THE SAICA 2023 BUSINESS RESCUE PRACTITIONER ANNUAL DECLARATION AND MONITORING PROCESS

18 September 2023

The 2023 Business Rescue Practitioners (BRP) annual declaration and monitoring process will commence in October 2023. SAICA will be required to report to the Companies and Intellectual Property Commission (CIPC) on the outcome of this process by Friday, 29 March 2024.

Learn more about the compliance requirements for BRP's on the SAICA Business Rescue Practitioners Obligation page.

Proposed timelines for 2023 and 2024:

The proposed timelines for the 2023 BRP annual declaration and monitoring process are as follows:

- **September 2023:**

BRPs must ensure that they fully understand business-rescue-specific CPD obligations and make sure they are on track to comply by **31 December 2023**. Please note that **no extensions** will be granted. If you find that your business-rescue-specific CPD learning interventions are insufficient, please implement immediate interventions to ensure compliance by 31 December 2023.

A Business Rescue Practitioner **must attain a minimum of 20 hours** of relevant professional development activity each calendar year, of which –

- a minimum of 12 (of the above 20 hours) hours must be verifiable; and 4 hours must be directly related to business rescue
- a minimum of 8 hours of learning (verifiable /non- verifiable) must be completed during each of the years.

From the 12 verifiable hours four hours must be directly related to business rescue and the other eight hours can be CPD that is related to the concept / process of business rescue, such as accounting, taxation, management accounting, human resources, management and related labour and other legislation.

Regarding the 2023 year, **the CPD must be attained between 1 January 2023 and 31 December 2023.** For a member who registered as a BRP during the 2023 year, he/she may apportion the CPD based on the number of months in 2023 in respect of which he/she was registered as such. Business Rescue Practitioners must maintain detailed business rescue of their CPD– for example, in Excel, PDF or Word format. Note that if you are selected for monitoring, you will be required to log into the SAICA Member portal and upload the records of CPD as well as related evidence. The requirement to comply with the business rescue CPD requirements applies from the date of registration as a BRP.

- **October 2023:**

  SAICA will issue compliance annual declarations to BRPs to be completed by **5 January 2024. The CPD declaration for BRPs takes into account the 31 December 2023 deadline by requesting BRPs to declare that they have either attained the required CPD hours or will have attained the required CPD hours by 31 December 2023** – that is, for the period 1 January to 31 December 2023.

  Note that the business rescue practitioner annual declaration has to be submitted on the SAICA Member portal. Please follow the steps below on how to complete and submit the declaration:

  1. Sign in to the Member portal by capturing the email address used to create the profile and password,
  2. Click on the **Member Compliance** option available in the left pane (Member Compliance section has an option to declare),
  3. Open the business rescue practitioner declaration form by clicking on the **Declare** button,
  4. Once all the the declaration questions have been answered, click the **Submit** button.

- **12 January 2024:**

  A monitoring notice will be issued to Business Rescue Practitioners selected for monitoring, which will include a request for supporting documents. The due date for submitting the supporting documents will be **Friday, 09 February 2024.** Please follow the steps below on how to upload evidence on the SAICA Member portal:

  1. Log in to the Member portal and click on the Member Compliance button in the left pane,
  2. Click on the **Evidence** link under My Account,
  3. Click on the **Add Evidence** button,
  4. Select the **BRP Monitoring Evidence** drop-down list,
  5. Capture notes in the **Enter Notes** field,
  6. Click the **Choose File** button,
  7. Select the document you want to attach and click the open button,
  8. Once the file is uploaded, click on the **Send** button on the bottom right of the screen to submit the evidence.

  You can upload multiple file types as evidence, for example, pdf, docx, images, ppt, zip and Excel. The uploaded evidence can be viewed, edited and/or deleted. Please note that you will not be able to upload evidence after the due date has passed.

  Evidence of verifiable CPD as reflected on the CPD activity list/log

  Evidence could include certificates of courses attended, attendance registers verified by third parties, letters or emails from third parties confirming the CPD learning activity and your participation in such activity. All information gathered as part of the monitoring will be dealt with confidentially.

Confirmation of attendance at a SAICA event can be obtained from the **Seminars and Events team (S&E)** by logging a call through the [Member portal](#)

- **February/March 2024:**

  SAICA will be processing of responses submitted by members and review of monitoring evidence submitted by individual members to test compliance or address documentary challenges. Thereafter, we will be preparing the Accredited Professional Body Compliance report for CIPC.

- **Friday, 29 March 2024:**

  SAICA's submission of the Accredited Professional Body Compliance report to CIPC.