

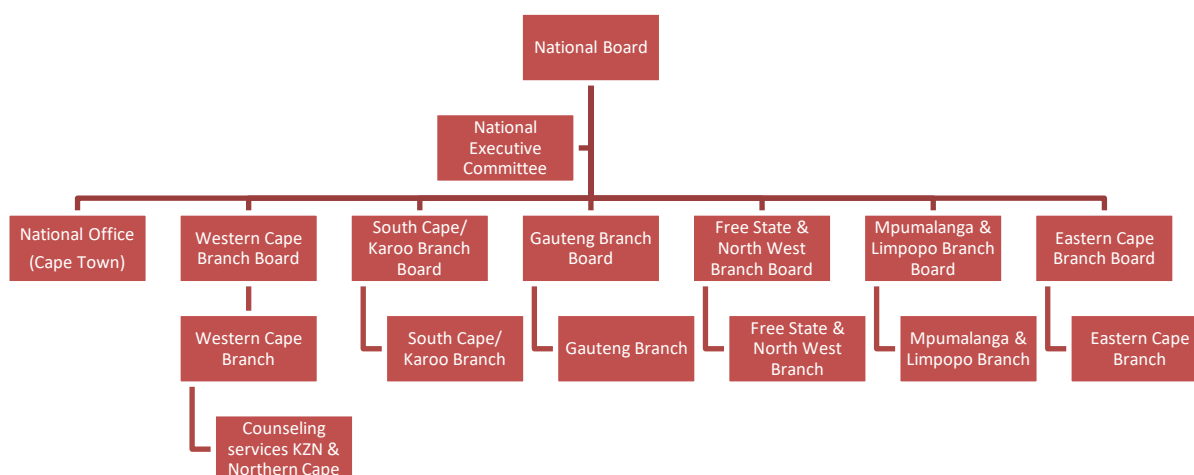
NATIONAL REGULATIONS PERTAINING TO THE NATIONAL CONSTITUTION OF EPILEPSY SOUTH AFRICA

1. Introduction

- 1.1. These National Regulations were reviewed and revised under the leadership of the Constitutional Sub-Committee of the National Board.
- 1.2. These National Regulations aim to:
 - 1.2.1. Describe the practical implementation of the provisions of the National Constitution; and
 - 1.2.2. Regularise the relationship between entities within Epilepsy South Africa.
- 1.3. The National Board reserves the right to revise these Regulations in consultation with the Branch Boards, members and stakeholders as required.
- 1.4. Epilepsy South Africa refers to the organisation as a whole (i.e. the National Office and all Branches).

2. The relationship between the National Office and Branches

- 2.1. The relationship between the National Office and the Branches is not hierarchical and can be diagrammatically described as follows:



- 2.2. Each entity within Epilepsy South Africa is a juristic person in its own right.
- 2.3. No entity within Epilepsy South Africa has jurisdiction over any other, provided that all entities are subject to and subscribe to the provisions of the National Constitution.

3. The role of the National Office

- 3.1. The National Office is a coordinating body responsible for:
 - 3.1.1. Improving the functioning of the organisation as a whole based on clear strategic direction from the National Board;
 - 3.1.2. Supporting, assisting, mentoring and evaluating Branches in collaboration with the NEC, National Board, Branch Boards and Branch management as required to develop and sustain excellent services to persons with and affected by epilepsy and other disabilities;

