



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

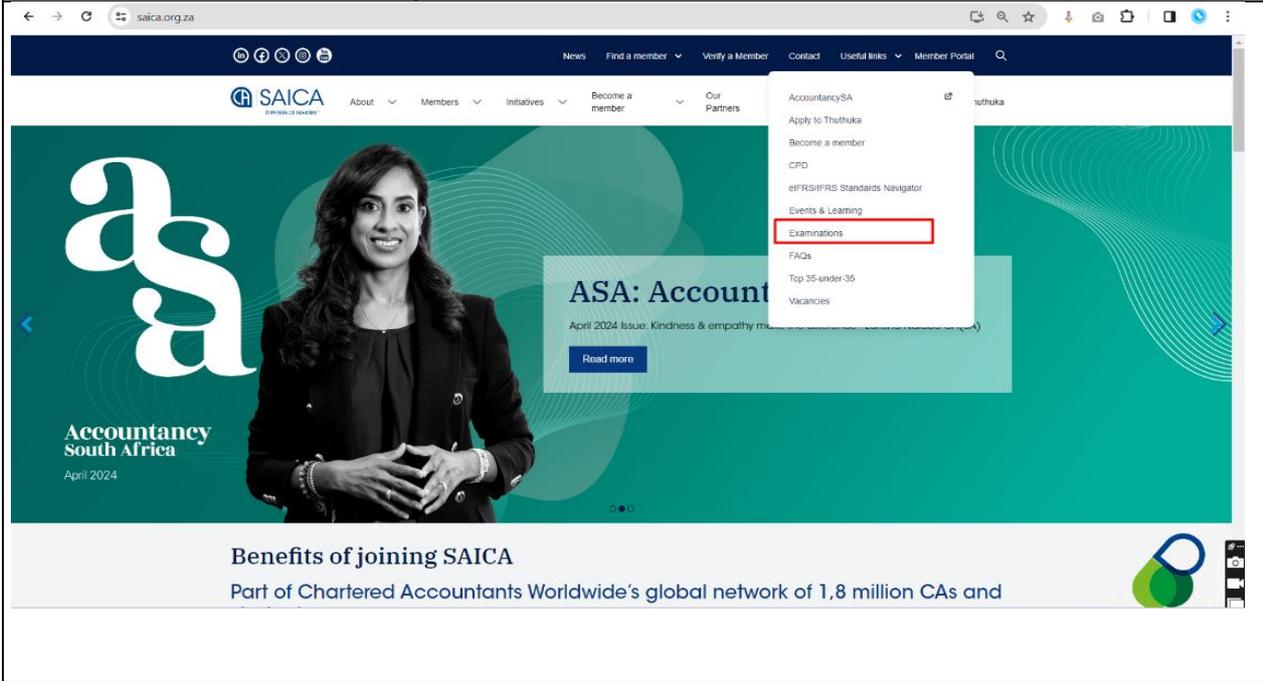
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## Step by Step Guide for ITC Exam Application



STEP	ACTION
1	Go to the SAICA website: <a href="http://www.saica.org.za">www.saica.org.za</a>



STEP	ACTION
2	Click on Examinations under the “Useful links” tab.



The screenshot shows the SAICA website's 'ITC Examinations' page. On the left is a navigation menu with categories like 'Future members', 'Schools and learners', 'Universities, colleges and students', 'Trainees', 'ITC Examinations', 'ITC Exam Results', 'ITC Exam FAQs', 'ITC January 2024', 'ITC June 2024', 'ITC Competency Framework', 'Past Exam Papers', 'APC Examinations', and 'Exam results'. The main content area is titled 'ITC Examinations' and 'Initial Test of Competence (ITC)'. It includes a description of the ITC exam and a list of links: 'Regulations and guidelines', 'ITC exam format or eligibility', 'Dates and fees', 'Online registration' (highlighted with a red box), 'ITC competency framework', 'Reciprocity', and 'Special concessions'. Below this is a section for 'Examinable Pronouncements'.

STEP	ACTION
3	The Examinations page will open up. Click on “Online registration”.

This screenshot shows the same 'ITC Examinations' page as above, but with the 'Online registration' dropdown menu expanded. It shows two options: 'Step by Step guide' and 'Complete the online registration' (highlighted with a red box). The rest of the page content remains the same.

STEP	ACTION
4	Click on “Complete the online registration” which will the direct you to the “Exams” portal.



The screenshot shows the SAICA portal homepage. At the top is the SAICA logo and tagline 'DIFFERENCE MAKERS™'. Below this is a heading 'What can I do on the SAICA Portal?' followed by a note about a single sign-in functionality. There are three main buttons: a red 'LOGIN' button with a user icon, a white 'SIGN UP' button with a red border, and a white 'REQUEST A NEW COMPANY/EMPLOYER PROFILE: NON-MEMBERS' button with a red border. Each button is accompanied by explanatory text and a link for assistance.

STEP	ACTION
5	Upon reaching the portal, click on “Signup” if you are new user. If you are an existing user, click on “Login”.



## SAICA Portal

**I HAVE A SAICA PROFILE (SAICA ID)**

I have an existing record with SAICA. Example - I am / was a CA(SA), AGA(SA), AT(SA), Trainee, Student, Delegate but have not used this SAICA Portal before

**I DO NOT HAVE A SAICA PROFILE (SAICA ID)**

I do not have an existing record with SAICA – i.e. I have never interacted with SAICA before

◀ **GO BACK**

STEP	ACTION
6	A new page will open up, in which you need to enter all the mandatory fields.



**SIGN UP**

Title \*  
Mr

First Name (Max 20 characters) \*  
James

Middle Name (Max 20 characters)  
Jim

Last Name (Max 30 characters) \*  
Charles

Email \*  
cecipe7179@evimzo.com

Mobile Number \*  
5678909878

Gender \*  
Male

Race \*  
White

Home language \*  
English

Date Of Birth \*  
07-07-1998

Passport \*  
Passport

Document Id \*  
Passport  
Document Id \*  
567894050

Passport Expiry Date \*  
06-06-2029

Postal Address

Country \*  
South Africa

Province/State \*  
Free State

Zip Code \*  
0003

Suburb \*  
Please choose...

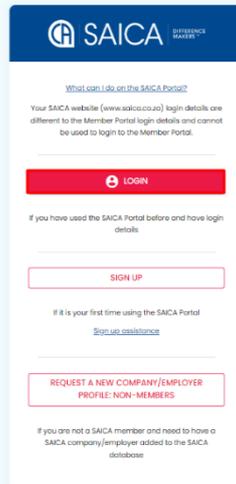
Address Line 1 \*  
Devereaux Ave

Address Line 2  
East London

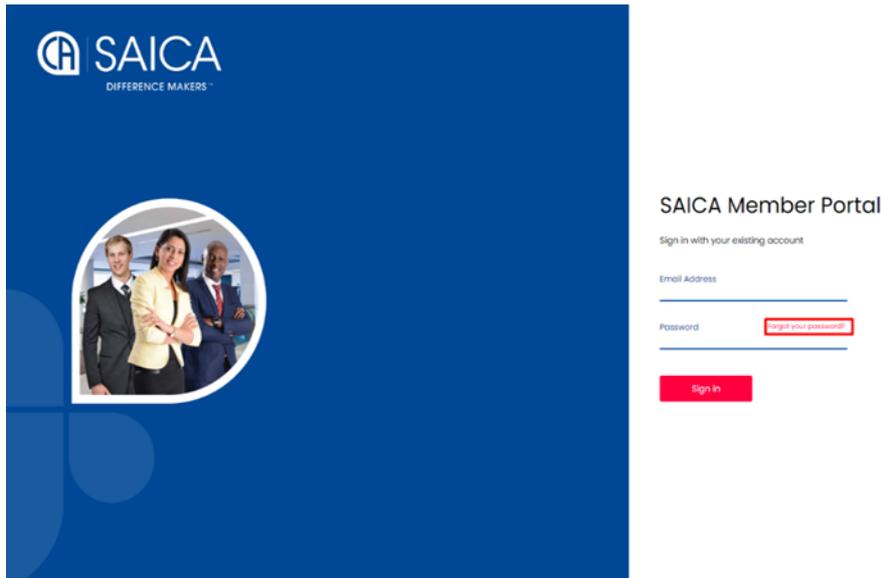
I agree with PDR Act.

**SUBMIT** **GO BACK**

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



STEP	ACTION
8	After clicking “Submit”, you will be redirected to the Login page. Click on the “Login” button to proceed further.



STEP	ACTION
9	Enter your Email address and then click on “Forgot password”.



### SAICA Portal

Please provide the following details.

Verification is necessary. Please click Send button.

Email Address:

cecape7179@evimzo.com

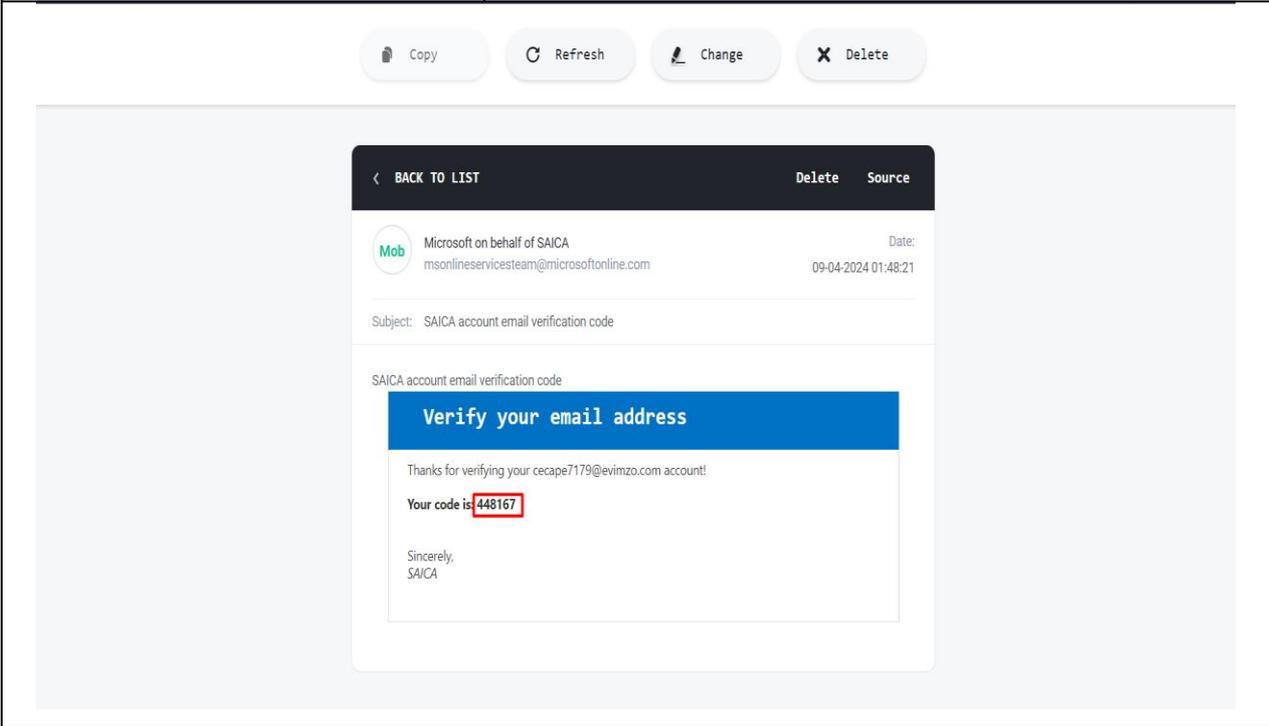
What is that?

