



NOMINATION FORM

For use in the nomination, verification and appointment process for members of the Sol Plaatje University (SPU) Council

PART A – FOR COMPLETION BY NOMINATOR:

NOMINATOR's PERSONAL INFORMATION			
Title:		Initials:	
Surname:			
Names (as on ID document):		Preferred Name:	
Identity number:			
NOMINATOR's CITIZENSHIP			
Nationality:			
Passport number:			
Country of Issue:			
Expiry Date:			
NOMINATOR's ADDRESS AND CONTACT DETAILS			
Work Address:			
			Code:
Postal Address:			
			Code:
Residential Address:			
			Code:
Office phone:			
Mobile phone:			
Email address(es):			
NOMINATOR's OCCUPATIONAL DETAILS & RELATIONSHIP / CONNECTION TO NOMINEE:			
Current (main) occupation:			
Employer / Company:			
Relationship / connection to the nominee:			

NOMINATOR's MOTIVATION FOR NOMINATION

Kindly motivate how the nominee would contribute to the role of the Sol Plaatje University (SPU) Council, as it pertains to governance and oversight in the Higher Education Sector:

NOMINATOR's CONSENT AND DECLARATION

By affixing my signature, below, I, the undersigned nominator:

- a) Declare that the person I am nominating gave his/her consent to be nominated for membership on the Sol Plaatje University (SPU) Council;
- b) Declare that the information supplied in this declaration and any accompanying documentation is, to the best of my knowledge and belief, true, accurate and complete;
- c) Declare that I have not intentionally withheld information reasonably relevant to determining the nominee's eligibility or suitability for appointment to the SPU Council;
- d) Understand that any materially false statement, omission or misrepresentation may be taken into account in considering the nominee's continued membership of the SPU Council;
- e) Acknowledge that appointment to the SPU Council remains subject to the Higher Education Act, the Sol Plaatje University Institutional Statute and applicable governance instruments; and
- f) Acknowledge that Sol Plaatje University has a legitimate governance responsibility to take reasonable steps to establish the eligibility and suitability of persons considered for appointment to its Council.
- g) Acknowledge, subject to applicable law and the Protection of Personal Information Act, 4 of 2013 (POPIA), that the University will undertake reasonable and proportionate verification of information provided for purposes of considering this nomination or appointment. Such verification may, where relevant and lawful, include:
 - identity
 - academic and professional qualifications
 - professional registrations and memberships
 - employment and relevant governance experience
 - directorships and other fiduciary positions
 - insolvency or sequestration status
 - disqualification from serving as a director or holding an office of trust
 - criminal-record information to the extent lawfully required and relevant
 - relevant professional or regulatory disciplinary findings
 - previous service on governing bodies of public higher education institutions
 - relevant statutory or independent-assessor findings
 - other information reasonably necessary for determining eligibility and ability to fulfil Council fiduciary responsibilities
- h) Acknowledge that personal information of the nominee obtained through verification will be handled in accordance with POPIA and applicable University privacy and records-management requirements. Material adverse information may be referred to the nominee for clarification before a recommendation or decision is made; and
- i) Acknowledge and accept the following disclaimers:

DISCLAIMERS

1. SPU's acknowledgement of the nomination does not mean acceptance as a candidate or appointment;
2. The SPU Council reserves the right not to select any nominee as a candidate; and
3. Due to the SPU Council meeting on a quarterly basis, the selection and/or appointment process may take up to six (6) months to conclude, whereafter correspondence will be limited to successful candidates only.

**NOMINATOR's FULL NAMES
(IN PRINT):**

SIGNATURE:

DATE:

PART B – FOR COMPLETION BY NOMINEE:

ELIGIBILITY, INTEGRITY AND VERIFICATION DECLARATION

PURPOSE

This declaration helps Sol Plaatje University confirm a nominee's statutory eligibility, integrity and independence, relevant governance experience, and suitability for appointment to Council.