- 3.1.3. National and international coordination, liaison and representation of the organisation as a whole;
 - 3.1.4. National marketing and public relations, including developing the organisational image and portrayal and media liaison; and
 - 3.1.5. Coordinating national information services and education/awareness programmes as agreed between the National Office and Branches.
- 3.2. A primary responsibility of the National Office is to promote Epilepsy South Africa's corporate image by ensuring financial accountability, adherence to national norms, standards and policies and good governance. To achieve this, the National Office shall:
- 3.2.1. Ensure that the organisation as a whole complies with all applicable legislation, regulations and Codes of Good Practice, as well as adopted guidelines, policies and procedures based on the list of such instruments as agreed between the National Office and Branches;
 - 3.2.2. Maintain a register of all organisational decisions (Annual General Meeting, National Board, National Executive Committee, Directors' meeting and all sub-committees/structures established by the National Board and/or Directors);
 - 3.2.3. Facilitate organisational financial reporting by the National Treasurer to the National Board;
 - 3.2.4. Ensuring acceptable service delivery standards within Epilepsy South Africa through a developmental strategy approved by the National Board for implementation throughout the organisation¹;
 - 3.2.5. Ensure compliance with affiliation requirements as detailed in the National Constitution and Regulations;
 - 3.2.6. Have the right to insist that any Branch Board puts into effect any measures as directed by the National Board to eliminate or minimise risk to the organisation as a whole (including damage to the organisation's image, operations and financial wellbeing);
 - 3.2.7. Ensure that National strategic planning takes place in consultation with all Branches every three years.
- 3.3. The authority of the National Office shall be restricted to the functions, National constitution, these Regulations and policies ascribed to it by the National Board and delegated actions based on the sanction of Epilepsy South Africa regarding:
- 3.3.1. The distribution of funds to the Branches as directed by the National Board; and
 - 3.3.2. Compliance of the Branches in terms of affiliation requirements, including recommendations to the National Board in terms of failure to adhere to such requirements. These requirements are defined in clauses 5 and 6 of the National Constitution and include inter alia:
 - 3.3.2.1. Adherence to the National Constitution and Regulations;

¹ Acceptable standards of service delivery has reference to accessibility, the distribution of information about available services in an open and transparent manner, high levels of courtesy and professionalism as described by the South African Council for Social Service Professions (SACSSP).

- 3.3.2.2. Alignment of the Branch Constitution to the National Constitution, including all amendments;
 - 3.3.2.3. Participation in and commitment to national and international developments, initiatives and events provided that a Branch may transfer participation in writing to the National Office, but not its commitment;
 - 3.3.2.4. Adherence to all codes, policies and other instruments approved by the National Board;
 - 3.3.2.5. Compliance with norms and standards as determined by the National Board; and
 - 3.3.2.6. Acting in the best interest of the target population at all times and in all decisions by ensuring significant representation by the target population on all governance structures.
- 3.4. To ensure cohesion within the organisation the National Office shall:
- 3.4.1. Circulate information timeously regarding organisational meetings.
 - 3.4.2. Submit minutes of each NEC meeting once these have been adopted by the NEC.
 - 3.4.3. Submit a copy of the following documents annually to the Branches:
 - 3.4.3.1. Annual report by 30 September;
 - 3.4.3.2. Audited financial statements by 30 September;
 - 3.4.3.3. A list of National Board and NEC members elected at the AGM within 21 days following the meeting; and
 - 3.4.3.4. Minutes of the AGM within 21 days following the meeting.
 - 3.4.4. Present a summary of the National Office business plan to the NEC to enable a recommendation to the National Board regarding the approval of the business plan.

4. Branch status

- 4.1. Branch status is conferred on an entity at the discretion of the National Board in terms of the National Constitution.
- 4.2. Any group, organisation or local committee furthering the objectives of Epilepsy South Africa as defined in clause 4 of the National Constitution may apply to the National Board for Branch status.
- 4.3. An entity must submit such an application to the National Board via the National Office at least 28 days prior to a meeting of the National Board.
- 4.4. An application for recognition as a Branch of Epilepsy South Africa shall include a letter of motivation, a copy of the official signed constitution, proof of registration as a non-profit organisation (or at least proof of application for NPO registration) and a summary of the members of the entity's Board, including the names of members, their contact details and a short summary of their background which led to their election as Board members.
- 4.5. The National Board shall consider applications for Branch status at a duly constituted meeting.