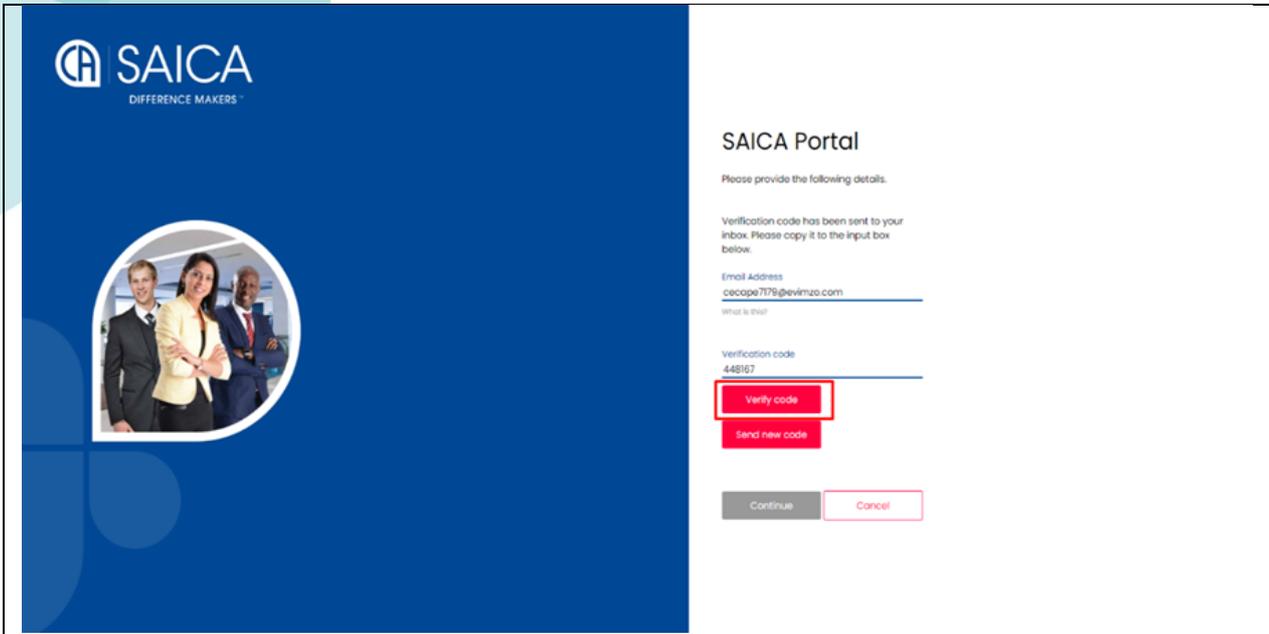
Send verification code

Continue

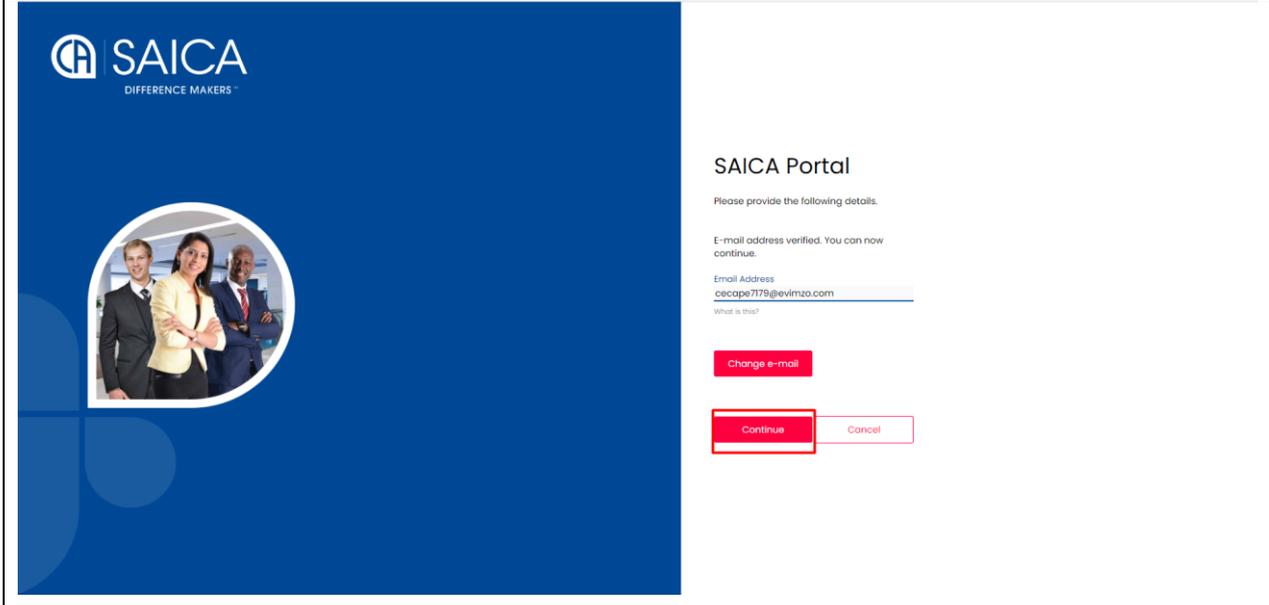
Cancel

STEP	ACTION
10	Enter your email address and click on “Send verification code”. This will send the verification code to the provided email address.





STEP	ACTION
11	Enter the verification code then click on “Verify code”.



STEP	ACTION
12	Click on the “Continue” button.



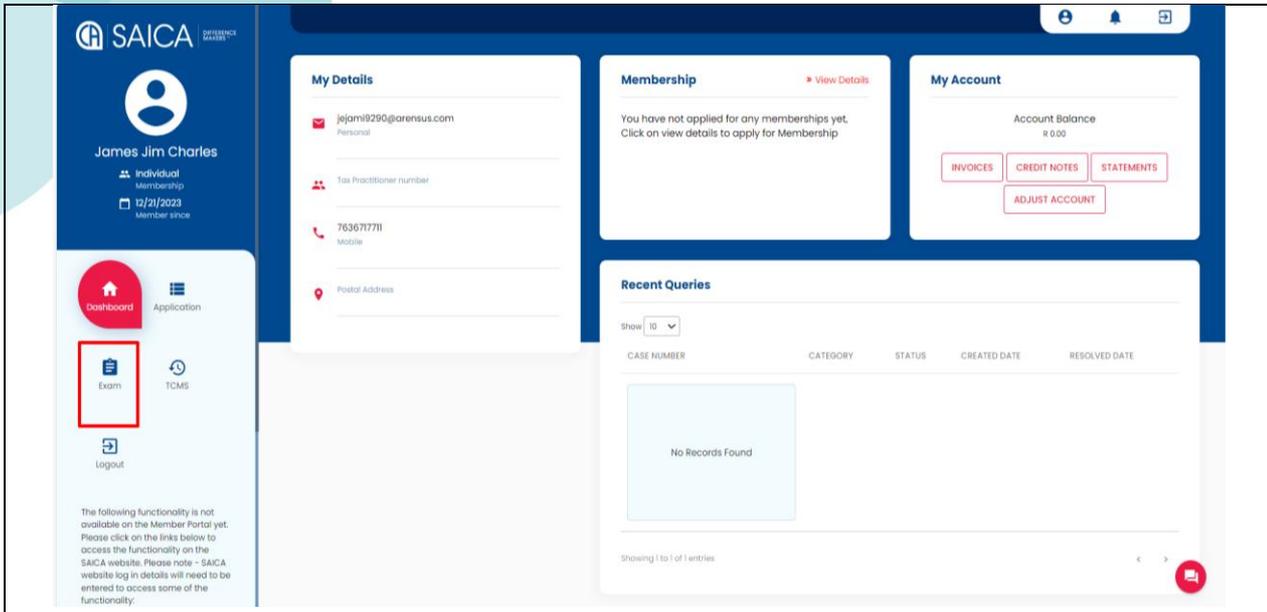
STEP	ACTION
13	Enter a new password and confirm password then click on “Continue”. The new password will be saved and you will be redirected to the login page again.

STEP	ACTION
14	Once you are on the Login page, enter your email address and password.

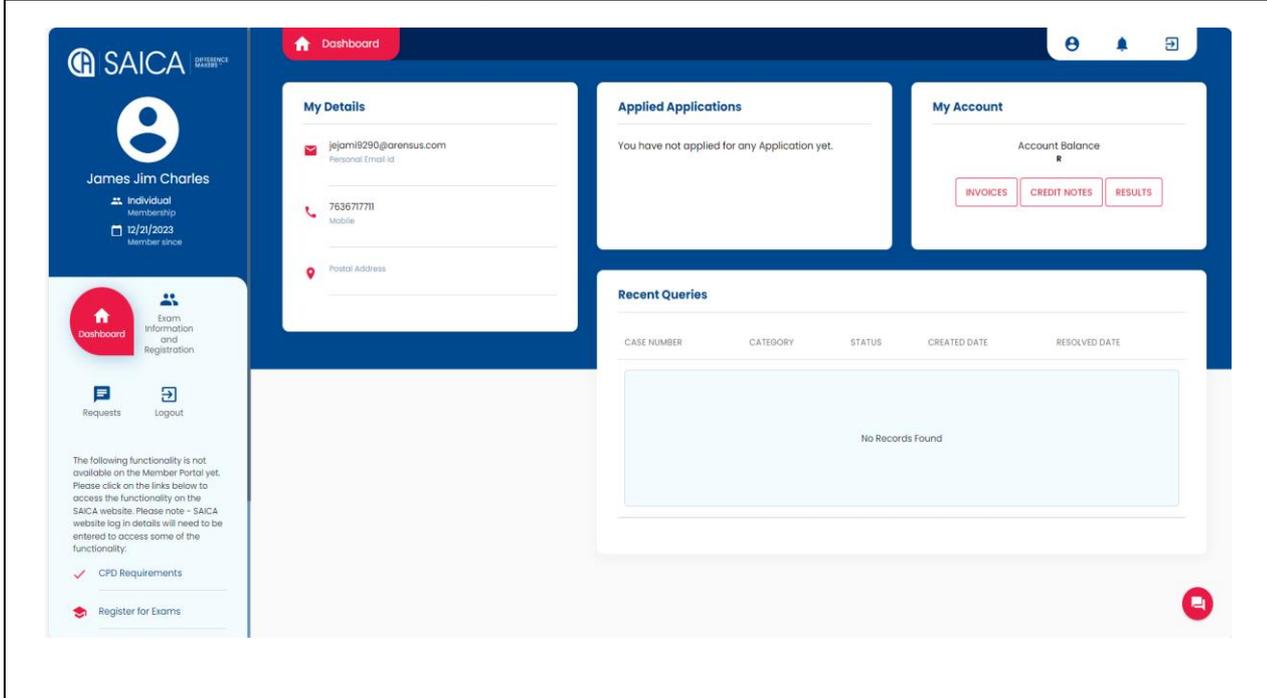


STEP	ACTION
15	Click on "Sign in".

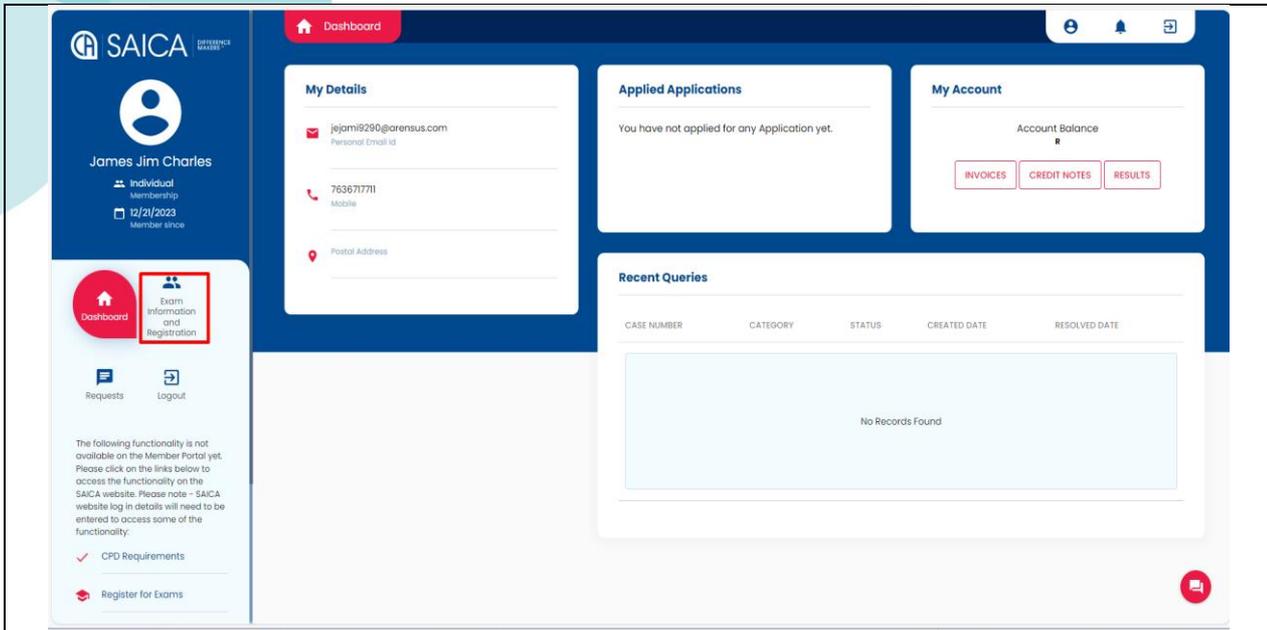
STEP	ACTION
16	You will be directed to the Dashboard page.



