

APPLICANT'S INFORMATION																		
(Applicant must be a member in good standing)																		
Name & Surname:																		
ID Number:																SAICA Number:		
Mobile:							Phone (W):							Phone (H):				
TYPE OF APPLICATION (SELECT ONE)																		
Is this an application for:	Full Partnership				Associate Partnership				Sole Practitioner				Close Corporation				Personal Liability Company	
If this is an application for Associate Partnership, please specify the company?																		
COMPANY INFORMATION																		
Practice/Firm Name:																		
Registration Number:																		
Type of entity: _____ Please note, only Partnerships, Incorporated Companies and Close Corporations may utilize this practice number for the purpose of registering with CIPC as an accounting officer.																		
Vat no.										Company Letterhead	YES	NO	If yes, please attach					
Postal address:																		
City:							State:							ZIP Code:				
Physical address:																		
City:							State:							ZIP Code:				
Company Telephone:									Company fax:									
Contact Person:																		
Mobile:							Phone (W):							Email:				
PARTNERS																		
Partner/s should be holders of any one of the following designations and therefore be registered with the relevant institutes (please see attached and advise which applies to you): CA(SA), AGA(SA), RA, ACIS/FCIS, CIMA, PA(SA), ACCA, IAC, SAIBA, MCIBM, SAIGA. * A copy of each partners ID document is to accompany this application form.																		
Designation	Name	Surname	ID Number.												Members hip No.			
How many partners/employees are registered as Tax practitioners with SARS?																		
SIGNATURES																		
I authorize the verification of the information provided on this application for a Practice Number. Please address future correspondence to our Company Contact Person as per the details above.																		
Signature of Senior Partner:												Date:						

NOTICE – IMPORTANT INFORMATION

1. Practice registration year runs from 01 Mar – 28 Feb annually. It is therefore issued/renewed on an annual basis. A practice number will only be issued / be valid once payment and all supporting documentation has been received by SAICA.
2. Who qualifies to act as an accounting officer of a close corporation?

The Registrar of Close Corporations has advised that members of the professional bodies listed in the table below are qualified to perform the duties of an accounting officer in terms of S60(2) of the Close Corporations Act.

	Institute	Abbreviation	Member designation
1.	The South African Institute of Chartered Accountants	SAICA	<ul style="list-style-type: none"> • A Chartered Accountant (SA) – CA(SA) or • An Associate General Accountant (SA) – AGA(SA)
2.	Independent Regulatory Board for Auditors Auditors registered in accordance with the provisions of the Auditing Profession Act, No. 26 of 2005	IRBA	<ul style="list-style-type: none"> • Registered Auditor (RA)
3.	Chartered Secretaries Southern Africa (formerly known as "The Southern African Institute of Chartered Secretaries and Administrators")	CSSA	<ul style="list-style-type: none"> • Company Secretary
4.	The Chartered Institute of Management Accountants	CIMA	<ul style="list-style-type: none"> • Chartered Global Management Accountant
5.	The South African Institute of Professional Accountants	SAIPA	<ul style="list-style-type: none"> • Professional Accountant (SA)
6.	The Chartered Association of Certified Accountants	ACCA	<ul style="list-style-type: none"> • Chartered Certified Accountant
7.	Institute of Accounting and Commerce (formerly "The Institute of Administration and Commerce of Southern Africa")	IAC	Members who have obtained the following IAC diplomas: <ul style="list-style-type: none"> • Diploma in Accountancy • Diploma in Cost and Management Accounting • Diploma in Company Secretary
8.	The South African Institute of Business Accountants	SAIBA	<ul style="list-style-type: none"> • Senior members
9.	The Members of the Chartered Institute for Business Management	MCIBM	<ul style="list-style-type: none"> • Members
10.	The South African Institute of Government Auditors	SAIGA	<ul style="list-style-type: none"> • Registered Government Auditor

3. Please note, only Partnerships, Incorporated Companies and Close Corporations may utilize this practice number for the purpose of registering with CIPC as an accounting officer.
4. The issuing of a practice number does not entitle the practice to perform the attest function – registration with the IRBA is required for such a function.
5. In applying and paying for such practice number, the practice grants permission for its details (including its status as a "Registered Practice" or otherwise) to be published on SAICA's website.
6. Allegations of improper conduct against the registered practice will be the responsibility of the responsible partner (see SAICA's Code of Professional Conduct, Part D, Section 400).
7. Any change in responsible partner before the next annual renewal date of the practice number, must be communicated to SAICA within 30 days of such change.

Banking details:

Bank	Nedbank
Branch	Business
Branch Code	128405
Account number	1284023230
Amount	R 316.25
Reference:	Company Name

Cheques may be made payable to SAICA and must accompany this application. Applications will only be processed on receipt of proof of payment of the Admin fee. Please direct all application forms, proof of payment & update forms to applications@saica.co.za