- 4.6. The National Director (as the secretary of the National Board) shall inform all applicants for Branch status of the decisions of the National Board.
- 4.7. When the National Board confers Branch status on an applicant, such entity agrees to uphold the National Constitution and meet the affiliation requirements of Epilepsy South Africa.
- 4.8. The criteria for Branch status shall include the following requirements:
 - 4.8.1. The main aims of the applicant shall focus on the needs of persons with and affected by epilepsy;
 - 4.8.2. The entity shall subscribe to the provisions of the National Constitution and National Regulations of Epilepsy South Africa;
 - 4.8.3. The entity shall be formally constituted with an official constitution duly adopted at a general meeting of members, provided that such constitution shall be aligned to the National Constitution of Epilepsy South Africa (if required);
 - 4.8.4. The entity shall be registered as a non-profit organisation with the NPO Directorate of the National Department of Social Development;
 - 4.8.5. The management Board of the entity shall reflect the demographics of the target population with due recognition of equity principles in terms of race, sex and disability;
 - 4.8.6. A bank account shall exist in the name of the entity;
 - 4.8.7. The entity shall have a formal business plan and budget; and
 - 4.8.8. Effective governance of the entity shall be described in the constitution.
- 4.9. In reaching its decision about granting Branch status to an applicant the National Board shall also consider:
 - 4.9.1. The capacity of the applicant to provide the level of service delivery required while also considering the nascent organisational status of the applicant (if applicable);
 - 4.9.2. The geographical location of the applicant in relation to existing Branches;
 - 4.9.3. Sustainability of the applicant in terms of services and finance; and
 - 4.9.4. The ability of the applicant to comply with the Constitutional, regulatory and administrative requirements as a Branch.
- 4.10. In cases where a well-established and mature organisation wishes to be recognised as a Branch of Epilepsy South Africa, a formal contract will be drawn up and signed prior to approval. This contract will clarify the rights, responsibilities and time frames for compliance with the National Constitution and National regulations, as well as any matters not covered by these.
- 4.11. The membership of a Branch may be terminated in terms of the provisions of the National Constitution, particularly clauses 5, 7 and 14.
- 4.12. Applications for a Branch wishing to expand into two Branches shall be submitted to the National Board for approval. Such application shall include a detailed motivation and implementation plan.

5. The role of the Branches

- 5.1. All Branches of Epilepsy South Africa shall be affiliated to the organisation and comply with the responsibilities as described in the National Constitution and National Regulations.
- 5.2. A Branch Board shall have the powers to carry out the policy and objectives of Epilepsy South Africa within its geographical areas. However, such powers shall always be subject to prudent financial controls and good governance principles.
- 5.3. Branches of Epilepsy South Africa shall:
 - 5.3.1. Comply with the requirements and provisions of the National Constitution, National Regulations and adopted policies and procedures of Epilepsy South Africa, as well as decisions of the National Board;
 - 5.3.2. Establish and maintain such service standards and procedures as adopted by Epilepsy South Africa.
 - 5.3.3. Pay affiliation fees monthly to the National Office as determined by the National Board.
 - 5.3.4. As required by the National Board and at reasonable notice, have all financial records and other relevant documentation pertaining to services available for monitoring and evaluation by the National Office as representative of the National Board.
 - 5.3.5. Notify the National Office of any proposed curtailment or extension of existing services or the introduction of any new services.
 - 5.3.6. Align the Branch Constitution with the National Constitution;
 - 5.3.7. Inform the National Office of proposed amendments to its Constitution prior to adoption thereof to ensure that this conforms to the National Constitution. Once adopted, the revised Constitution should be lodged with the National Office.
- 5.4. To enable the National Office to perform its functions Branches of Epilepsy South Africa shall:
 - 5.4.1. Submit copies of their NPO registration, PBO registration (if applicable) and Branch Constitution to the National Office and ensure that these documents are kept updated with the National Office;
 - 5.4.2. Inform the National Office of elected office bearers and Branch Board members within 21 days following the AGM, provided that the Branch will inform the National Office of any change of office bearers and Board members during the year.
 - 5.4.3. Report on Branch matters during Directors' meetings.
 - 5.4.4. Submit a copy of the following documents annually to the National Office:
 - 5.4.4.1. Annual report by 31 December;
 - 5.4.4.2. Audited financial statements by 31 December;
 - 5.4.4.3. Minutes of the AGM within 21 days following the meeting; and
 - 5.4.4.4. Confirmation of compliance with the reporting obligations stipulated in the NPO Act for each financial year.