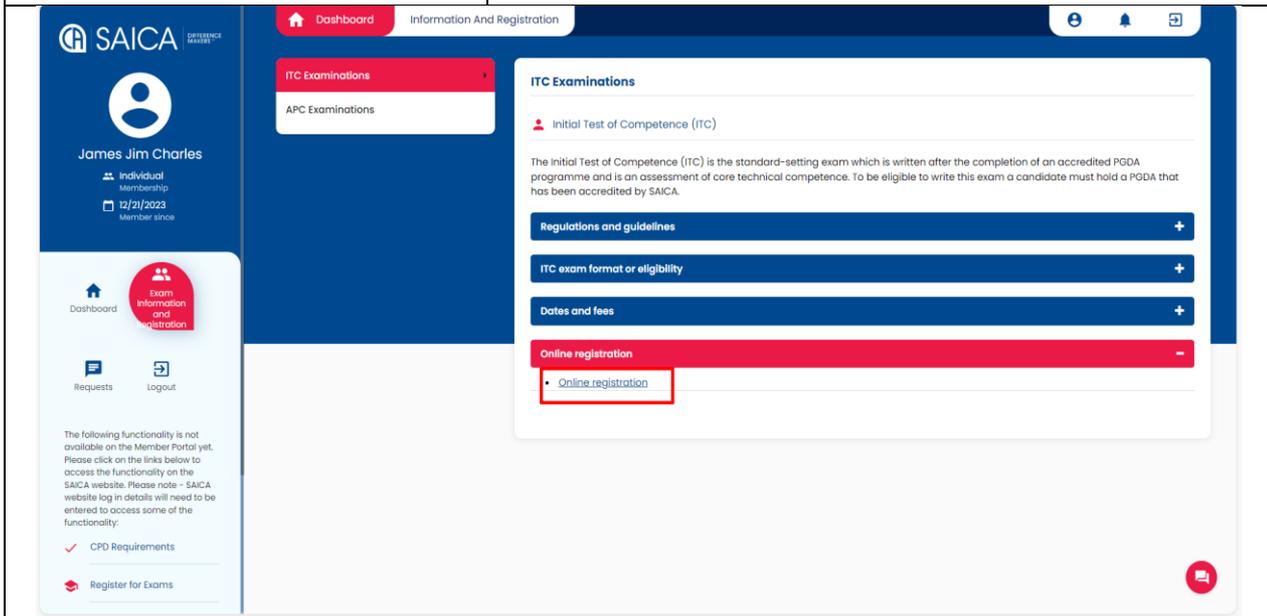
STEP	ACTION
17	Click on the “Exam” tab.



STEP	ACTION
18	After clicking on the “Exam” tab, the Exam Dashboard will open.



STEP	ACTION
19	Click on “Exam Information and Registration”.



STEP	ACTION
20	After clicking on “Exam Information and Registration”, click on the “Online Registration” tab.



**ITC Examinations**

Show 10 entries

EVENT	START DATE	TYPE	CITY	PRICE
<a href="#">Initial test of Competence (ITC) Jun 2026 - Bloemfontein</a>	25/Sep/2023	EXM	Bloemfontein	R1725.00
<a href="#">Initial test of Competence (ITC) Jun 2026 - Free State</a>	25/Sep/2023	EXM	Free State	R8625.00
<a href="#">Initial test of Competence (ITC) Nov Sandton</a>	12/Sep/2023	EXM	Sandton	R2875.00

Showing 1 to 3 of 3 entries

Previous 1 Next

STEP	ACTION
21	Click on the relevant event.
	You can choose any of the events but after applying, you will not be able to apply for another event.

**Event Details**

Event Name	Initial test of Competence (ITC) Jun 2026 - Free State
Code	I_2_26
Type Of Event	ITC
Examination Fee	R8625.00
Start Date	25/Sep/2023
End Date	15/Sep/2024
Description	Free State
Address	Test Free State Free State 98201 South Africa
City	Free State
Province	Free State

[Book Online](#)

STEP	ACTION
22	Click on “Book Online”.



**SAICA** DIFFERENCE MAKERS

James Jim Charles  
Individual Membership  
12/21/2023 Member since

Dashboard | Exam Information and Registration

Requests | Logout

The following functionality is not available on the Member Portal yet. Please click on the links below to access the functionality on the SAICA website. Please note - SAICA website log in details will need to be entered to access some of the functionality.

- ✓ CPD Requirements
- Register for Exams

Dashboard | Online Booking

Personal Details  
Company Details  
Address Details  
Contact Details  
Registration Questions  
Registration Questions  
Special Concession  
Submit Application

**Applicant's Information**

Personal Details

Login ID: 14909b8f-c1f0-48d9-8594-5d013a73ab93 | SAICA ID Number\*: 47940031

Member Type: Individual | Prefix: Mr

First Name: James

Last Name: Charles

ID Type: Foreign ID(Passport Number)

Document ID: 9821000229438492

Expire Date

STEP	ACTION
23	You will then need to enter all the details in the fields that will come up.

**SAICA** DIFFERENCE MAKERS

James Jim Charles  
Individual Membership  
12/21/2023 Member since

Dashboard | Exam Information and Registration

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- ✓ CPD Requirements
- Register for Exams

Dashboard | Online Booking

Personal Details  
Company Details  
Address Details  
Contact Details  
Registration Questions  
Registration Questions  
Special Concession  
Submit Application

**Applicant's Information**

Personal Details

Login ID: 14909b8f-c1f0-48d9-8594-5d013a73ab93 | SAICA ID Number\*: 47940031

Member Type: Individual | Prefix: Mr

First Name: James

Last Name: Charles

ID Type: Foreign ID(Passport Number)

Document ID: 9821000229438492

Expire Date

Initials

Maiden Name



Document ID  
9821000229438492

Expire Date  
10/Oct/2026

Date of Birth\*  
10-10-2021

Race\*  
White

Gender  
Male

Job Title

Professional Code  
Select Professional Code

Language  
Select Language

If Disabled, Nature of Disability  
Select Nature of Disability

Company / Employer  
Select Your Company

My exam fee pay by my Company / Employer?  
 Yes  
 No

NEXT

STEP	ACTION
24	Under the “Applicant’s Information” page, you must fill in all the mandatory fields and then click on the “Next” button.

Dashboard Online Booking

Personal Details  
**Company Details**  
 Address Details  
 Contact Details  
 Registration Questions  
 Registration Questions  
 Special Concession  
 Submit Application

Company Details

Application For

Company Name  
The Cyprus Development Bank Limited

Company's Fax Number  
0

Company's Telephone Number  
0

Company's Vat No.

Company Email Address  
UtulYfjwf@jdhi.lub.tv

Company Postal Address

Address Line 1  
Address Line 2  
Address Line 3  
City

NEXT



**SAICA** DIFFERENCE MAKERS™

James Jim Charles  
Individual Membership  
12/21/2023 Member since

Dashboard Exam Information and Registration  
Requests Logout

The following functionality is not available on the Member Portal yet. Please click on the links below to access the functionality on the SAICA website. Please note - SAICA website log in details will need to be entered to access some of the functionality.

- ✓ CPD Requirements
- Register for Exams

Company Physical Address

Same as postal

Address Line 1: 87      Address Line 2: 98

Address Line 3: 98      City: Gauteng

State: Free State      Country: South Africa

Postal Code: 77381

**NEXT**

STEP	ACTION
25	Under the “Company Details” page, you must fill in all the mandatory fields and then click on the “Next” button.

**SAICA** DIFFERENCE MAKERS™

James Jim Charles  
Individual Membership  
12/21/2023 Member since

Dashboard Exam Information and Registration  
Requests Logout

The following functionality is not available on the Member Portal yet. Please click on the links below to access the functionality on the SAICA website. Please note - SAICA website log in details will need to be entered to access some of the functionality.

- ✓ CPD Requirements
- Register for Exams

Dashboard Online Booking

Personal Details  
Company Details  
**Address Details**  
Contact Details  
Registration Questions  
Registration Questions  
Special Concession  
Submit Application

**Address Details**

Personal Address (Postal Address)

Country: South Africa

State\*: Eastern Cape      Postal Code\*: 0001

Suburb\*: PRETORIA-WES      Address Line 1\*: Test

Address Line 2: Test      Address Line 3:

Personal Address (Physical Address)

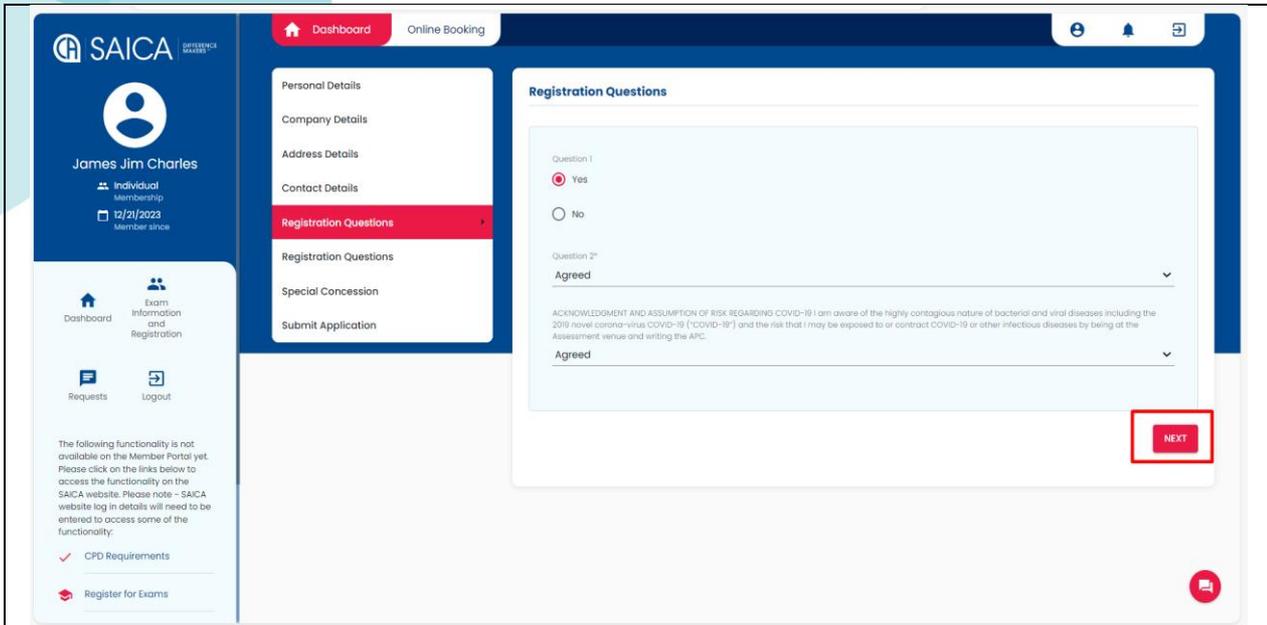
Same as postal

**NEXT**



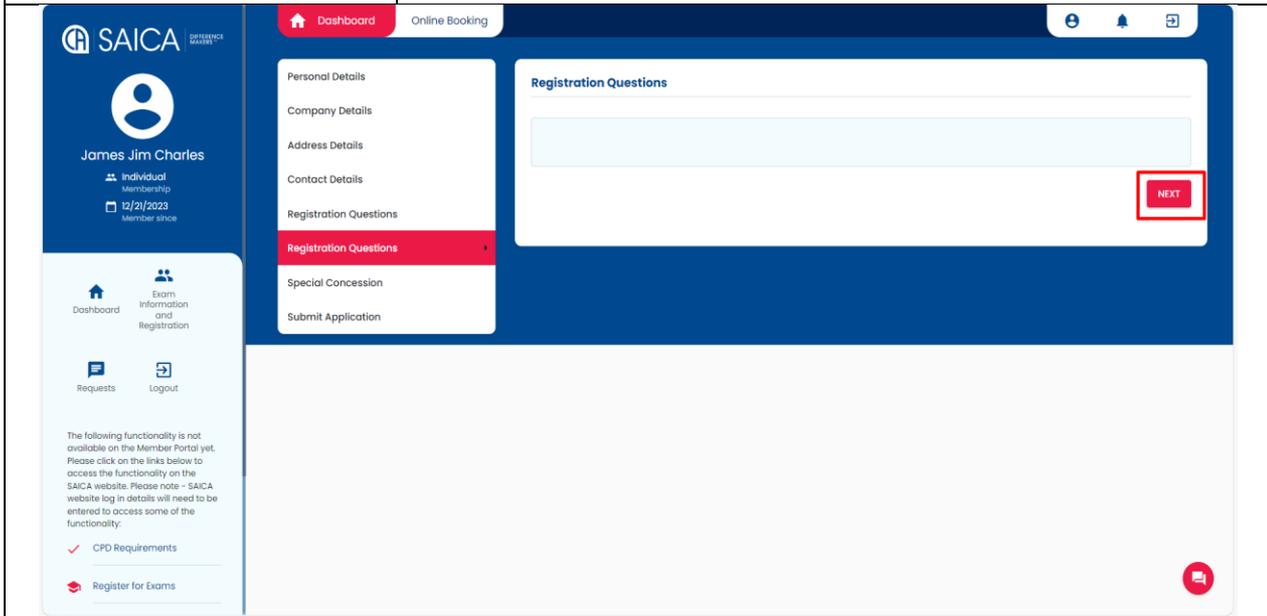
STEP	ACTION
26	Under the “Address Details” page, you must fill in all the mandatory fields and then click on the “Next” button.

