**SECTION D: HAMERKOP PROTOCOLS/ PROCEDURES**
**(Rev: January 2026)**

1. To sell or donate unit weeks
2. To transfer registration of unit weeks (to new owner)
3. To inherit unit weeks
4. To arrange for someone else to use your week
5. To arrange for a non-member permit
6. To make yourself heard

## 1. Procedure for selling or donating unit weeks

A beneficiary may sell or donate their week to any person who is a member in good standing of any section of the MCSA and over the age of 18 (T: 2015). The beneficiary needs to inform the Trust Secretary (Mark Epstein) of their intention to sell and to advertise the sale in Gauteng via the beneficiaries' WhatsApp group and MCSA newsletters for 2 months before opening it up to persons domiciled outside Gauteng (MCom 13/07/2024). Assistance with such advertising may be requested from the occupancy administrator (Judith Oppler). The sale is a private matter, but the unit cannot be registered in a new owner's name until the transfer process (see D2 below) is complete.

## 2. Procedure for transferring registration of unit weeks

*Revised transfer procedure agreed by Trustees 25/08/2022*

1) Beneficiary, or Executor of an Estate, to electronically request the cancellation of their participation contract (as recorded by their Participation Certificate) and its transfer to a new party – providing name of transferee, physical and email addresses, phone number, ID and MCSA membership number. The electronic signature of the seller is required.

2) The Trust to ensure the selling beneficiary's obligations are covered (levies paid etc) and that the transferee is a paid-up MCSA member.

3) A new Participation Certificate (in accordance with TD Annex 4 but as amended in terms of Protocol 406 * *and a new protocol under discussion*) to be issued and electronically signed by both parties (transferee and the Trust). Both parties to keep the jointly signed copy on record (electronic version is acceptable and original paper version is not required).

## 3. Procedure in cases of inheritance of unit weeks (T: 21/10/02 and T: 26/01/23)

The Trust Deed does not allow anybody to simply inherit Hamerkop weeks.

1) The Trust Secretary is to be notified of the death of the Beneficiary.
2) Any Participation Certificates issued under the old system to be returned.
3) Any Participation Certificate/s issued electronically, as per the procedure described in D2.3 above, will be deemed to be returned to the Trust on notification of death.
4) The inheritor must produce proof of current MCSA membership and inheritor status.
5) The inheritor should request permission from the Trustees to use the unit week/s concerned while the execution of the estate is in progress, noting the limitations on their usage outlined in C1.5.

**4. Procedures for arranging for someone else to use your week (MCom 06/02/26)**

Beneficiaries are responsible for ensuring occupancy for at least some part of their week/s, for security reasons. Our pre-occupancy consultation schedule (see countdown to occupancy below) and Occupancy-Scheme are designed to help you in this respect.

If you cannot confirm occupancy arrangements one week beforehand, it becomes "free-time" for MCom to offer occupancy to someone else (see C3.3).

Our occupancy administrator, Judith Oppler (083 603 3667), will check your Hamerkop plans with you about 4 weeks in advance, help you use the Occupancy-Scheme (Option 1) if necessary or guide you through Options 2-4 below:

You have **four basic options** to arrange occupancy for someone else:

**1)** Ask Judith to try to find someone for you under the Occupancy-Scheme. The sooner you ask, the better your chances. If she finds someone, she will do the Hamerkop briefing (do's and don'ts) for you and the Trust will shoulder the responsibility for the property for you. She will charge your replacement at the Trust's current rate (for a weekend, midweek or full week) and you will be credited with that amount less 10% admin fee. OR

**2)** Send your family or friends, provided that there is an MCSA member amongst them, to act as your representative. OR

**3)** Offer time to another beneficiary or MCSA member. You can use the beneficiaries' WhatsApp group to advertise its availability. OR

**4)** Send a non-member friend in your place by getting a ***non-member permit*** from Judith. (See D5 below).

Under Options 2-4, any payment to you is your own affair, but you retain full responsibility for the property during your week (see C 3.2) and it is your task to brief

your replacement fully on the do's and don'ts of Hamerkop. It is also your task to give Judith the details of your replacement arrangement.

**A count-down for beneficiaries … before taking up occupancy of your Hamerkop week**

1) **4 weeks before due date (Tuesday)… Judith will contact you to consult you on your plans.** Let her know If you want her to find a replacement for you via our Occupancy-Scheme (D.4 Option 1)… less than four weeks' notice diminishes your chances significantly.

2) **2 weeks before… you need to contact Judith if you have arranged for a replacement (i.e. you chose Options 2-4), to let her know:**
   - Who they are?
   - Have you briefed them fully? (see D.4)
   - Do you need a non-member permit for them or are they MCSA members? (see D.5)
   - Can you ask them to handle the fetching, carrying or other small tasks that you might normally be asked to do?

3) **1 week before … everyone is sent a WhatsApp to confirm if occupancy arrangements are in place, for you to respond yes/no and which days? (Be proactive if you don't get it)**
   - A week's notice gives us a reasonable chance to find someone suitable to take up "free-time". No response or a "yes" followed by a "no show" will lose you your eligibility for the next levy-discount.

4) **Due date (Tuesday)… you need to send a WhatsApp to Pretty**
   - To give her the day and approximate time to expect you, so she can get other jobs done, go to the clinic etc and doesn't have to wait around for you.

## 5. Procedure to apply for a n*on-member permit.*

1) The beneficiary must contact Judith, our occupancy administrator, to ask for a ***non-member permit.***

2) Provide the details of your non-member guest/family. You can request Judith to send them our do's and don'ts and our gate code and make arrangements for them to get a key from our caretaker, or you can give them your own key and handle the rest directly with them.

3) Pay the permit fee, set at roughly the MCSA joining fee, into the Trust's bank account and send your proof of payment to Judith.

4) Suggest to your guests/ family that they become members of the MCSA to add their support to protecting our mountain environments and furthering responsible mountaineering in SA… and save the permit fee.

## 6. Procedures for making yourself heard

Don’t delay in sending your questions/ comments/ suggestions/ notification of breakages etc to: Domestic maintenance – Household manager –Judith (083 603 3667); Buildings – Serv (083 556 6369); Invasives – Karin (072 595 6991).

To place items for discussion on the agenda of management committee meetings, contact the minutes secretary Magdeleen (menslin30@gmail.com). The convenor will contact you to discuss the item in advance of the meeting and you will be invited to attend the meeting.

Unresolved beneficiary grievances will be handled via our channels in B6.