- 5.5. To monitor the satisfactory adherence to these conditions of affiliation the National Office shall have the right to monitor compliance in any area of operation and bring to the attention of the National Board matters requiring attention with a view to bringing about corrective action.
- 5.6. The National Board shall be entitled to cancel the membership of a Branch in the event that the Branch fails to comply with the provisions of the National Regulations.

6. Financial management

- 6.1. In compliance with the provisions of the Income Tax Act, No 58 of 1962 as amended from time to time, and to retain status as a Public Benefit Organisation (PBO), as well as entitlements in terms of Section 18A (tax deductibility of donations), Epilepsy South Africa must:
 - 6.1.1. Conduct its activities in a non-profit manner and with an altruistic/philanthropic intent;
 - 6.1.2. Maintain the sole object to carry out one or more public benefit activities (PBAs) as defined by the Minister of Finance and set out in the Ninth Schedule to the Act;
 - 6.1.3. Carry out activities for the benefit of the general public (or sector thereof) and readily accessible to the general public at large;
 - 6.1.4. Avoid activities that directly enhance the economic self-interest of any person acting in a fiduciary capacity for the organisation or an employee of the organisation, except in the form of reasonable remuneration payable;
 - 6.1.5. Avoid paying excessive remuneration to its employees in terms of what is generally considered reasonable in the sector and in relation to the service rendered;
 - 6.1.6. Take reasonable steps to ensure that funds provided for PBAs are utilised for the purpose for which it was provided;
 - 6.1.7. Comply with such conditions as the Minister of Finance may prescribe by way of legislation or regulation to ensure that the activities and resources of Epilepsy South Africa are directed in the furtherance of its objects;
 - 6.1.8. Have at least three persons not connected or related to each other to accept the fiduciary responsibility of Epilepsy South Africa, provided that this function is considered the responsibility of the national office bearers;
 - 6.1.9. Maintain registration as a taxpayer;
 - 6.1.10. Complete and submit to the South African Revenue Services (SARS) an annual tax return on form IT12EI within 12 (twelve) months of the end of the organisation's financial year;
 - 6.1.11. Update records with the Tax Exemption Unit of SARS in terms of its public representative/representative taxpayer, constitution, address and appointments/resignations of senior officials and elected members of the National Board and National Executive Committee;
 - 6.1.12. Retain copies of annual assessments by SARS;

- 6.1.13. Keep records of at least four years since the last entry in the books of account; and
 - 6.1.14. Invest funds in compliance with prescribed legislation and the National Constitution of Epilepsy South Africa.
 - 6.2. The National Board shall ensure that the organisation (National Office and Branches) comply with the trading rules prescribed in terms of taxation legislation and regulations, including:
 - 6.2.1. Integral trading directly related to the objects of the organisation and substantially directed towards cost recovery and not causing unfair competition in relation to taxable entities;
 - 6.2.2. Trading not integral and directly related to the objects are of an occasional nature and carried out substantially with voluntary assistance; and
 - 6.2.3. Trading activities regarding the scope and benevolent nature of the organisation, the interrelatedness with the organisational objects, the profitability and the level of economic distortion that may be caused by the tax exempt status of the organisation.
- 6.3. Income from trade that does not fall within the allowable activities will be taxable as required by legislation.
- 6.4. Epilepsy South Africa may not accept any donation which is revocable at the instance of the donor for reasons other than a material failure to conform to the designated purposes and conditions of such donation, provided that a donor may not impose conditions which could enable such donor or any connected person in relation to such donor to derive some direct or indirect benefit from the application of such donation.
- 6.5. Epilepsy South Africa will not knowingly be a party to or knowingly permit itself to be used as part of any transaction, operation or scheme of which the sole or main purpose is/was the reduction, postponement or avoidance of liability for any tax, duty or levy which, but for such transaction, operation or scheme, would have been or would have become payable by any person in terms of legislation.
- 6.6. The National Board shall not be held responsible for any debts, obligations or liabilities of either the National Office or any Branch. However, the National Board shall consider the overall financial position of the organisation, as well as the National Office with due consideration to the powers and role of the National Executive Committee as described in the National Constitution.
- 6.7. Similarly, the National Office and Branches shall not be held responsible for each other's debts, obligations or liabilities given that each entity shall be financially autonomous and responsible for applying prudent financial controls as per the requirements and provisions of organisational financial policies and procedures, as well as the requirements of applicable legislation, particularly the Public Finance Management Act (No 1 of 1999), as amended from time to time.
- 6.8. Expenditure by the National Office and any Branch in any year shall not exceed the aggregate of its income, unless reserve funds are available to meet such deficit or arrangements have been made to the satisfaction of the National Board for financing or liquidating such a deficit.

