

2021

WELCOME PACK





WELCOME

DEAR NEW SAICA ASSOCIATE

It is my honour to welcome you to SAICA, one of the world's leading accounting institutes. I trust that our professional relationship will be a long and mutually beneficial one.

For more than thirty years, SAICA has facilitated and maintained the process of building a solid reputation for the Accounting Technicians South Africa [AT(SA)] designation and the profession, enabling members and associates to enjoy opportunities to become trusted leaders in the organisations they serve.

The AT(SA) designation involves all the admirable values of honesty, integrity and professionalism. "Those who have achieved the honour of attaining the AT(SA) qualification, also have an important responsibility of acting in the public interest, as prescribed by the five pillars of the SAICA Code of Professional Conduct, namely: integrity, objectivity, professional competence and due care, confidentiality and professional behaviour.

It is significantly important for ATs(SA) to declare their commitment to ethical behaviour and doing what is right, even when no-one is looking. SAICA's 2019-2023 strategy is also aligned with this approach, and focuses on achieving the following priorities:

1. Ensuring the continued relevance of the accountancy profession
2. Delivering improved member value
3. Growth and transformation of the profession

We believe that these strategic priorities will help SAICA to restore public trust and market confidence in the accountancy profession. However, it cannot be done without the dedication and support of our members and associates. The restoration of this trust in our profession is critical not only in maintaining SAICA's reputation, but also in ensuring that the value of the profession is widely recognised and that SAICA is able to command the respect of business, government and civil society, both locally and abroad.

The AT(SA) designation provides you with opportunities to take advantage of the many products and services offered by SAICA - by doing so, you will be able to rise to the challenges of responsible business leadership and to contribute to the various SAICA regional and national structures, thereby taking SAICA and the profession to greater heights.

Enjoy the prestige that comes with the AT(SA) designation!

Sincerely,

Freeman Nomvalo
Chief Executive Officer
SAICA

ABOUT SAICA



The South African Institute of Chartered Accountants (SAICA) is the professional home of Chartered Accountants [CAs(SA)], Associate General Accountants [AGAs(SA)] as well as Accounting Technicians [ATs(SA)], all who play vital roles in business, government and the communities they serve.



The Institute is a service-driven organisation that has positioned itself as a leading accountancy body in South Africa, and in the world.



SAICA's associates enjoy the privilege of using the AT(SA) designation: the designation is widely associated with someone who has considerable expertise in the theory and practice of accounting.



SAICA is the key facilitator of the development of the Accounting, Audit, Tax, Financial Reporting and leadership skills in the South African economy.



The Institute's role is to serve the interests of its members and associates, as indicated in the corporate mission.



SAICA provides a variety of services to more than 46 000 members and associates, both locally and internationally.



SAICA maintains the quality of its designations for all its members and associates and ensures continued growth.



Members and associates are required to adhere to the SAICA Code of Professional Conduct and, by doing so, develop and protect the profession as well as the value of the SAICA AT(SA) designation.



ENJOY
the prestige that
comes with the
AT(SA) designation!

VISION, MISSION & VALUE PROPOSITION



SAICA VISION

To develop responsible leaders.

SAICA VALUES

- Integrity
- Professionalism
- Diligence
- Accountability
- Dedication

SAICA STAFF VALUES

- We serve our members and associates
- We lead by example
- We work as a team
- We respect the individual
- We strive for quality in all that we do
- Above all, we act with integrity



MISSION OF SAICA

The mission of SAICA is to promote and lead the accountancy profession so as to create sustainable value for its members, associates and other stakeholders by:

- Delivering highly competent professionals relevant to the markets they serve,
- Fostering integrity, sound governance and good citizenship at an individual and corporate level,
- Providing support and learning to enable members and associates to remain relevant and create value for their employers and clients,
- Enhancing the quality of business information and reporting for the benefit of all stakeholders,
- Assisting government to raise the quality of public services,
- Working with sister organisations on the broader African continent to raise standards and provide support for business and governments, and
- Working with international professional bodies and organisations to establish and maintain standards for the chartered accountancy profession and the global economy.



