

THE SAICA 2024 BUSINESS RESCUE PRACTITIONER ANNUAL DECLARATION AND MONITORING PROCESS

28 OCTOBER 2024

The SAICA 2024 Business Rescue Practitioners (BRP) annual declaration will commence in November 2024 and the monitoring process will commence on 14 January 2025. SAICA will be required to report to the Companies and Intellectual Property Commission (CIPC) on the outcome of this process by **Monday, 31 March 2025**.

For those unsure of the compliance requirements for BRPs, please refer to the information available on the SAICA [Business Rescue Practitioners Obligation](#) page. Kindly familiarise yourself with the compliance requirements.

Proposed timelines for 2024:

The proposed timelines for the 2024 BRP annual declaration and monitoring process are as follows:

Note: The dates below are planned dates; however, they may change, and SAICA will communicate new dates should that happen.

- **October 2024:**

Members who are business rescue practitioners must ensure that the personal details on their SAICA profiles are up to date. It is imperative that the personal details are up to date as this ensures that members receive all important notices from SAICA (this may be updated via the SAICA [Member Portal](#)).

BRPs need to ensure that they fully understand their business-rescue-specific CPD obligations and are on track to comply by **31 December 2024**. Please note that **no extensions** will be granted to comply with these requirements. If your business-rescue-specific CPD hours are insufficient, please implement immediate interventions to ensure compliance by 31 December 2024.

Business rescue practitioners **must attain a minimum of 20 hours** of relevant professional development activity each calendar year, of which –

- a minimum of 12 (of the above 20 hours) hours must be verifiable of which 4 hours must be directly related to business rescue
- a minimum of 8 hours of learning (verifiable /non-verifiable) must be completed each year.

Four of the 12 verifiable hours must be directly related to business rescue, and the other eight hours can be CPD related to the concept/process of business rescue, such as accounting, taxation, management accounting, human resources, management and related labour, and other legislation.

For the 2024 calendar year, the CPD must be attained between 1 January 2024 and 31 December 2024. A member who registered as a BRP during the 2024 year may apportion the CPD based on the number of months in 2024 in respect of which he/she was registered as such.

Verifiable CPD documents

The concept of verifiability is that the learning activity can be objectively verified (i.e. by someone with no direct or vested interest in the learning activity) by a competent source (i.e. someone who can provide a true and fair representation that the learning activity has taken place).

Evidence of verifiable CPD could include certificates of courses attended, attendance registers verified by third parties, letters or emails from third parties confirming the CPD learning activity and your participation in such activity.

Detailed business rescue CPD records must be maintained by individual members in their own personal records – for example, in Excel, PDF or Word format. Note that if you are selected for monitoring, you will be required to log into the SAICA [Member Portal](#) and upload the list of CPD activities and the related evidence. The requirement to comply with the business rescue CPD requirements applies from the registration date as a BRP. Business rescue practitioners must retain their CPD records for 5 years.

A list of CPD activities captured in the form of an Excel spreadsheet, a Word or a PDF document must be included as part of the CPD evidence.

All information gathered as part of the monitoring process will be dealt with confidentially.

CPD activities hosted by SAICA

Evidence could include certificates of courses attended, attendance registers verified by third parties, letters or emails from third parties confirming the CPD learning activity and your participation in such activity. SAICA considers verifiable evidence for business rescue practitioners to be the following:

- Delegates who book and attend live SAICA webcasts or face-to-face events will automatically receive a confirmation of attendance email confirming the registered delegate attended the stated webcast/event and the duration of the webcast/event.
- If you are unable to attend the live event, then you can watch the recording on the SAICA eVolve platform – in this case, you must complete the assessment and submit this as evidence. Where you are watching a recording of a past event and not a live event or have read a SAICA CPD article, no certificate of attendance will be issued, and you will have to obtain the completion certificate to serve as verifiable CPD. To obtain a completion certificate, you need to complete the relevant assessment and attain a pass mark of 75% on the SAICA eVolve platform after having watched the entire recording of the relevant session. You can then download the completion certificate on the SAICA eVolve system.
- The learning and assessments must have taken place in the period under review (1 January – 31 December annually) – the reports must therefore reflect that this was completed during the relevant period. Please review your dashboard to confirm that all quizzes were completed by 31 December 2024.
- Confirmation of attendance or completion certificate of a SAICA event can be obtained from the **Experiential team** by logging a call through the [Member Portal](#).

Take note of the following events that can assist BRPs with attaining their verifiable CPD hours:

Past events

- Below is the eVolve link to the **Business Rescue** Webinar / Seminar:
 - <https://evolve.saica.co.za/course/index.php?categoryid=57>
- Below is the eVolve link to the **Ethics in Practice** series presented since February 2024:
 - <https://evolve.saica.co.za/course/index.php?categoryid=142>

Upcoming events

- **Thursday, 14 November 2024** - SAICA Business Rescue Interest Group meeting (BRP meeting)
- **October/ November 2024:**

SAICA will issue compliance annual declarations to BRPs to be completed by **Friday, 10 January 2025**. The CPD declaration for BRPs takes into account the **31 December 2024** deadline by requesting BRPs to declare that they have either attained the required CPD hours or will have attained the required CPD hours by **31 December 2024** – that is, for the period 1 January to 31 December 2024.

Note that the BRP annual declaration has to be submitted on the SAICA [Member Portal](#). Please follow the steps below to complete and submit the declaration:

1. Sign in to the [Member Portal](#) by capturing the email address used to create the profile and password.
2. Click on Logon to access the login page.
3. Capture the email address used to create your profile and password.
4. If you do not remember the password, click on Forgot password to reset it.
5. A verification code will be emailed to you to reset your password.
6. Use your email address and newly created password to log in.
7. Click on the **Member Compliance** option available in the left pane (Member Compliance section has an option to declare).
8. Open the BRP declaration form by clicking on the **Declare** button.
9. Once all the declaration questions have been answered, click the **Submit** button.

- **14 January 2025:**

A monitoring notice will be issued to members selected for monitoring, which will include a request for supporting documents. The due date for submitting the supporting documents will be **Friday, 7 February 2025**. Please follow the steps below to upload evidence on the SAICA [Member Portal](#):

1. Log in to the [Member Portal](#) and click on the Member Compliance button in the left pane.
2. Click on the **Evidence** link under My Account.

3. Click on the **Add Evidence** button.
4. Select the **BRP Monitoring Evidence** drop-down list.
5. Capture notes in the **Enter Notes** field.
6. Click the **Choose File** button.
7. Select the document you want to attach and click the open button.
8. Once the file is uploaded, click the **Send** button on the bottom right of the screen to submit the evidence.

You can upload multiple file types as evidence, for example, pdf, docx, images, ppt, zip and Excel. The uploaded evidence can be viewed, edited and/or deleted. Please note that you cannot upload evidence after the due date has passed. All information gathered as part of the monitoring process will be dealt with confidentially.

February/March 2025:

SAICA will be processing the declaration responses submitted by BRPs and reviewing the monitoring evidence submitted to test compliance or address documentary challenges. Thereafter, we will be preparing the Accredited Professional Body Compliance report for CIPC.

- **Monday, 31 March 2025:**

SAICA's submission of the Accredited Professional Body Compliance report to CIPC.