- 6.9. The National Board shall have the right, whenever it deems fit, to order an investigation into the accounting records and financial management of the National Office and/or any Branch, including an independent audit.
- 6.10. It is the responsibility of the National Executive Committee (in terms of the National Office) and Branch Boards (in terms of any Branch) to report financial and/or operational concerns and challenges to the National Board timeously.

7. Representation by the target population

- 7.1. Epilepsy South Africa shall strive for effective and majority representation by the target population.
- 7.2. Branches shall strive to establish Local Committees of service users and stakeholders to afford representation of all service components in all operational areas.
- 7.3. Branches shall establish standing positions on the Branch Board for representatives elected by Local Committees. Such representatives shall be mandated by the members they represent.

8. Organisational sanctions

- 8.1. The remedy protocol includes provision for:
 - 8.1.1. A back-up plan to ensure that deadlines are met by delegating to staff members in case of illness/leave and a “due date register” with a staff member responsible for maintaining such a register.
 - 8.1.2. If a Branch is not able to meet a deadline or due date, such a Branch should inform the National Office timeously.
 - 8.1.3. The National Office and Branches will implement a “due date register” which will be revised as due dates are determined. The National Director will circulate the due date register to Branch Directors on a weekly basis.
 - 8.1.4. Branch Directors and/or Boards should inform the National Director timeously regarding their inability to meet deadlines or due dates. Such communication should include a proposed new action plan with time frames for approval by the National Director.

9. Conflicts of interest

- 9.1. All members, employees and volunteers of Epilepsy South Africa shall disclose any conflicts of interest.
- 9.2. The National/Branch Board shall be the final arbiter regarding conflicts of interest and act in the best interest of the organisation.

10. Interpretation of the National/Branch Constitution

- 10.1. The National/Branch Board shall be the final arbiter regarding interpretation of the Constitution and any questions arising in connection therewith.
- 10.2. Minutes shall be taken of all decisions of interpretation arrived at from time to time and shall be retained as part of the permanent records of Epilepsy South Africa.
- 10.3. Once a dispute has been resolved this issue may not be placed in dispute again for a period of twenty-four (24) months from the date of decision.

11. The Independent NPO Code

- 11.1. Epilepsy South Africa adopted the Independent NPO Code on 15 September 2012. This Code represents a statement of values, principles and recommended practices to which the organisation subscribes.
- 11.2. The Code is not an official document or imposed by legislation. However, it is a formal commitment by the organisation to subscribe to the core values and core principles of good governance.
- 11.3. The essence of the Code is the widely-held belief that there are certain fundamental values and principles which is observed by NPOs (regardless of their diversity of size, capacity and resources).
- 11.4. The Code is based on eight basic values:
 - 11.4.1. Fidelity to purpose;
 - 11.4.2. Altruism and benevolence;
 - 11.4.3. Integrity;
 - 11.4.4. Optimising resources;
 - 11.4.5. Conflicts of interest and self-dealing;
 - 11.4.6. Equality and non-discrimination;
 - 11.4.7. Democracy and empowerment; and
 - 11.4.8. Independence and impartiality.
- 11.5. The Code ensures good leadership in six key areas:
 - 11.5.1. Vision, purpose and values;
 - 11.5.2. Accountability and transparency;
 - 11.5.3. Fundraising, sustainability and risk management;
 - 11.5.4. Collaboration and synergy;
 - 11.5.5. The Board and other governance structures; and
 - 11.5.6. Procedural governance.
- 11.6. The Code furthermore ensures good implementation in five key legal and fiscal areas:
 - 11.6.1. Establishment and incorporation;
 - 11.6.2. Administrative and procedural requirements;
 - 11.6.3. The NPO Act (consequences and benefits of registration);
 - 11.6.4. PBO status (fiscal benefits and conditions); and
 - 11.6.5. Other legislative and regulatory compliance.
- 11.7. All entities within Epilepsy South Africa will ensure that copies of the Code is made available to members, employees and volunteers and furthermore ensure compliance with the Code.