PART B (1): STATUTORY ELIGIBILITY AND DISQUALIFICATION

QUESTIONS	Yes / No
1. Have you been disqualified or prohibited from acting as a director in terms of legislation regulating companies or other juristic persons, or removed from an office of trust by a court of law or other competent tribunal or authority?	Yes ☐ No ☐
2. Have you ever been convicted of an offence for which you were sentenced to imprisonment without the option of a fine?	Yes ☐ No ☐
3. Are you currently an unrehabilitated insolvent or subject to a sequestration order or similar legal restriction relating to insolvency?	Yes ☐ No ☐
4. Are you presently subject to any court order or other legally binding determination that restricts your capacity to manage your own affairs or undertake fiduciary responsibilities?	Yes ☐ No ☐
5. Have you previously served as a member of the Council or governing body of a public higher education institution?	Yes ☐ No ☐
6. Have you ever been identified, implicated or been the subject of an adverse finding in a report of an independent assessor, ministerial investigation or other statutory governance intervention relating to a public higher education institution?	Yes ☐ No ☐
7. Are you currently an elected member of Parliament, a Provincial Legislature or a Municipal Council?	Yes ☐ No ☐

PART B (2): INTEGRITY, INDEPENDENCE AND CONFLICTS OF INTEREST

QUESTIONS	Yes / No
8. Do you presently hold any material business, commercial or financial interest that may give rise to an actual, potential or perceived conflict of interest with Sol Plaatje University?	Yes ☐ No ☐
9. Do you currently serve as a director of a company, member of a close corporation, trustee, partner, member of another governing board, office-bearer of an organisation, or holder of another fiduciary position?	Yes ☐ No ☐
10. Are there any actual, potential or perceived conflicts of interest between your personal, professional, financial or business circumstances and any matter relating to Sol Plaatje University or another public higher education institution?	Yes ☐ No ☐
11. Are you under any financial, contractual, professional or other obligation to any person or organisation that could reasonably be perceived as capable of influencing the independent performance of your responsibilities as a member of Council?	Yes ☐ No ☐

QUESTIONS	Yes / No
12. Have you ever been the subject of an adverse finding by a court, regulatory authority, professional body, disciplinary tribunal, board or governing body involving fraud or dishonesty, corruption, serious misconduct, breach of fiduciary duty, material financial misconduct, abuse of an office of trust, or other conduct materially relevant to a fiduciary or governance position?	Yes ☐ No ☐
13. Have you ever been suspended from a profession, struck from a professional register, disqualified from holding professional office, removed from a governing body for misconduct, or subjected to a material disciplinary sanction by a professional or regulatory body?	Yes ☐ No ☐
14. Are you presently subject to any criminal, regulatory, professional, disciplinary or civil proceedings which, if determined adversely against you, could materially affect your eligibility for, or ability to discharge, the fiduciary responsibilities of a member of Council?	Yes ☐ No ☐

Note: Where necessary, the University may request further information separately as part of the verification process.

PART B (3): KNOWLEDGE, SKILLS, EXPERIENCE AND COUNCIL COMPOSITION

15. Please indicate your areas of relevant knowledge, experience and expertise:

☐ Higher education	☐ Governance
☐ Finance/accounting	☐ Audit and risk management
☐ Law/legal services	☐ Information and communication technology
☐ Digital transformation	☐ Human resources
☐ Strategy and institutional planning	☐ Infrastructure/facilities
☐ Academic affairs	☐ Research and innovation
☐ Student affairs	☐ Business/commerce
☐ Public administration	☐ Community/stakeholder engagement
☐ Other (specify):	

PART B (4): ADDITIONAL GOVERNANCE QUESTIONS

QUESTIONS	Yes / No
16. Have you previously served on a board, council, governing body, board committee or similar governance structure?	Yes ☐ No ☐
17. Are you aware of any circumstance not already disclosed in this declaration that could materially impair your ability to exercise independent judgement and act in the best interests of Sol Plaatje University if appointed to Council?	Yes ☐ No ☐

PART B (5): BIOGRAPHICAL INFORMATION

PERSONAL INFORMATION							
Title:					Initials:		
Surname:							
Names (as on ID document):					Preferred Name:		
Identity number:							
Gender →	Male:	☐	Female:	☐	Home language:		
Ethnicity →	African:	☐	Coloured:	☐	Indian / Asian:	☐	White: ☐
Disability →	Yes:	☐	No:	☐	If yes pleased specify:		
CITIZENSHIP							
Nationality:							
Passport Number:							
Country of Issue:							
Expiry Date:							
ADDRESS AND CONTACT DETAILS							
Work Address:							
					Code:		
Postal Address:							
					Code:		
Residential Address:							
					Code:		
Office phone:							
Mobile phone:							
Email address(es):							
QUALIFICATIONS, OCCUPATIONAL DETAILS & RELATIONSHIP / CONNECTION TO NOMINATOR:							
Academic Qualifications (including institution(s) obtained from and date(s)): <i>(To undergo a vetting process.)</i>							
Professional memberships:							
Current (main) occupation:							
Employer / Company:							
Relationship / connection to nominator:							