STEP	ACTION
27	Under the “Contact Details” page, you must fill in all the mandatory fields and then click on the “Next” button.



STEP	ACTION
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28	Under the “Registration Questions” page, you must fill in all the mandatory fields and then click on the “Next” button.
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STEP	ACTION
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29	You must fill in all the mandatory questions and click on the “Next” button.
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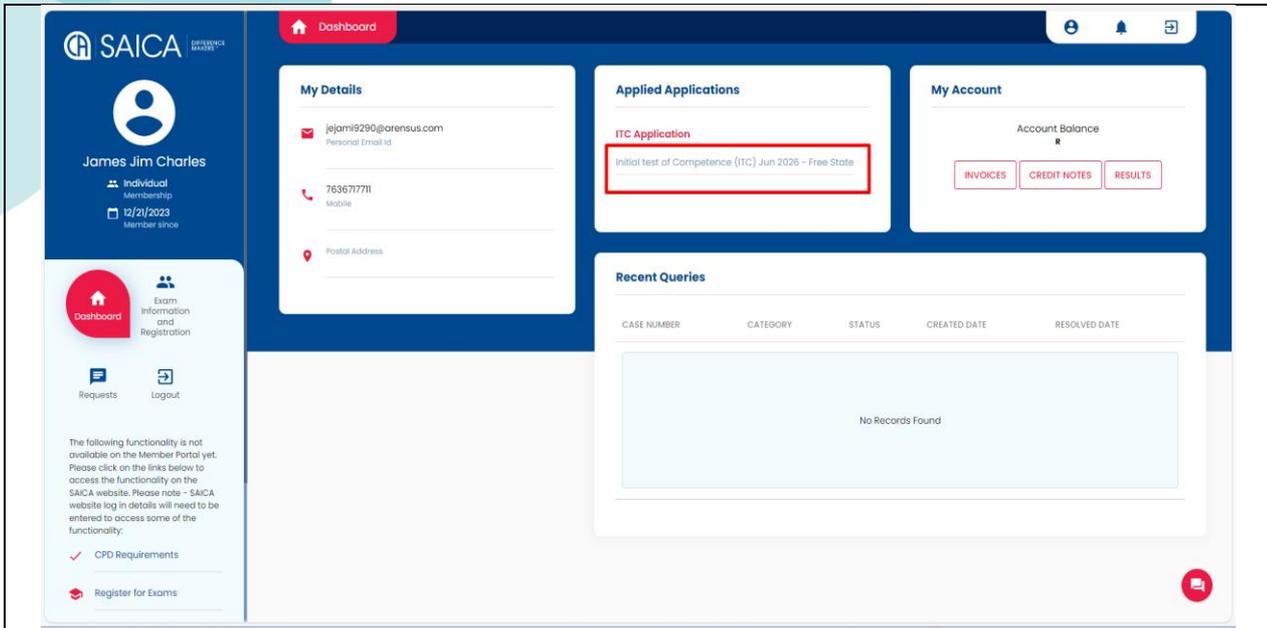


The image shows two screenshots of the SAICA website. The top screenshot is a browser view of the 'saica.org.za/become-a-member/future-members/exam-information' page. It features a navigation menu with options like 'Find a member', 'Verify a Member', and 'Member Portal'. The main content area includes a sidebar with links for 'ITC January 2024', 'ITC June 2024', 'ITC Competency Framework', 'Past Exam Papers', 'APC Examinations', and 'Exam results'. The 'Special concessions' section is highlighted, containing text about candidates requiring special concessions, a list of payment methods (Direct bank deposit or Electronic transfer), Nedbank account details (Branch no. 1284 0500, Account no. 1284 023230), and download links for 'Part I ITC special concession policy - August 2020' and 'ITC medical practitioner declaration form'. Below this is a section for 'Examinable Pronouncements' with download links for 'ITC 2024 Audit and Assurance Examinable pronouncements (PDF)', 'ITC 2024 Tax EP with s13 VAT correction (PDF)', and 'ITC 2025 Financial Derivatives examinable pronouncements (PDF)'. The bottom screenshot shows a member portal dashboard for 'James Jim Charles', an individual member since 12/21/2023. The dashboard includes a sidebar with 'Personal Details', 'Company Details', 'Address Details', 'Contact Details', 'Registration Questions', 'Special Concession', and 'Submit Application'. The 'Special Concession' section is active, showing a form with a 'Government ID Or Passport of the Responsible Person' field and a question 'Are you applying for Special Concession?' with radio buttons for 'Yes' (selected) and 'No'. A 'NEXT' button is visible at the bottom right of the form.

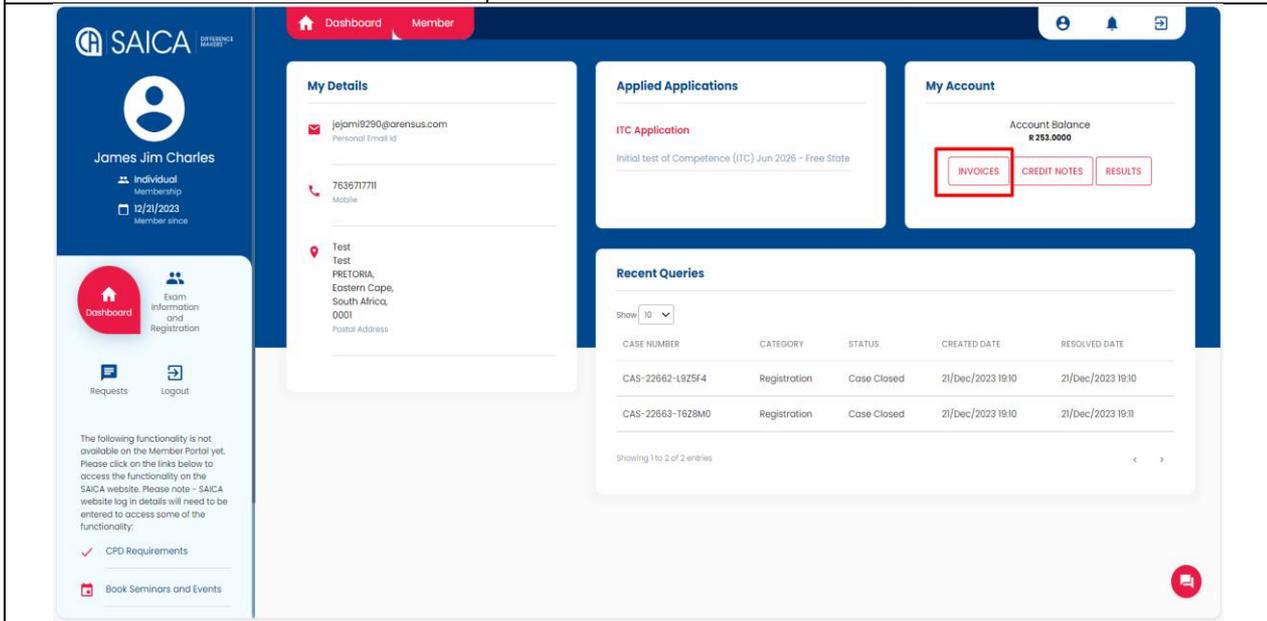


STEP	ACTION
30	If you are applying for special concession, then you must upload the required (supporting) documents, e.g. Part I – ITC Special Concession policy and Medical Practitioner Declaration form. This can be downloaded from the SAICA website.

STEP	ACTION
31	Click “Yes” on Terms & Conditions and the click on Submit.



STEP	ACTION
32	Once your application has been submitted, it will redirect you to the dashboard page and you will get a confirmation email with all the details.



STEP	ACTION
33	After a few minutes, click on “Invoices” under the “My Account” tab.



The screenshot shows the SAICA member portal dashboard for James Jim Charles. The 'Invoices' section is active, displaying a table of invoices. A red box highlights the table content.

INVOICE	OUTSTANDING AMOUNT	TOTAL AMOUNT	ISSUED ON	PAID ON	ACTION
INV-124264-H4J3G9	R 230.00	R 230.00	12/21/2023	MM/DD/YYYY	<a href="#">VIEW</a> <a href="#">PAY</a> <a href="#">DOWNLOAD</a>
INV-124265-5650M8	R 23.00	R 23.00	12/21/2023	MM/DD/YYYY	<a href="#">VIEW</a> <a href="#">PAY</a> <a href="#">DOWNLOAD</a>

Showing 1 to 2 of 2 entries

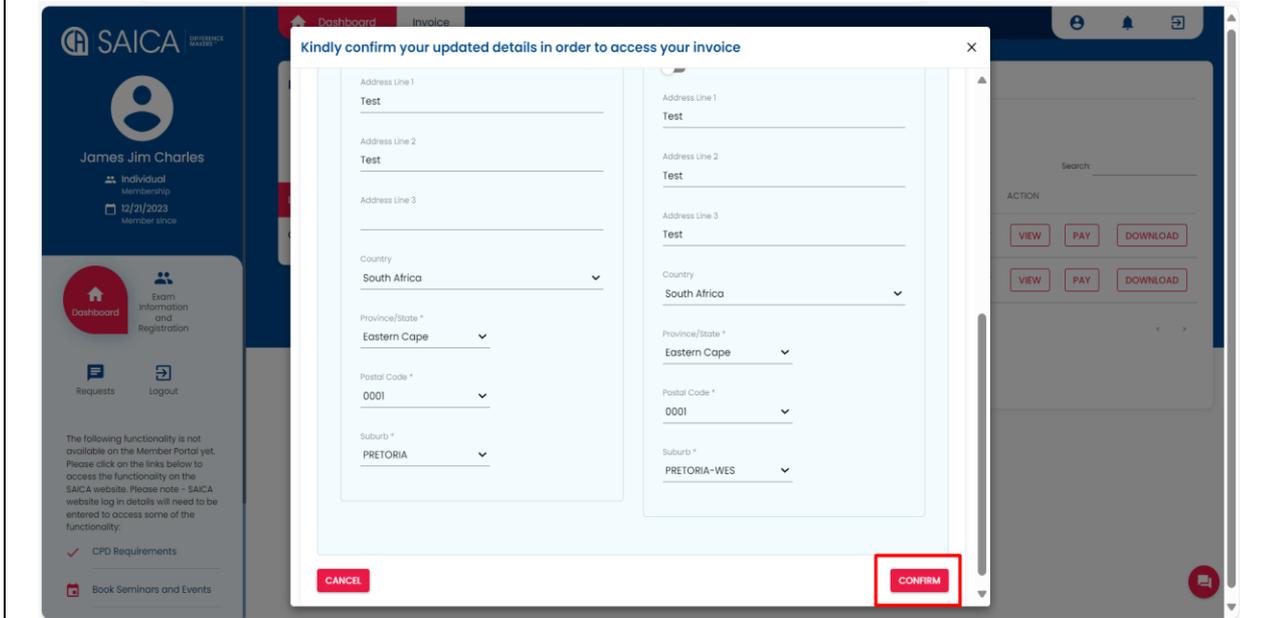
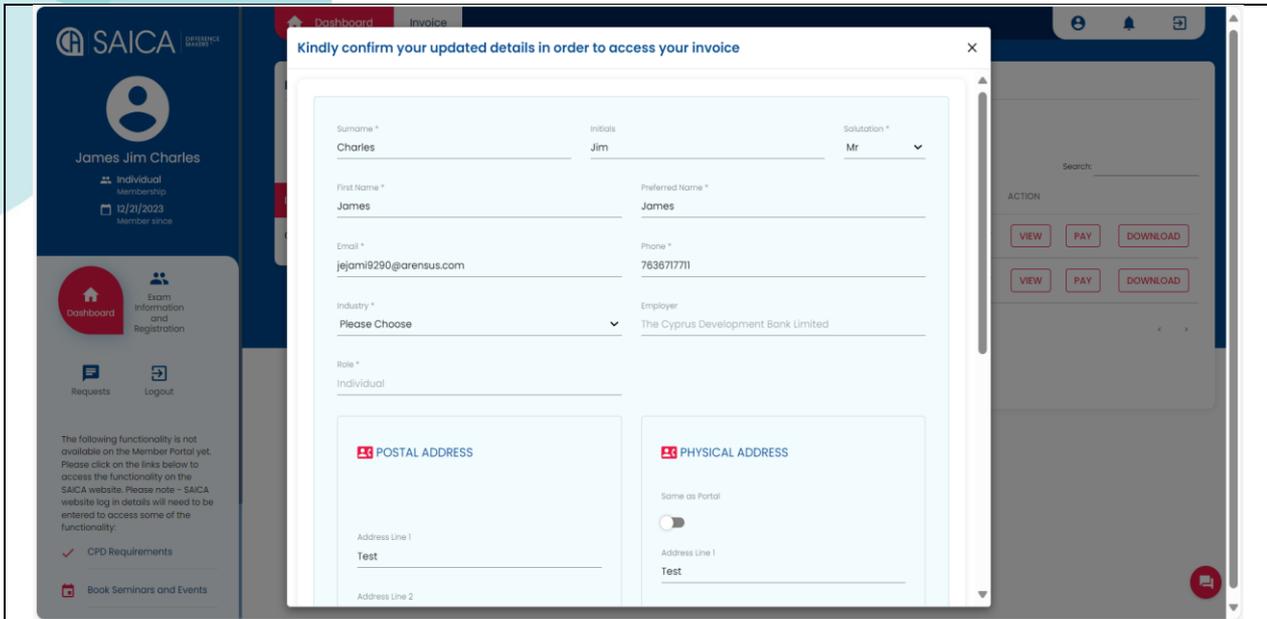
STEP	ACTION
34	You will see all your invoices here.

