



TEMPLATES TO THE TRAINING REGULATIONS

Effective 1 January 2024

Template - Affidavit

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INTRODUCTION

The purpose of this document is to provide guidance. Kindly note the template below will be available on the [SAICA website](#).

Please note that this document is used for clarification of certain clauses in the Regulations and can be considered in the interpretation of the Regulations. However, it does not replace the Regulations.

TEMPLATE 5 AFFIDAVIT

Affidavit

I, the undersigned

[NAME OF TRAINING OFFICER]

hereby make an oath and state as follows:

1. The facts deposed to in this affidavit are within my personal knowledge and are true and correct. Where certain facts are not within my personal knowledge I have indicated same clearly and have provided a supplementary affidavit from the person having personal knowledge of that fact.
2. I am the Training Officer at [*Training Office name and SAICA Training Office number*].
3. I am hereby discharging my duty as required by the SAICA Training Regulations to report possible punishable conduct on the part of [*Trainee accountant name and SAICA ID*].
 - 3.1. [*Details of the complaint, together with references to any relevant supporting documents (Kindly note, where you have relied on information from a third party e.g. a partner on an engagement, you indicate same.)*].e.g.
 - 3.2. [*On or about 12 June 2023, the Trainee, Mr A, resigned with immediate effect, see attached Annexure A. On the same day, Ms B, a managing partner at the firm, informed Mr A that he will be required to serve his 1 month notice period, see attached Annexure B. Despite this, I am advised by Mr C, the HR manager, Mr A failed to serve his notice period.*]
4. [*Details of the complaint, together with references to any relevant supporting documents.*]
5. [*Information on steps taken within the Training Office to address the behaviour where a Trainee accountant has not been dismissed.*]
6. [*Prejudice suffered / potential prejudice that could have been suffered by the Training Office as a result of the misconduct*]

SIGNED AT _____ ON THIS _____ DAY OF _____ 2023

DEPONENT

[NAME OF TRAINING OFFICER AND SAICA ID]

I certify that the deponent has acknowledged that he/she knows and understands the contents of this affidavit which was signed and sworn to before me at _____ on this _____ DAY of _____ 202____ in compliance with the regulations contained in Government Gazette Notice No. R1258 dated 21st July 1972, as amended.

COMMISSIONER OF OATHS