VALUE PROPOSITION

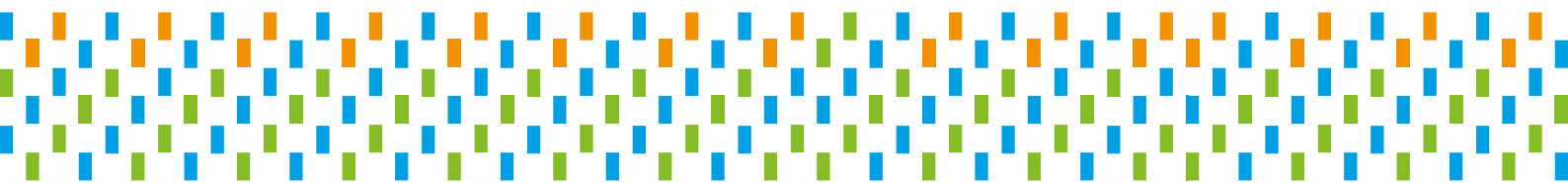
The Value Proposition of SAICA to its members and associates is to develop, influence and lead the profession for the benefit of all its members and associates.

A photograph of two men in an office setting. The man on the left has dark curly hair, wears glasses, and a blue button-down shirt. He is smiling and looking at a tablet. The man on the right has short brown hair, a beard, and is wearing a grey t-shirt. He is also smiling and looking at the tablet. A green banner is overlaid on the top left of the image with the text 'SAICA SERVICES' in white.

SAICA SERVICES

SAICA provides a wide range of services to members and associates in order to assist them in playing a key role in the development of the ever changing South African and global economy. These services include:

- ✓ **Standards:** Technical advice on tax, accounting, auditing, financial services and legal advisory services, facilitation, and drafting of legislation and standards.
- ✓ **Member Engagement:** Events and networking opportunities, and seminars and workshops on enabling competencies, which can help you enhance your career.
- ✓ **Added Value:** Products and services, including a variety of publications such as the SAICA Handbook, Accountancy SA and Integritax.
- ✓ **Influence through:** Government Lobbying.
- ✓ **Professional Development:** Developing and maintaining standards through Education, Training and CPD.
- ✓ **Transformation and Growth:** Through growth in the pipeline, transformation of the profession and investment in Corporate Social Investment activities.



INTERNATIONAL ASSOCIATIONS



International Federation of Accountants Council (IFAC)

SAICA is a full member of the IFAC. IFAC is a global organisation for the accountancy profession dedicated to serving the public interest by strengthening the profession and contributing to the development of strong international economies. More at www.ifac.org



Global Accounting Alliance (GAA)

The GAA was established to promote quality services, share information and collaborate on important international issues, whilst operating in the interest of a quality accounting profession and the public interest. The GAA comprises of 11 member bodies globally. SAICA is a full member of the GAA and has mutual recognition agreements with 6 of the GAA member bodies. More at www.globalaccountingalliance.com



Chartered Accountant Worldwide (CAW)

CAW is an initiative of the six leading institutes of Chartered Accountants from around the world and is aimed at promoting the CA brand – values, professionalism and expertise – internationally. The objectives of the CAW initiative are as follows:

- Raising awareness of all bodies – making
- 'Chartered Accountant' the must-have qualification
 - Developing and maintaining the highest standards in
- the profession
 - Helping to increase business for members through
- informing the general public about commitment to ethics and to top-quality qualifications and professional standards
 - Building the reputation and value of Chartered
- Accountants Worldwide

More at www.charteredaccountantsworldwide.com



Pan-African Federation of Accountants (PAFA)

PAFA is a non-profit organisation that provides a forum for cooperation and assistance among African professional accountancy organisations for the further advancement of the status of the accountancy profession.

More at www.pafa.org.za

SAICA STAKEHOLDERS

The stakeholders of SAICA include:

- CAs(SA) in Academia;
- CAs(SA) in Business;
- CAs(SA) in the Public Sector;
- CAs(SA) in Public Practice (Small, Medium and Large Practice);
- Internationally resident CAs(SA);
- AGAs(SA);
- ATs(SA);
- The SAICA Board and regional councils;
- SAICA staff;
- SAICA trainees;
- Regulators;
- International accountancy bodies;
- Prospective CAs(SA) / AGAs(SA) / ATs(SA), in high schools and tertiary institutions;
- The media, the business community and the public at large; and
- Business decision makers and Government.