The screenshot shows the SAICA member portal dashboard for James Jim Charles. The 'Invoices' section is active, displaying a table of invoices. A red box highlights the 'VIEW' button for the first invoice.

INVOICE	OUTSTANDING AMOUNT	TOTAL AMOUNT	ISSUED ON	PAID ON	ACTION
INV-124264-H4J3G9	R 230.00	R 230.00	12/21/2023	MM/DD/YYYY	<a href="#">VIEW</a> <a href="#">PAY</a> <a href="#">DOWNLOAD</a>
INV-124265-5650M8	R 23.00	R 23.00	12/21/2023	MM/DD/YYYY	<a href="#">VIEW</a> <a href="#">PAY</a> <a href="#">DOWNLOAD</a>

Showing 1 to 2 of 2 entries

STEP	ACTION
35	Click on "View" to verify the contact information before downloading the invoice.



STEP	ACTION
36	Verify the information and then click on “Confirm” if everything is correct.



**My Account**  
Account Balance: R 253.00  
[REQUEST REFUND](#)

**Invoices**

**Issued to:**  
Individual: James Charles  
Address: Test Test ,PRETORIA, Eastern Cape, 0001, South Africa  
Tel: 7636717711  
Email: jejam9290@aremsus.com

**Issued by:**  
Company: SAICA  
Address: 17 Fricker Road, Illovo, Sandton Johannesburg, 2196  
Tel: 0861072422  
Email: saica@saica.co.za

INVOICE	DATE ISSUED	DATE DUE	OUTSTANDING AMOUNT	INVOICE CATEGORY
INV-124264-H4J3G9	12/21/2023	12/21/2023	R 230.00	EXAM

[BACK](#)

STEP	ACTION
37	Once you have verified the information, you can view the invoice details and click on “Back” to pay the invoice.

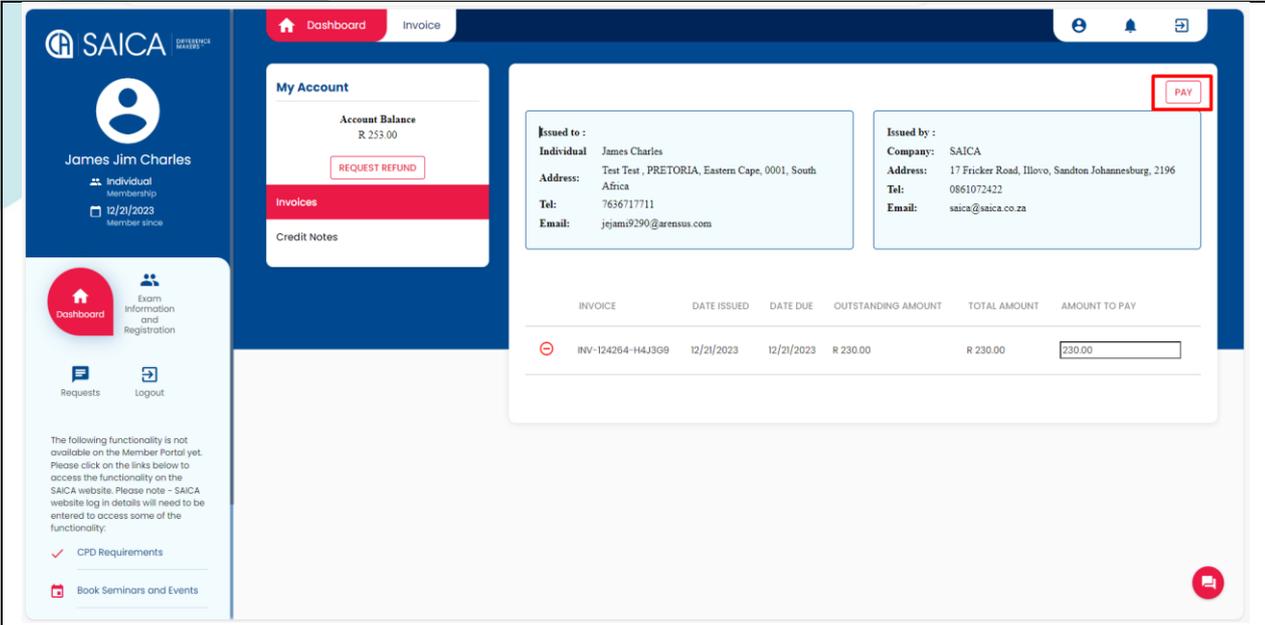
**My Account**  
Account Balance: R 253.00  
[REQUEST REFUND](#)

**Invoices**

INVOICE	OUTSTANDING AMOUNT	TOTAL AMOUNT	ISSUED ON	PAID ON	ACTION
INV-124264-H4J3G9	R 230.00	R 230.00	12/21/2023	MM/DD/YYYY	<a href="#">VIEW</a> <a href="#">PAY</a> <a href="#">DOWNLOAD</a>
INV-124265-5650M8	R 23.00	R 23.00	12/21/2023	MM/DD/YYYY	<a href="#">VIEW</a> <a href="#">PAY</a> <a href="#">DOWNLOAD</a>

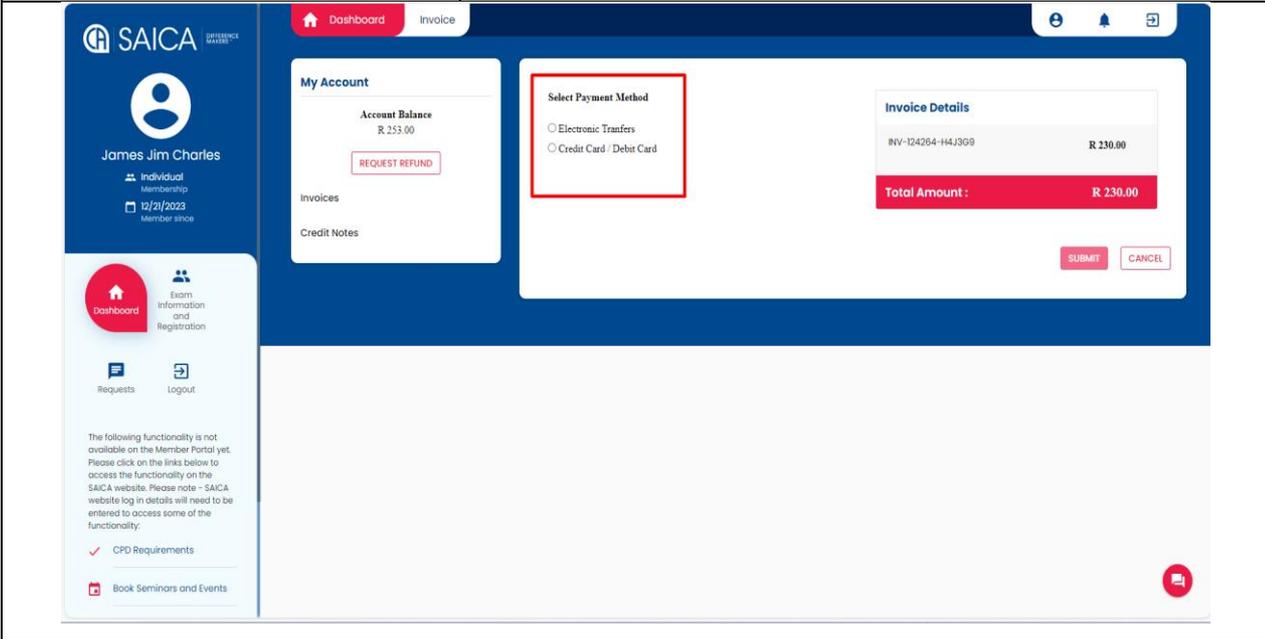
Showing 1 to 2 of 2 entries

STEP	ACTION
38	Click on “Pay” to pay the invoice.



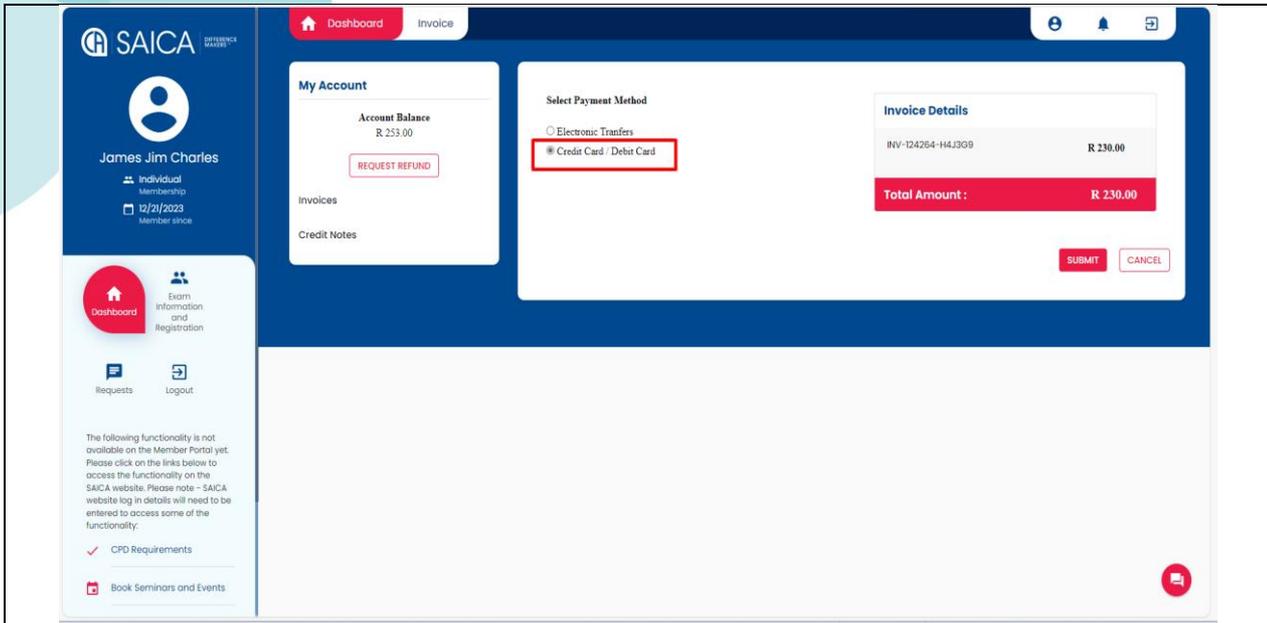
The screenshot shows the SAICA Member Portal interface. On the left is a navigation sidebar with the user's name 'James Jim Charles', membership details, and various menu items like 'Dashboard', 'Exam Information and Registration', 'Requests', and 'Logout'. The main content area is titled 'Invoice' and includes a 'My Account' section with an account balance of R 253.00 and a 'REQUEST REFUND' button. Below this is a table of invoices. The first row is highlighted, showing invoice number INV-124264-H4J3G9, issued on 12/21/2023, with an amount of R 230.00. A 'PAY' button is highlighted in a red box in the top right corner of the invoice details area.

