

# **Registration Process**

## **Herewith the steps of the full registration process for Newmarket Stables**

### **"E Members"**

These are members without Club voting rights, who have the privilege of making use of the club facilities without a usage fee:-

- Riding School Members (parent and child)
- Leasing a horse member
- Honorary member
- Life member
- Debenture life member

- Step 1. Complete and the Newmarket Stables members and / or Club Membership application form
- Step 2. Pay membership fee (either by cash at the office or eft)
- Riding school member – R50 per child and R50 per parent
- Leasing a horse member – R75
- Honorary member, Life member and Debenture life member – R0
- A copy of the receipt / payment confirmation must accompany your application form
- Step 3. Hand in application form to the club office (where membership acceptance will follow the constitution process for acceptance or declination.
- Step 4. Await email of confirmation and if accepted you will receive your Newmarket Stables club registration number.

### **SAEF Registration process for HORSES**

All horses need to be registered with the SAEF and must be done by the owner of the horse with SAEF

### **Registration process for riders**

All riders need to be registered with the SAEF

- Step 1. You can obtain the form from the SAEF website ([www.saeef.org.za](http://www.saeef.org.za))
- SAEF Rider registrations
- Print form
- Step 1. Complete and sign the form

- Step 2. The rider needs to make payment to the SAEF for the rider registration (amount on form, but recreational / social rider registration is free), the funds can either be deposited or transferred into the SAEF Bank account using your ID number as a reference for the payment
- Step 3. The rider / guardian needs to submit the completed registration form to the SAEF through one of the following channels
- Email to: [admin@saef.org.za](mailto:admin@saef.org.za)
  - Fax to 0865 456 670
- Step 4. The SAEF will process the registration form and capture the information on the National Database. Once the payment is confirmed, the SAEF will issue a Rider Registration Number to the rider by way of email
- Step 5. Email this confirmation to Nadine Parker ([nadinep@sos.co.za](mailto:nadinep@sos.co.za))