Renowned for leadership, SAICA members serve on international accounting bodies including:

- As Trustees of the International Accounting Standards Committee Foundation (IASCF);
- The International Accounting Standards Board (IASB);
- The International Financial Reporting Interpretations Committee (IFRIC);
- The Council of the International Federation of Accountants (IFAC);
- The International Accounting Education Standards Board (IAESB); and
- Council of CAW.

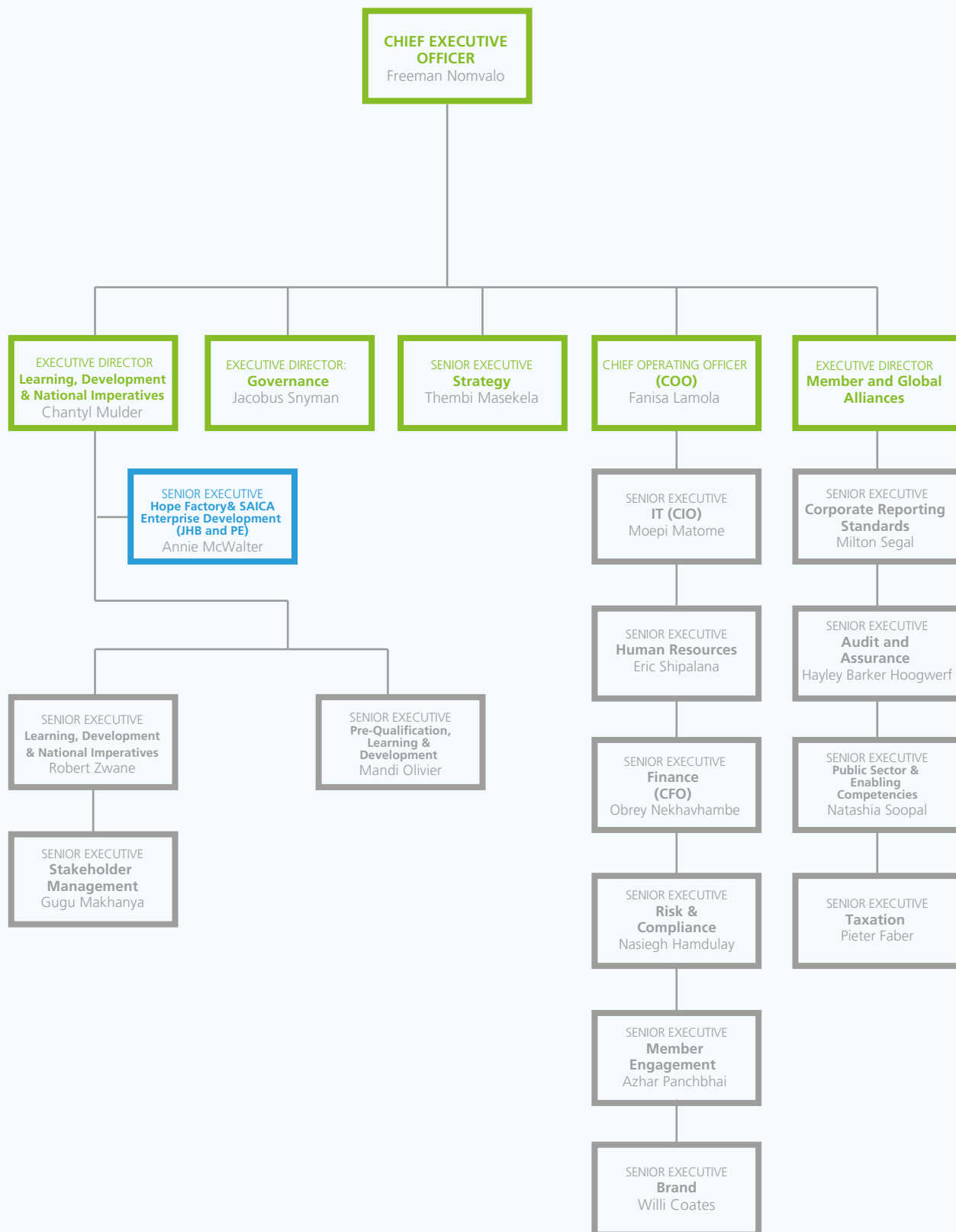
REGIONAL REPRESENTATION

SAICA is constituted of four local regional offices and an international office that is responsible for members and associates in international regions.