12. Functioning of the National/Branch Board

- 12.1. All Board members will participate in an induction programme following their election to the National/Branch Board.

12.2. Board members will always act in the best interest of Epilepsy South Africa and:

12.2.1. Actively ensure adherence to the National Constitution and Regulations;

12.2.2. Support organisational activities, campaigns and programmes to the best of their ability; and

12.2.3. Constructively participate in organisational meetings, including adequate preparation.

13. Recruitment of National/Branch Board members

13.1. Epilepsy South Africa aims to establish a well-balanced Board that collectively share the qualities needed to responsibly manage the organisation. In addition to being committed and reliable, Board members should have a passion for the organisation's cause (i.e. disability and specifically epilepsy), knowledge of either epilepsy (disability), non-profit management, business knowledge or some other relevant professional experience and direct experience of epilepsy.

13.2. Becoming a Board member is a substantial investment that should not be taken lightly. Nor should the organisation take unnecessary risks by involving people without knowing enough about the person. As such, Board recruitment should be methodical and strategic.

13.3. The National Board shall establish a Nomination Sub-Committee responsible for formalising the opportunity internally, promoting the role to the wider community and managing and delivering the application and interview process. This Sub-Committee will furthermore focus on the effectiveness of the Board.

14. Epilepsy Ambassadors

14.1. Epilepsy South Africa appreciates the contributions of organisational members by recognising individuals as Epilepsy Ambassadors.

14.2. Ambassadors are usually persons with epilepsy, but this honour may also be extended to members who do not have epilepsy.

14.3. The roles of Epilepsy Ambassadors include awareness and educational initiatives (e.g. talks and media interaction), supporting campaigns (e.g. National Epilepsy Week and SUDEP Action Day), fundraising, membership recruitment and development, special projects (e.g. identifying and promoting research).

14.4. Any member of Epilepsy 1South Africa may be nominated as an Epilepsy Ambassador while recipients of the annual Flame of Courage Award automatically qualifies as an Ambassador.

14.5. All nominations shall be submitted to the National/Branch Board for decision and include the candidate's personal information, contact details and a clear motivation and proposed role and responsibilities within the organisation.

14.6. Nominations will be considered by the National Board in September annually with Ambassadors appointed with effect from January of the following year.

14.7. All nominees approved by the National/Branch Board will enter into the prescribed Memorandum of Agreement (MOA) attached as Annexure A

14.8. The term of office of an Epilepsy Ambassador will be one year (January to December), but may be extended by mutual agreement.

AMENDED AND ADOPTED AT THE NATIONAL BOARD MEETING OF EPILEPSY SOUTH AFRICA HELD
ON 8 May 2021 . AND SIGNED ON BEHALF OF THE BOARD BY:



NATIONAL CHAIRPERSON

NATIONAL VICE-CHAIRPERSON

ANNEXURE A

MEMORANDUM OF AGREEMENT (MOA)

BETWEEN

Epilepsy South Africa INSERT ENTITY NAME (hereinafter referred to as “the organisation”)

Registration number: NPO INSERT NPO NUMBER

Physical address: INSERT ORGANISATIONAL PHYSICAL ADDRESS

Email address: INSERT ORGANISATIONAL EMAIL ADDRESS

AND

Name: INSERT FULL NAME(S) OF THE EPILEPSY AMBASSADOR (hereinafter referred to as “the ambassador”)

ID number: INSERT AMBASSADOR’S ID NUMBER

Physical address: INSERT AMBASSADOR’S PHYSICAL ADDRESS

Email address: INSERT AMBASSADOR’S EMAIL ADDRESS

(hereinafter referred to collectively “the parties” or individually as “the party”)

1. The aims and objectives of Epilepsy South Africa

Epilepsy South Africa is a national, public, non-profit organisation established for the aims and objectives described in the National Constitution.