STEP	ACTION
39	Again, click on “Pay” to pay the invoice.

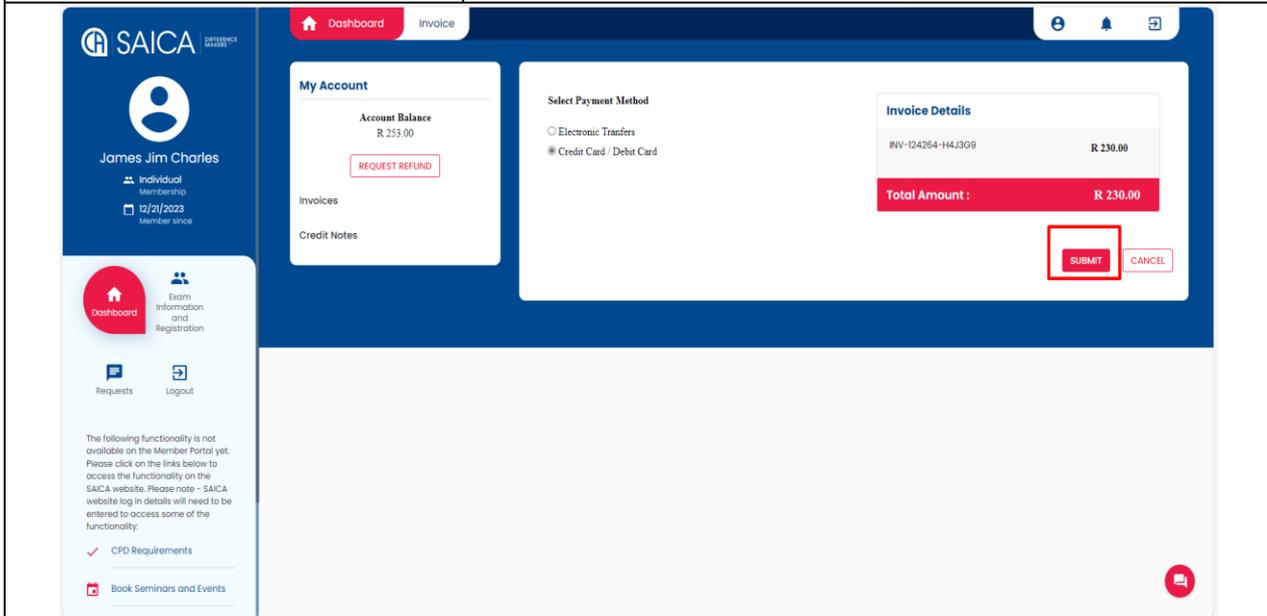


This screenshot shows the same SAICA Member Portal interface, but with a 'Select Payment Method' dialog box open. The dialog box has two radio button options: 'Electronic Transfers' and 'Credit Card / Debit Card'. The 'Credit Card / Debit Card' option is selected. To the right of the dialog box, an 'Invoice Details' section shows the invoice number, amount, and a 'Total Amount' of R 230.00. At the bottom of the dialog box are 'SUBMIT' and 'CANCEL' buttons.

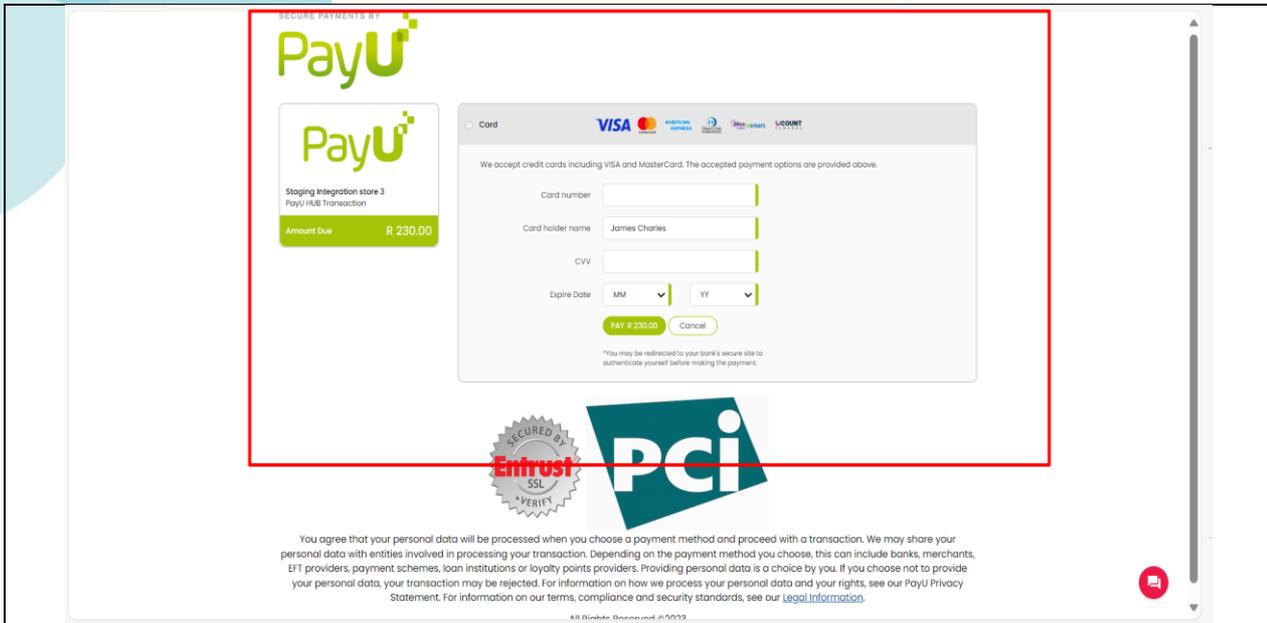
STEP	ACTION
40	Select payment method to pay the invoice.



STEP	ACTION
41	Select “Credit Card” payment to pay the invoice.



STEP	ACTION
42	Click on “Submit” to open the PayU portal.



SECURE PAYMENTS BY

**PayU**

Staging Integration store 3  
PayU HUB Transaction

Amount Due R 230.00

Card

VISA AMERICAN EXPRESS DISCOVER MASTERCARD UICOUNT

We accept credit cards including VISA and MasterCard. The accepted payment options are provided above.

Card number

Card holder name James Charles

CVV

Expire Date MM YY

**PAY R 230.00** Cancel

\*You may be redirected to your bank's secure site to authenticate yourself before making the payment.

SECURED BY  
**Entrust**  
SSL  
\*VERIFY

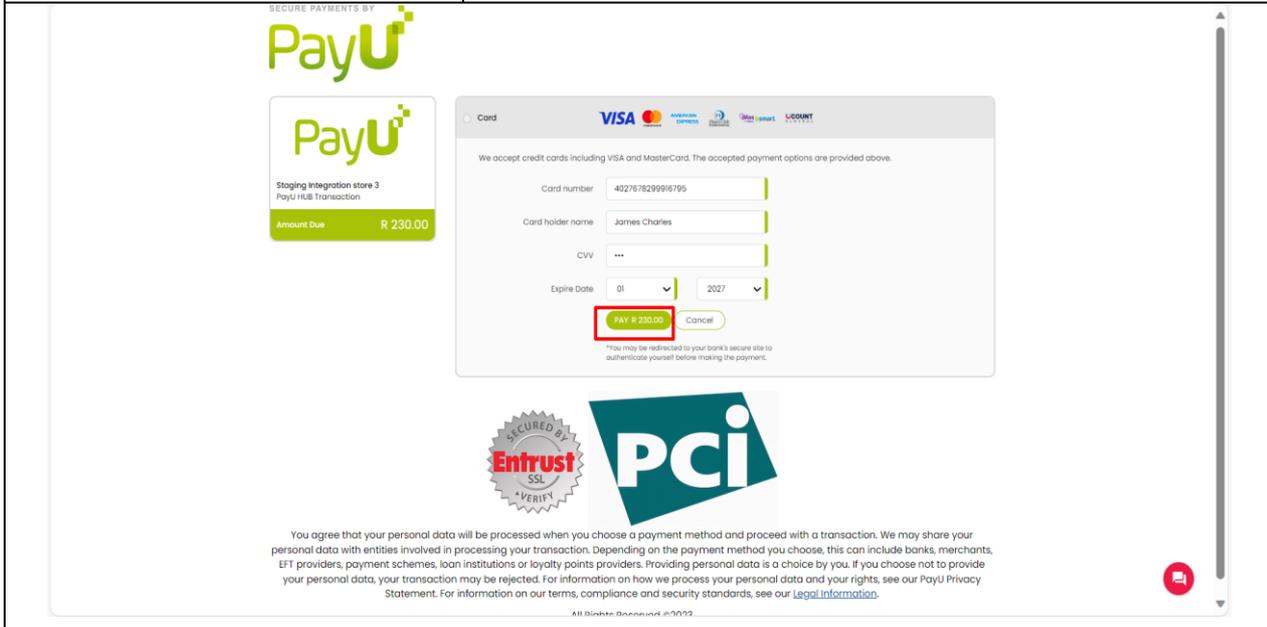
**PCI**

You agree that your personal data will be processed when you choose a payment method and proceed with a transaction. We may share your personal data with entities involved in processing your transaction. Depending on the payment method you choose, this can include banks, merchants, EFT providers, payment schemes, loan institutions or loyalty points providers. Providing personal data is a choice by you. If you choose not to provide your personal data, your transaction may be rejected. For information on how we process your personal data and your rights, see our [PayU Privacy Statement](#). For information on our terms, compliance and security standards, see our [Legal Information](#).

All Rights Reserved. ©2022

STEP	ACTION
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43	Fill in the details in the PayU fields.
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SECURE PAYMENTS BY

**PayU**

Staging Integration store 3  
PayU HUB Transaction

Amount Due R 230.00

Card

VISA AMERICAN EXPRESS DISCOVER MASTERCARD UICOUNT

We accept credit cards including VISA and MasterCard. The accepted payment options are provided above.

Card number 402767829996795

Card holder name James Charles

CVV \*\*\*

Expire Date 01 2027

**PAY R 230.00** Cancel

\*You may be redirected to your bank's secure site to authenticate yourself before making the payment.

