



ICPAK to SAICA
Information to be
submitted to the
recognition panel



If you are a member of ICPAK and wish to apply to become a CA(SA) with SAICA, the following information must be provided to the Recognition Panel:

1. The Panel will, by means of an interview with the applicant and evaluation of the application, evaluate whether or the applicant meets the competency requirements of the SAICA Competency Framework, in which case membership of SAICA may be granted.
2. If the applicant does not meet the competence requirements, he/she will be required to write and pass the SAICA APC examination.

The following information must be provided to the Recognition Panel:

- a) A covering letter, indicating why the applicant is seeking registration with SAICA
- b) Proof of academic qualifications
- c) Details of work experience:

Applicants need to describe the experience they have gained, in chronological order. For each position they have held, the following must be included:

- The name of the company
- The nature of the business
- The size of the organisation and where the applicant sits/sat within the organisation
- The applicant's own job description: a summary of the main role and responsibilities, including -
 - line management responsibility
 - the nature of the work undertaken in the role
 - dates and time periods covered.

- d) Self-assessment of competence by the applicant:

Applicants are required to demonstrate that they –

- Have gained experience across a range of competencies.
- Have gained a sufficient depth of experience in the prescribed competencies.

Applicants can request the required template from reciprocity@saica.co.za to present information about their experience.

Applicants should ensure that their submission only refers to information in the public domain and does not breach professional confidentiality. Their submission should not refer to individuals by name or make references which could make individuals easily identifiable.

Applicants need to ensure that their submission is of a high standard and reflects the quality of work they would submit professionally.

- e) Evidence from employers and associates:

It is important that the Portfolio of Work is corroborated. This is to ensure the integrity of all submissions. Note that corroborators do not have to be CAs(SA).

Corroboration must be on a letterhead and must be included in the submission. Within the letter, the corroborator must include:



- The corroborator's name, surname and ID/passport number
- The corroborator's qualification
- The corroborator's role within the organisation
- The applicant's name, surname and ID/passport number
- The applicant's role within the organisation
- The applicant's relationship to the Corroborator
- The dates that the applicant was employed
- Comment specifically on the work the applicant has undertaken
- A declaration that they are independent from the applicant

There are various options for seeking a corroborator, depending on the nature of the applicant's work. For example, if the applicant works as a sole practitioner, they should include statements from clients or other professionals who have direct knowledge of the applicant.

- f) Any other evidence considered by an applicant as relevant and in support of the application.

Applications in respect of the above must be submitted by e-mail to reciprocity@saica.co.za.

With effect from 1 January 2023 a fee of R5 500 (incl VAT) is payable to SAICA in respect of submissions to the SAICA Recognition Panel.