The regions are as follows:

- Southern region - Christiaan Vorster Christiaanv@saica.co.za 021 417 2663
- Eastern region - Naeem Asvat Naeema@saica.co.za 031 207 3290
- Northern region - 011 621 6950
- Central region - Div Lamprecht Devilliersl@saica.co.za 051 444 3674
- International region - Bruce Freer BruceF@saica.co.za +44 (0)7397 611 113

ORGANISATION STRUCTURE



SAICA INITIATIVES



SAICA ENTERPRISE DEVELOPMENT

The SAICA Enterprise Development falls under the SAICA Nation Building umbrella that aids the national drive for transformation, employment and growth to ensure social and economic development.

Our key strategic intent is to enhance the value of the SAICA profession by mobilising its contribution to SMME development through developing financial excellence in entrepreneurs. This financial excellence offering involves the Small Medium Practices of SAICA and includes:

- Financial bootcamps
- Financial coaching
- Affordable accounting services (using unemployed accounting graduates)
- Developing financial excellence reporting standards

Our vision is to play an active role in economic transformation in South Africa through advancing the sustainable growth of entrepreneurial Black businesses.

SAICA Enterprise Development also offers enterprise development and customised enterprise and supplier development projects in line with B-BBEE.

For more information



THE HOPE FACTORY

The Hope Factory delivers Socio-Economic Development Programmes and Customised Projects that result in mobilising economic activity for unemployed Black South African citizens (as defined by the B-BBEE codes). Our purpose is to establish vital and solid foundations for start-ups that impact targeted communities and industries. The Hope Factory offer accredited business skills training and mentorship programmes to help individuals effectively start and operate their own businesses.

The Hope Factory was founded in 2001 and formalised in 2004, powered by SAICA, as part of the Nation Building division. The Hope Factory is a registered non-profit Company with a Level 1 B-BBEE rating and a registered public benefit organisation, which can issue Section 18A certificates for tax deduction purposes.

Visit: www.thehopefactory.co.za

“We exist to grow people, to develop businesses to impact communities, through our unique mentorship model, while adding value to our investors”.

“ Together we can
ignite hope for
a better future. ”

SAICA INITIATIVES



CLICK2START
ONLINE KNOWLEDGE

LIVE AND INTERACTIVE WEBINARS

SAICA features live streams of their seminars and forum discussions on technical matters that will enable live learner interaction by posing questions to industry experts, video-based training and presentation sharing. This offering is available to members and associates and non-members.

The offerings can be accessed on CLICK2START as recorded webinars post the live session by those members, associates and non-members who are not able to attend the F2F session and /or watch the live stream.

INTERNATIONAL TECHNICAL E-LEARNING COURSES

This offering features award-winning international online learning that is flexible, creative and relevant. Combining the use of social learning encourages learners to learn from each other as well as from experts. Each course offers 4 hours of CPD.

HOW TO ACCESS CLICK2START

- 1 Click on **www.saica.co.za**
- 2 Log in to the site with your existing **username and password** (please note that non-members need to sign up to be registered)
- 3 Click on Membership to go to **CLICK2START e-learning**
- 4 Once on the CLICK2START landing page, click on "click here to go to **Online training**"
- 5 ASA and Integritax quiz sections are **exclusively available** to SAICA members and associates.



SAICA CODE OF PROFESSIONAL CONDUCT



SAICA members and associates must prescribe and adhere to the SAICA Code of Professional Conduct.

The 2017/2018 of the SAICA Code of Professional Conduct (SAICA Code) was updated to include the amendments made to the International Ethics Standards Board for Accountants' (IESBA) Code of Ethics for Professional Accountants (including International Independence Standards) (IESBA Code), issued during 2018, following the issue of proposed amendments on exposure in South Africa.

The SAICA Code applies to all members, associates and trainees, as set out in the SAICA training regulations.

The SAICA website contains a list of links to relevant guidance on the SAICA Code, including information provided by the IESBA.