2. Purpose of the agreement

To achieve the organisational aims and objectives Epilepsy South Africa works in collaboration with Epilepsy Ambassadors as described in the National Regulations and recorded in this MOA. As such, the Ambassador will perform the roles and functions as stipulated in clause 3 of this MOA.

3. Epilepsy South Africa roles and responsibilities

Epilepsy South Africa will

3.1. Support the Ambassador with information and material relevant to his/her roles and responsibilities.

3.2. Reimburse the Ambassador as agreed in writing for costs incurred on behalf of the organisation. Such agreement must be reached and recorded prior to any expenditure being incurred and may only be authorised by a Director of the organisation.

4. Roles and responsibilities of the Ambassador

The Ambassador will

4.1. Learn about the organisation and epilepsy as a condition by interacting with the identified entity and its staff.

4.2. Work closely with the organisation to draw attention to and raise awareness about the organisation and its work, epilepsy as a condition and the rights of persons with epilepsy.

- 4.3. Promote the expansion of knowledge and understanding of epilepsy as a condition and the work of the organisation through public appearances and media interaction. This includes information dissemination, challenging attitudes to ensure that persons with epilepsy are viewed and included as equal citizens involved in decision-making and advocating for the rights of persons with epilepsy.
- 4.4. Encourage public engagement in discussions related to the field of epilepsy with a view to bringing new perspectives to views and debates.
- 4.5. Strengthen and promote the organisation's stakeholder engagement to expand and deepen the organisational network and recruit new organisational members.
- 4.6. Engage with and influence decision-makers to promote the cause of the organisation and promote partnerships with relevant role-players.
- 4.7. Participate in organisational activities.
- 4.8. Represent the organisation at events as agreed from time to time.
- 4.9. Never use the organisational name, branding and/or registration number for any purpose (including fundraising) without the express written permission of an organisational Director. Such representation is misleading to potential supporters and donor and may be construed as fraudulent. In the event of such misrepresentation the organisation reserves the right to pursue any and all legal avenues available to mitigate resulting damage.

5. **Effective period**

- 5.1. The Ambassador is appointed for a period of twelve (12) months from 1 January **INSERT YEAR** to 31 December **INSERT YEAR**.
- 5.2. This agreement may be extended for a further period of twelve (12) months by mutual agreement. Such extension shall be recorded as an addendum to this MOA.
- 5.3. This agreement may be terminated by either party provided that one month's written notice is given.

6. **Assignment**

- 6.1. No party shall have the right to assign or transfer any of its rights or obligations under this agreement.
- 6.2. Nothing in this agreement shall be taken or construed as allowing either party to bind the other or to act as representative of the other without written consent.

7. **Whole agreement**

- 7.1. This MOA is the whole agreement between the parties and supersedes all prior discussions, documents and negotiations.
- 7.2. No amendments, variations, alterations or additions hereto shall be of any force or effect unless reduced to writing and signed by both parties.

8. **Domicile and jurisdiction**

Each party chooses its domicillium citandi et executandi as set out in this MOA, at which physical or electronic address all notices and legal processes in relation to this MOA or any action arising therefrom may be effected, delivered and served.

Signed on behalf of Epilepsy South Africa at **INSERT CITY/TOWN** on this **INSERT DATE** day of **INSERT MONTH AND YEAR**.

Signature

Full name(s)

Designation

Witness signature

Witness full name(s)

Signed by the Ambassador at **INSERT CITY/TOWN** on this **INSERT DATE** day of **INSERT MONTH AND YEAR**.

Signature

Full name(s)

Witness signature

Witness full name(s)