail.

**iii. Nine (9) months payment delay – Final Payment Notice**

After nine (9) months from the date of the invoice, the HCSA Secretariat will issue a final reminder to members who have not completed payment.

**iv. Ten (10) months payment delay – Late Payment Charge**

If payment is not made by the 10th month from the date of the invoice, the HCSA Secretariat will escalate the issue to the HCSA Executive Committee (EC) and will impose a late payment charge equivalent to 5% of the non-paying member's annual contribution fees.

These members will be required to make their late payment charges together with their annual membership fees, within 12 months from the date of invoice.

**Any further payment delay beyond 12 months from date of invoice will be brought to the HCSA Executive Committee for further deliberation and may lead to suspension of membership.**

*Overview of procedure*

