

Step by Step Guide for How to Apply for the ITC **Exam**

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Schools and learners	Initial Test of Competence (ITC)	
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ITC Examinations	Regulations and guidelines	>
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If you have us	sed the SAICA Portal before and have login details
	SIGN UP
If it is y	rour first time using the SAICA Portal <u>Sign up assistance</u>
REQUE	ST A NEW COMPANY/EMPLOYER PROFILE: NON-MEMBERS
lf you are n SAICA co	ot a SAICA member and need to have a mpany/employer added to the SAICA database
STEP	ACTION
5	Upon reaching the portal, click on "Signup" if you are new user. If you are an existing user, click on "Login".



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STEP 7	ACTION Once you have filled in all the details, click on the "Submit" button.

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STEP	ACTION
8	After clicking "Submit", you will be redirected to the Login page. Click on the "Login" button to proceed further.
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STEP	ACTION
9	Enter your Email address and then click on "Forgot password".



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STEP	ACTION
13	Enter a new password and confirm password then click on "Continue". The new password will be saved and you will be redirected to the login page again.
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STEP	ACTION
14	Once you are on the Login page, enter your email address and password.



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15	Click on "Sign in".
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24		Under the "Applicant's Information" page, you must fill in all the mandatory fields and then click on the "Next" button.
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8		Personal Address (Physical Address)
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26		the mandatory fields and then click on the "Next"
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29		You must fill in all the mandatory questions and click on the "Next" button.

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30		If you are applying for special concession, then you must upload the required (supporting) documents, e.g. Part I – ITC Special Concession policy and Medical Practitioner Declaration form. This can be downloaded from the SAICA website.
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24		Click "Yes" on Terms & Conditions and the click on



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35		Click on "View" to verify the contact information before

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STEP	ACTION
43	Fill in the details in the PayU fields.
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	Image: Note of the second s		ACTION The system will then redirect you to the invoice page on
	45		the portal.

	Invoice e
With Account James Jim Charles Marketik Marketik	Invoices
Book Seminars and Events	
STEP	ACTION
	Once the full payment has been received by SAICA, the "Pay" button will be disabled (greyed out).
Winderstand James Jim Charles → Indiddat Wenterstip >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	All Construction of the second
STEP	ACTION
47	Click on the "Download" button to download the invoice.

DIFFERENCE MAKERS

GAICA DIFFERENCE

The South African Institute of Chartered Accountants NPO Registration number: 020-050 VAT Reg No: 4570104368 Private Bag X32, Northlands, 2116 17 Fricker Road, Illovo, 2196 Contact Centre: 08610 SAICA (72422) International: +27 11 621 6600 Website: www.saica.org.za

TAX INVOICE

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Invoice to: James Jim Charles

Account: Invoice no: Invoice date: SAICA ID: Recipient VAT No: Invoice Due Date: Payable by date: Purchase Order number:

INV-124264-H4J3G9 2023/12/21 47940031 2023/12/21 2023/12/21

DESCRIPTION	QTY	AMOUNT	DISCOUNT	AMOUNT	TOTAL
Exam Fee - ITC - Initial test of Competence (ITC) Jun 2026 - Free State Test Free State Free State 98201 South Africa	1,00	R200,00	R0,00	R30,00	R230,00
Total		R200,00	R0,00	R30,00	R230,00
Total amount due					R230,00

BANKING DETAILS

Nedbank

Branch: Nedbank Business Central - 128 405 Acc No: 1284 023 230 SWIFT Code: NEDSZAJJ

Acc No: 62506747122 SWIFT Code: FIRNZAJ

FNB

Branch: Eastgate - 257705

Please send remittance advice to Debtors@saica.co.za.

Please use your SAICA ID 47940031 as a reference number on all payments

STEP	ACTION
48	Your Invoice will be downloaded in PDF format.

C SAICA REALFYST All All Recourt Balance R.253.00 Recourt REFUND Recourt REFUND Recourt Recourt Refund Recourt Refund	6 i 3			
My Account Invoices				
Account Balance R 253.00 All				
James Jim Charles REQUEST REFUND Show 5 V	~			
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€ INV-124265-5650M8 R 23.00 R 23.00	12/21/2023 MM/DD/YYYY VIEW PAY DOWNLOAD			
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STEP AC	TION			
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49 invoice by	FFT navment			
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My Account	PAY			
Account Balance	Isuned by :			
James Jim Charles REQUEST REFUND Individual James Charles Test Test, PRETORIA, Eastern Cape, 0001, South	Company: SAICA Address: 17 Fricker Road, Illovo, Sandton Johannesburg, 2196			
Address: Africa Membership □ tz/2/2023 Tel: 7636717711	Tel: 0861072422 Email: saica@saica.co.za			
Member since Email: jejami9290@arensus.com Credit Notes				
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Requests Logout				
The following functionality is not available on the Member Portol yet. Piesse citck on the files below to access the functionality on the SACA website. Peoper onto – SACA website log in details will need to be entered to access some of the functionality:				
Book Seminars and Events				0
ST	EP		ACTION	
51		Select the payment	t method as "Electron	ic Transfers".
Image: Control of the second seco	Dathboard Invoice	Select Payment Method @ Electronic Tranfers Credit Card / Debit Card 	Invoice Details INV-124285-5550M8 Total Amount :	CANCEL
ST	EP		ACTION	
52				
5	2	Select "Choose file	e" to upload the proof	of payment.

G SAICA DIFEED	
Marchard Branch Marchard Branch Marcha	Select Payment Method Invoice Details Electronic Tranfers Credit Card INV-124265-5850M5 R 23.00 Choose File INV-124264-144309.pdf Total Amount: R 23.00 Summ CANCEL
Requests Lagout: The following functionality is not available on the Member Portal yet, Prose click on the links below to access the functionality on the SACA website. Reson extends to access some of the functionality: ✓ CPD Requirements Image: Construction and Events	
STEP	ACTION
53	Once the document has been uploaded, click on the "Submit" button.
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	STEP		ACTION
55			Once the full payment has been received by SAICA, the
			"Pay" button will be disabled (greyed out).