SECURED BY  
**Entrust**  
SSL  
\*VERIFY

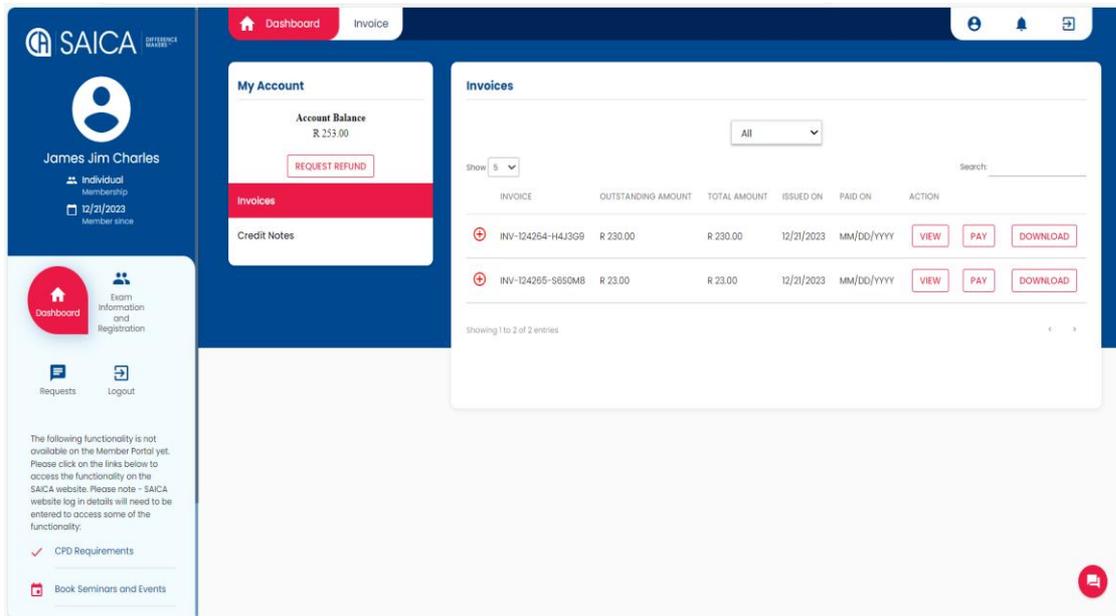
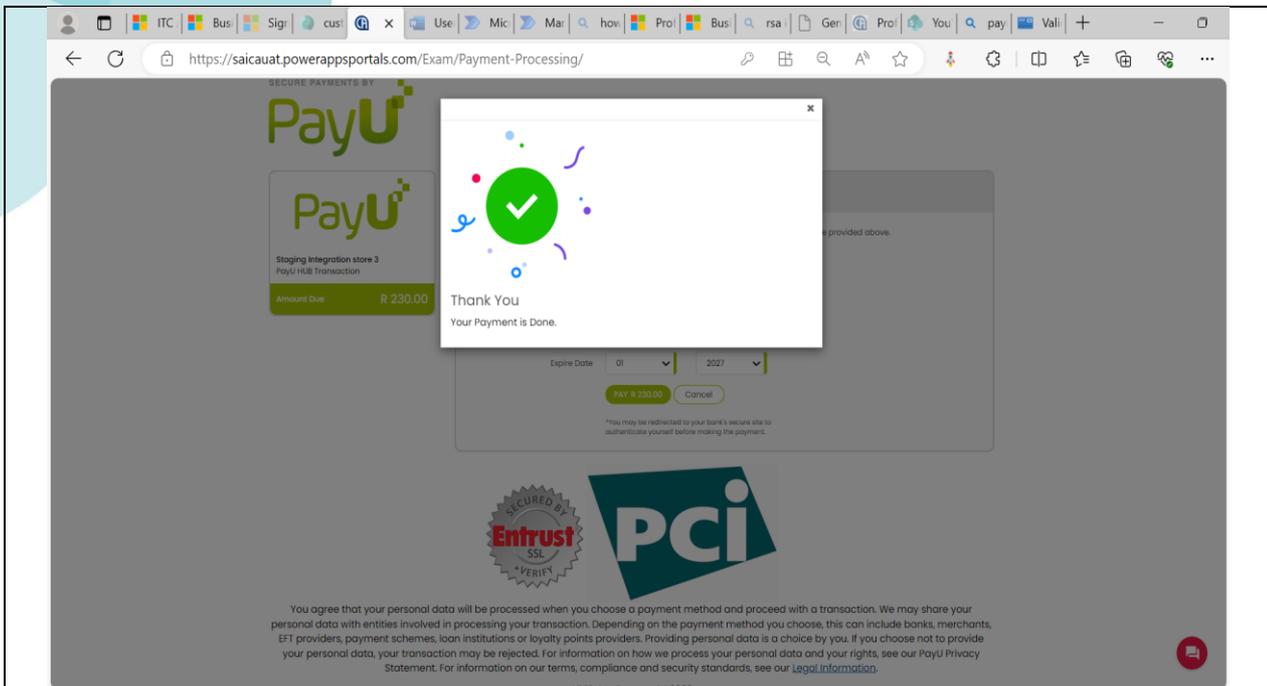
**PCI**

You agree that your personal data will be processed when you choose a payment method and proceed with a transaction. We may share your personal data with entities involved in processing your transaction. Depending on the payment method you choose, this can include banks, merchants, EFT providers, payment schemes, loan institutions or loyalty points providers. Providing personal data is a choice by you. If you choose not to provide your personal data, your transaction may be rejected. For information on how we process your personal data and your rights, see our [PayU Privacy Statement](#). For information on our terms, compliance and security standards, see our [Legal Information](#).

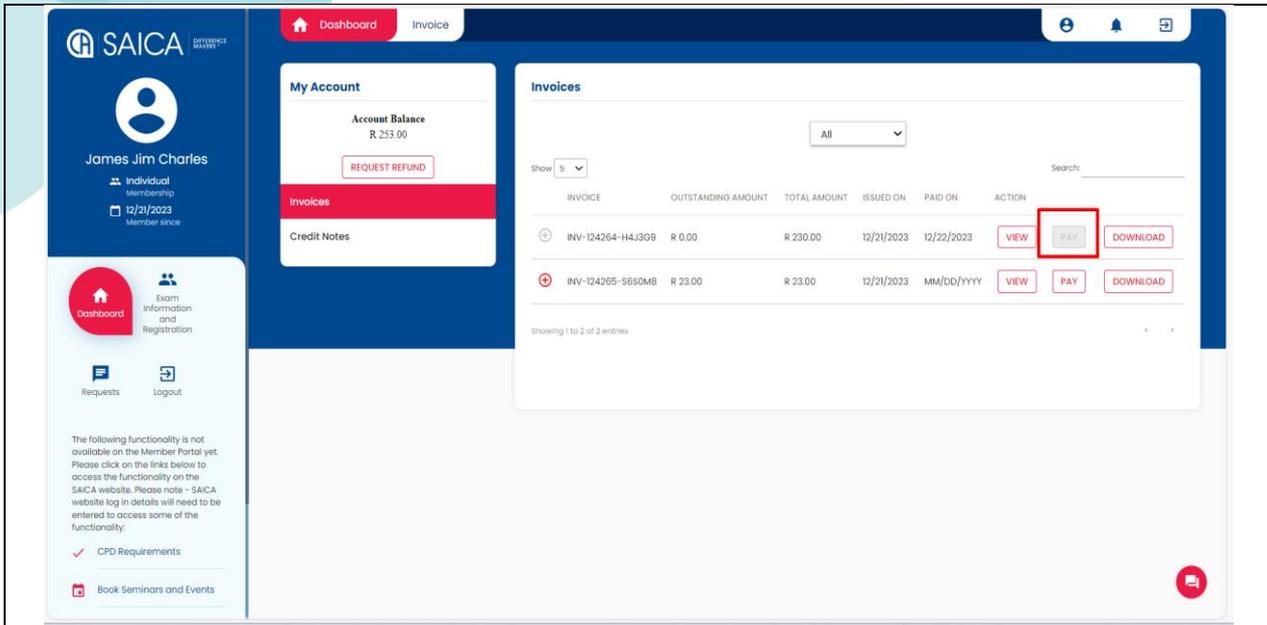
All Rights Reserved. ©2022

STEP	ACTION
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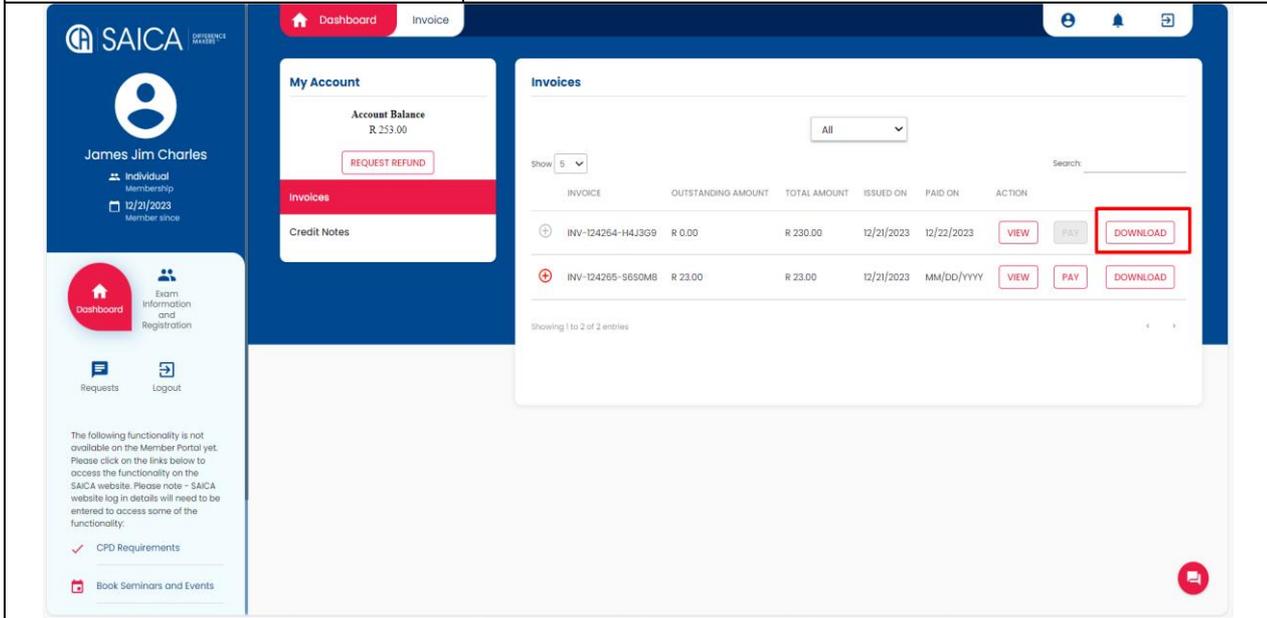
44	Then click on the "Pay" button.
----	---------------------------------



STEP	ACTION
45	The system will then redirect you to the invoice page on the portal.



STEP	ACTION
46	Once the full payment has been received by SAICA, the “Pay” button will be disabled (greyed out).



STEP	ACTION
47	Click on the “Download” button to download the invoice.



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 8600  
Website: www.saica.org.za

## TAX INVOICE

**Invoice to:**  
James Jim Charles

**Account:**  
Invoice no: INV-124264-H4J3G9  
Invoice date: 2023/12/21  
SAICA ID: 47940031  
Recipient VAT No:  
Invoice Due Date: 2023/12/21  
Payable by date: 2023/12/21  
Purchase Order number:

DESCRIPTION	QTY	AMOUNT	DISCOUNT	VAT 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
<b>Total</b>		<b>R200,00</b>	<b>R0,00</b>	<b>R30,00</b>	<b>R230,00</b>
<b>Total amount due</b>					<b>R230,00</b>

### BANKING DETAILS

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

**FNB**  
Branch: Eastgate - 257705  
Acc No: 62506747122  
SWIFT Code: FIRNZAJ

Please send remittance advice to [Debtors@saica.co.za](mailto: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.



The screenshot shows the SAICA member portal dashboard for James Jim Charles. On the left, there's a navigation menu with 'Dashboard', 'Exam Information and Registration', 'Requests', and 'Logout'. The main content area is divided into 'My Account' and 'Invoices'. 'My Account' shows an account balance of R 253.00 and a 'REQUEST REFUND' button. The 'Invoices' section displays a table with two invoices. The second invoice, INV-124265-5650M8, has a 'PAY' button highlighted with a red box.

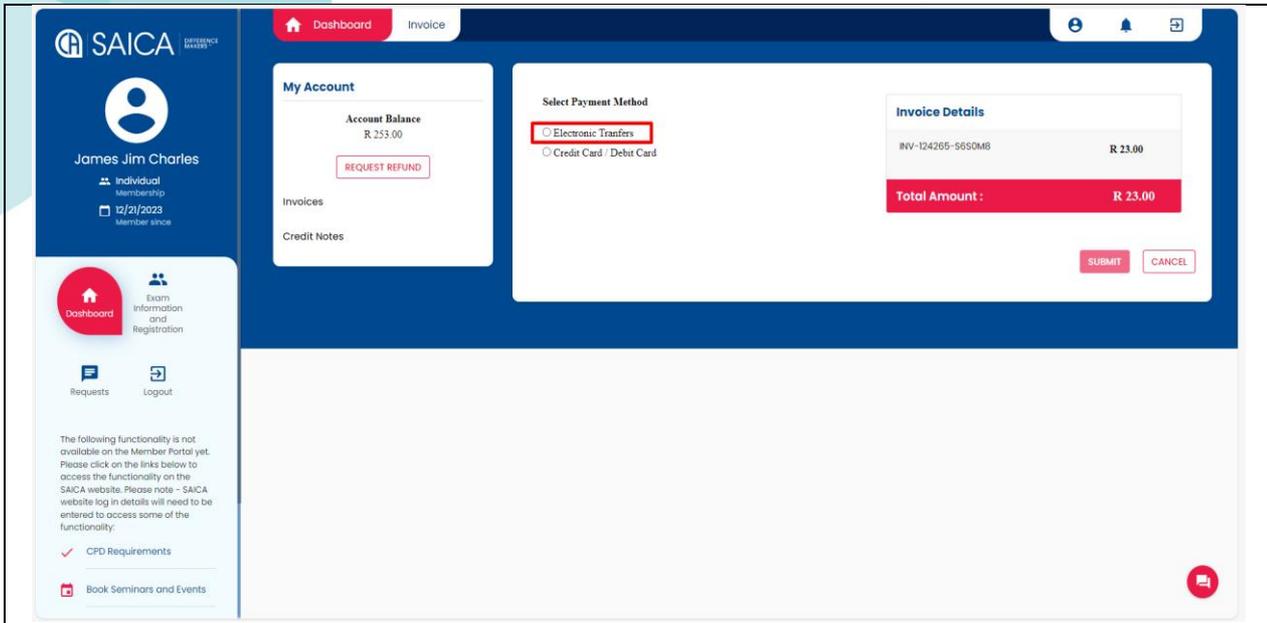
INVOICE	OUTSTANDING AMOUNT	TOTAL AMOUNT	ISSUED ON	PAID ON	ACTION
INV-124264-H4J3G9	R 0.00	R 230.00	12/21/2023	12/22/2023	VIEW PAY DOWNLOAD
INV-124265-5650M8	R 23.00	R 23.00	12/21/2023	MM/DD/YYYY	VIEW <b>PAY</b> DOWNLOAD

STEP	ACTION
49	To process payment via EFT, click on “Pay” to pay the invoice by EFT payment.