AREA OF EXPERTISE

Kindly motivate how you would contribute to the role of the Sol Plaatje University (SPU) Council, as it pertains to governance and oversight in the Higher Education Sector:

CONSENT, DECLARATION AND ACKNOWLEDGEMENT

By affixing my signature, below, I, the undersigned nominee:

- a) Consent to being nominated for membership on the Sol Plaatje University (SPU) Council;
- b) Declare that the information supplied in this declaration and any accompanying documentation is, to the best of my knowledge and belief, true, accurate and complete;
- c) Declare that I have not intentionally withheld information reasonably relevant to determining my eligibility or suitability for appointment to the SPU Council;
- d) Understand that any materially false statement, omission or misrepresentation may be taken into account in considering my nomination or continued membership of the SPU Council;
- e) Declare that, if appointed, I will exercise my responsibilities in good faith, independently and in the best interests of Sol Plaatje University;
- f) Declare that I will disclose actual, potential or perceived conflicts of interest in accordance with applicable legislation and University governance requirements;
- g) Declare that I will inform the University Registrar promptly should any material information contained in this declaration change before appointment or during my term of office;
- h) Acknowledge that appointment to the SPU Council remains subject to the Higher Education Act, the Sol Plaatje University Institutional Statute and applicable governance instruments; and
- i) Acknowledge that Sol Plaatje University has a legitimate governance responsibility to take reasonable steps to establish the eligibility and suitability of persons considered for appointment to its Council.
- j) Consent, subject to applicable law and the Protection of Personal Information Act, 4 of 2013 (POPIA), to the University undertaking reasonable and proportionate verification of information provided by me for purposes of considering my nomination or appointment. Such verification may, where relevant and lawful, include:
 - identity
 - academic and professional qualifications
 - professional registrations and memberships
 - employment and relevant governance experience
 - directorships and other fiduciary positions
 - insolvency or sequestration status
 - disqualification from serving as a director or holding an office of trust
 - criminal-record information to the extent lawfully required and relevant
 - relevant professional or regulatory disciplinary findings
 - previous service on governing bodies of public higher education institutions
 - relevant statutory or independent-assessor findings
 - other information reasonably necessary for determining eligibility and ability to fulfil Council fiduciary responsibilities
- k) Acknowledge and accept that personal information obtained through verification will be handled in accordance with POPIA and applicable University privacy and records-management requirements. Material adverse information may be referred to the nominee for clarification before a recommendation or decision is made; and
- l) Acknowledge and accept the following disclaimers:

DISCLAIMERS			
1. SPU's acknowledgement of the nomination does not mean acceptance as a candidate or appointment; 2. The SPU Council reserves the right not to select any nominee as a candidate; and 3. Due to the SPU Council meeting on a quarterly basis, the selection and/or appointment process may take up to six (6) months to conclude, whereafter correspondence will be limited to successful candidates only.			
FULL NAMES OF NOMINEE (IN PRINT):			
SIGNATURE:		DATE:	

Note:

Supporting documents that must be submitted with this form:

1. **Copy of Identity Document / Passport of the nominee;**
2. **Curriculum Vitae of the nominee; and**
3. **Qualification and Professional Membership Certificates of the nominee.**

PART C: FOR OFFICIAL USE - VERIFICATION CHECKLIST

Nominee:			
Verification item	Verified	N/A	Further information required
Identity	☐	☐	☐
Academic qualifications	☐	☐	☐
Professional registration/membership	☐	☐	☐
Relevant employment/governance experience	☐	☐	☐
Company directorships/fiduciary positions	☐	☐	☐
Director disqualification/delinquency status	☐	☐	☐
Insolvency/sequestration status	☐	☐	☐
Criminal-record verification	☐	☐	☐
Professional/regulatory disciplinary findings	☐	☐	☐
Previous public university Council service	☐	☐	☐
Relevant independent-assessor findings	☐	☐	☐
Conflict of interest declaration reviewed	☐	☐	☐
Skills/expertise matched against Council requirements	☐	☐	☐
Supporting documentation complete	☐	☐	☐

VERIFICATION OUTCOME

- ☐ No matter identified requiring further consideration.
- ☐ Further information/clarification required from nominee.
- ☐ Matter identified for consideration by the Membership/Nominations Committee.
- ☐ Statutory eligibility issue identified.

IMPORTANT GOVERNANCE NOTE

Completion of this verification does not itself determine appointment. The Membership/Nominations Committee consider eligible nominees against Council's overall requirements for skills, experience, expertise, independence, continuity, diversity and sound governance.