For more information visit the SAICA governance then go to **'Legal Documents'**

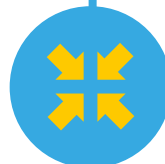
 [Click Here](#)



PROFESSIONAL BEHAVIOUR



CONFIDENTIALITY



OBJECTIVITY



PROFESSIONAL COMPETENCE & DUE CARE



INTEGRITY



A photograph of two people, a woman with glasses and a man, looking at a tablet and a laptop. The image is overlaid with a green tint. The word 'FAQs' is written in large, bold, yellow letters across the middle of the image.

FAQs

Every effort has been made to ensure that the information in this frequently asked questions document is correct. Nevertheless, information is given purely as guidance to assist with particular problems relating to the subject matter and SAICA will have no responsibility to any person for any claim of any nature whatsoever which may arise out of or relate to the contents of this guide.

SAICA is the leading accountancy body in South Africa and one of the prominent institutes globally. SAICA offers three reputable professional accounting and business designations from a foundational to a strategic level of accounting and business competence – **Accounting Technician [AT(SA)]**, **Associate General Accountant [AGA(SA)]** and **Chartered Accountant [CA(SA)]**. These three designations are underpinned by the SAICA Code of Professional Conduct (the SAICA Code) and continuous professional development (CPD) to ensure the highest level of professionalism, discipline and performance.

SAICA is at the forefront of developing, influencing and leading the highest standards of ethics, education and professional excellence in the delivery of quality accountancy skills. This is achieved by safeguarding the professional standards of the designations on offer; advancing and maintaining the relevancy of the profession; and by regulating the members' and associates' professional conduct against the SAICA Code.

1 Is the SAICA Code of Professional Conduct (Code) applicable to AT(SA)s?

Yes, the Code is applicable to all SAICA members and associates. The SAICA by-laws as amended defines the Code of Professional Conduct in Appendix 4 as “The “Code of Professional Conduct” is the Code of Professional Conduct of the South African Institute of Chartered Accountants as amended by the Institute from time to time and which is applicable to Members, Associates and Trainees.”

Failure to comply with the Code of Professional Conduct is defined as an offence, whether by omission or commission. Committing a breach of any rule or provision of the Code of Professional Conduct or having been warned previously by the board or any committee appointed by it, continuing to commit a breach of the Code of Professional Conduct shall constitute a Punishable Offence.

An associate is defined in the Code as: A person who has been admitted and registered as an Accounting Technician South Africa [AT(SA)] with the Institute and therefore entitled to use the designation “Accounting Technician” or “Accounting Technician (South Africa) or the initials AT(SA) or a person who has been admitted and registered as an Associate (AT) with the Institute and therefore entitled to use the designation of Fellow Member of Association of Accounting Technician (South Africa)” or the initials “AT(SA)”.

2 Can an AT(SA) compile financial statements for a company or close corporation?

Yes, there is no minimum requirement for the compilation of annual financial statements of a company / close corporation. An AT(SA) can sign off financial statements of a company or close corporation as an internal compiler.

The Companies Act, No. 71 of 2008 does require financial statements that are “independently compiled and reported” to be compiled by an Independent Accounting Professional. An AT(SA) does not qualify to be an Independent Accounting Professional as an AT(SA) does not meet the requirements as set out below in Regulation 26(1) of the Companies Regulations.

Reference: Companies Act - Regulation 26(1)
Regulation 26(1)(d) state that an Independent Accounting Professional is defined as:

- “a registered auditor in terms of the Auditing Profession Act, No. 26 of 2005 (“the APA”);
- a member in good standing of a professional body that has been accredited in terms of S33 of the Auditing Profession Act; or
- qualified to be appointed as an accounting officer of a close corporation in terms of S60(1), (2) and (4) of the Close Corporations Act, 1984.”

3 Can an AT(SA) compile financial statements for any other entity such as schools/ trusts / partnerships?

Yes, if there are no specific requirement / qualifications for the person to compile the annual financial statements, AT(SA) can compile the annual financial statements.

4 Can an AT(SA) act as a Commissioner of Oaths?

ATs(SA) can act as a Commissioner of Oaths due to the inclusion of the AT(SA) designation in the Regulations to the Justice of the Peace and Commissioner of Oaths Act, No.16 of 1963.