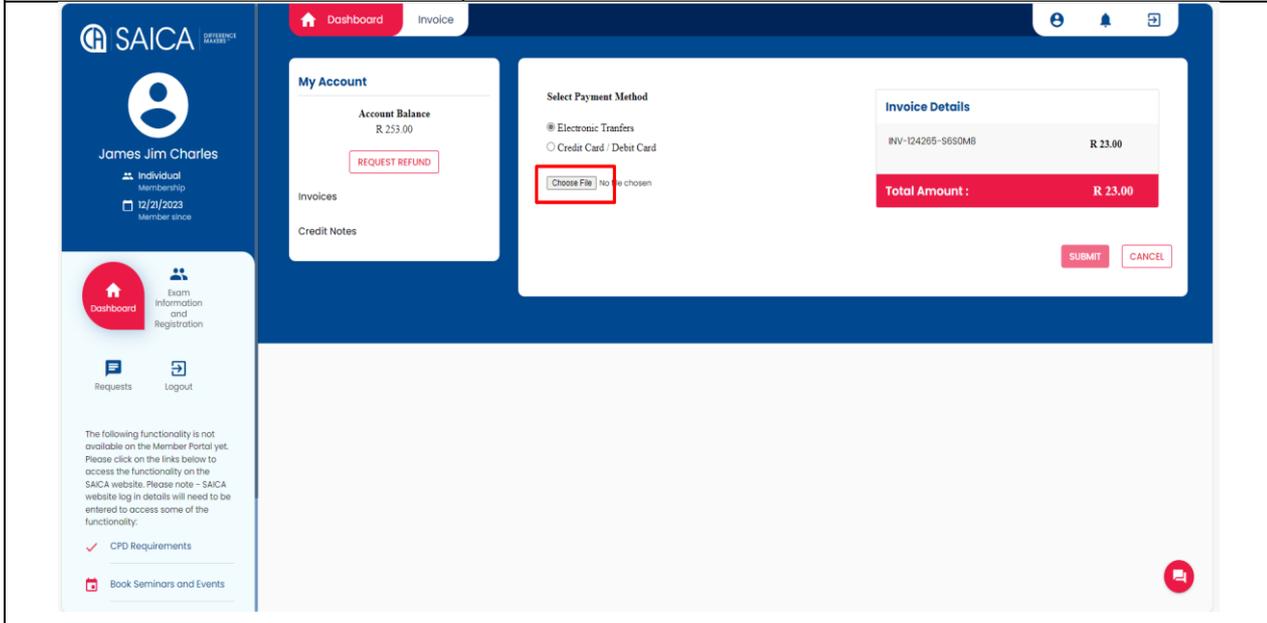
This screenshot shows the details for invoice INV-124265-5650M8. It includes contact information for the individual (James Charles) and the company (SAICA). The 'PAY' button is highlighted with a red box.

INVOICE	DATE ISSUED	DATE DUE	OUTSTANDING AMOUNT	TOTAL AMOUNT	AMOUNT TO PAY
INV-124265-5650M8	12/21/2023	12/21/2023	R 23.00	R 23.00	23.00

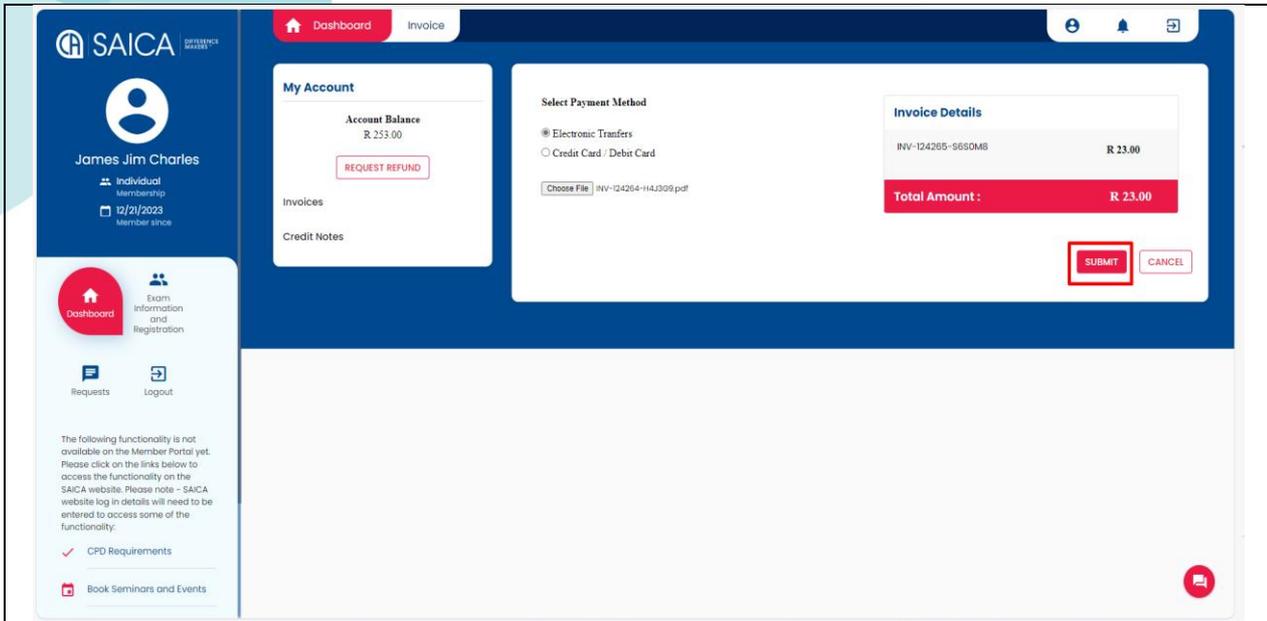
STEP	ACTION
50	Click on “Pay” to pay the Invoice.



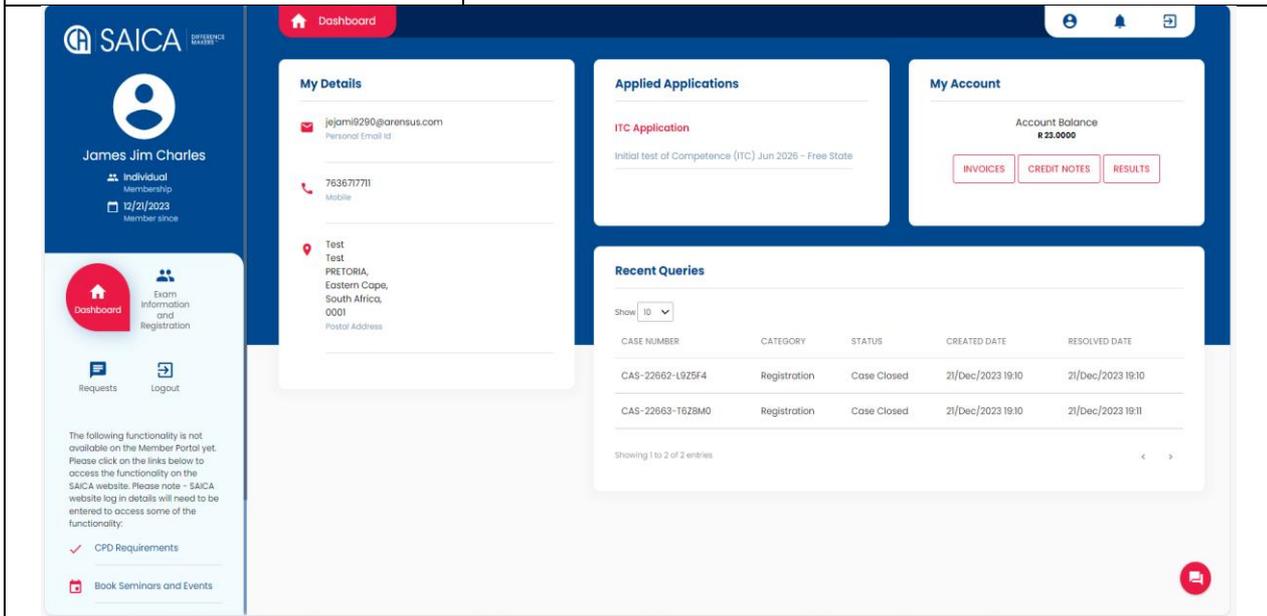
STEP	ACTION
51	Select the payment method as “Electronic Transfers”.



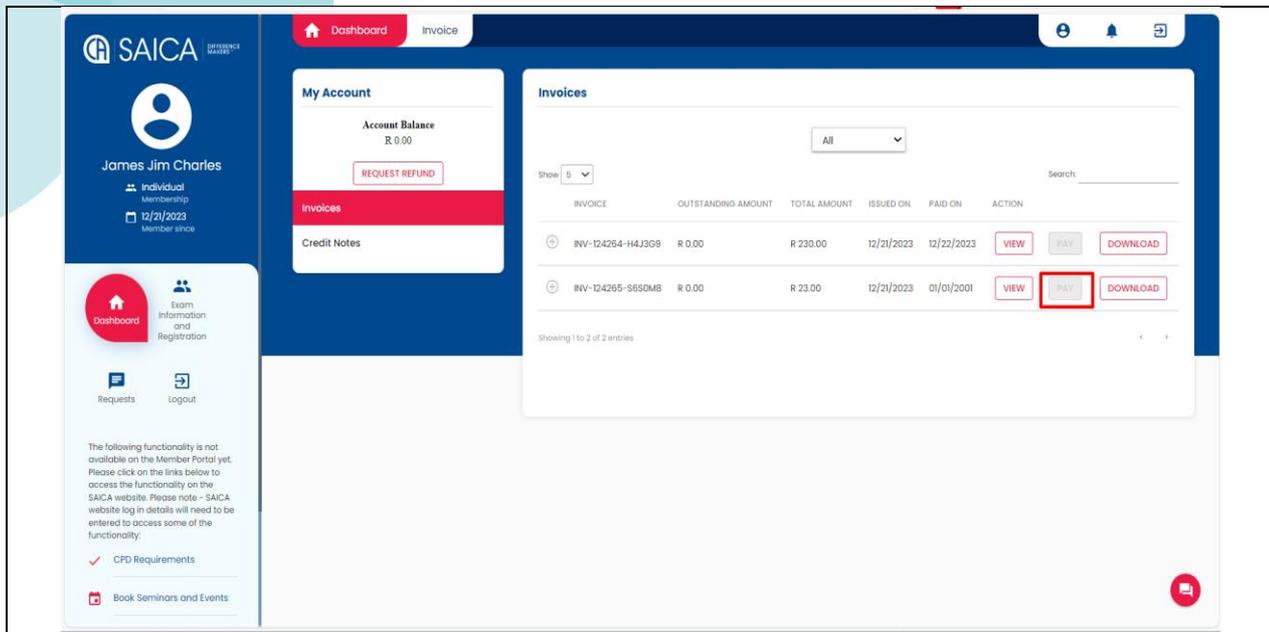
STEP	ACTION
52	Select “Choose file” to upload the proof of payment.



STEP	ACTION
53	Once the document has been uploaded, click on the “Submit” button.



STEP	ACTION
54	Once you have clicked on the “Submit” button, you will be redirected back to the dashboard.



STEP	ACTION
55	Once the full payment has been received by SAICA, the "Pay" button will be disabled (greyed out).