Reference: Designation of Commissioner of Oaths under section 6 of the Justices of the Peace and Commissioner of Oaths Act, 1963 Act No.16 of 1963)

Regulations No. 38498, No.R..122 dated 2 February 2015
“6Aa. Association of Accounting Technicians (SA) (“AAT(SA)”: members of AAT(SA)

Referred to Member Accounting Technician South Africa – MAT(SA)

5 Can an AT(SA) act as the accounting officer of a school?

No, in terms of the Schools Act, No.84 of 1996 the governing body of a public school must appoint a registered auditor or a person who is qualified as an accounting officer to examine and report on the records and financial statements.

Reference: Schools Act, No.84 of 1996
“43.(1) The governing body of a public school must appoint a person registered as an auditor in terms of the Auditing Profession Act, 2005 (Act No.26 of 2005) to audit the records and financial statements referred to in section 42.

(2) If the audit referred to in subsection (1) is not reasonably practicable, the governing body of a public school must appoint a person to examine and report on the records and financial statements referred to in section 42, who- (a) is qualified to perform the duties of an accounting officer in terms of section 60 of the Close Corporations Act, 1984 (Act No. 69 of 1984); or (b) is approved by the Member of the Executive Council for this purpose.”

With regards to independent schools the Schools Act, No.84 of 1996 state that the Member of the Executive Council must by notice in the Provincial Gazette state the requirements for independent schools and AT(SA)s will have to refer to the various publications to identify the requirements.

6 Can an AT(SA) act as the accounting officer for a non-profit organisation in terms of the Non-Profit Organisations Act, No.71 of 1997?

No, the Non-Profit Organisations Act, No.71 of 1997 states that an accounting officer must compile a report as identified in the Act.

Reference: Non-Profit Organisations Act, No.71 of 1997

“113. The Non-profit Organisations Act 71 of 1997 governs non-profit Organisations. Interms of section 17(2) of the Act, every registered Non-profit Organisation must arrange for a written report to be compiled by an accounting officer, as defined in the Close Corporations Act 1984, and for this report to be submitted to the organisation. The accounting officer must report on the matters mentioned in section 17(2) of this Act.114. Section 17(2)(c) requires the accounting officer to state whether or not theorganisation has complied with the provisions of the Non-profit Organisations.”

7 Can an AT(SA) act as the accounting officer for any other entity where required?

No, if the legislation states that an accounting officer can compile certain reports or perform certain tasks the AT(SA) is not allowed to perform the services as an AT(SA) is not recognised as an accounting officer.

8 Can an AT(SA) register as a Tax Practitioner in terms of the Tax Administration Act, No 28 of 2011? If yes, what is the process to register?

The AT(SA), as members of SAICA, will be allowed to register as tax practitioners, with SAICA as their RCB

subject to the same entry criteria applicable to CA(SA) and AGA(SA) members.

The member/associate must confirm that during the period in which he/she registering with SAICA as the RCB:

- The member/associate must have read and comply with SAICA’s code of conduct (i.e. ethics code) and be tax compliant in all material respects in the conduct of my personal tax affairs on the date of this declaration
- The member/associate’s membership with any other recognised controlling body must not have been terminated within the last five years as a result of serious misconduct
- The member/associate must not have been convicted of theft, fraud, forgery or issuing a forged document or committed a dishonesty offence in the last five years.
- The member/associate must not have been convicted of a serious tax offense within the last five years.
- The member/associate must have/will have attained at least 15 hours of tax specific CPD in the 2020 SAICA associate membership period for purposes of being a tax practitioner (pro rata for lesser period), of which 60% is verifiable, and maintained relevant records for all CPD hours

Registration process:

The registration process is available on the SAICA website:





CONTACT US

For enquiries regarding SAICA membership,
please get in touch with our Contact Centre:

SAICA Member Portal: <https://my.saica.co.za/>

Phone: SA Members 08610 SAICA (72422)

International Members: +27 11 621 6600

Email: saica@saica.co.za

Enterprise Development – Adelaide Vambe Adelaidev@saicaed.co.za 011 479 0641

Southern region – Christiaan Vorster Christiaanv@saica.co.za 021 417 2663

Eastern region – Naeem Asvat Naeema@saica.co.za 031 207 3290

Central region – Div Lamprecht Devilliersl@saica.co.za 051 444 3674

International region – Bruce Freer BruceF@saica.co.za +44 (0)7397 611 113