

**APPLICATION FOR APPOINTMENT OF A CHARTERED ACCOUNTANTS**

In this form the words set out below shall bear the following meaning:

1. **“Joint Application”** refers to a request for an Appointment made by all parties to the matter.
2. **“Single Application”** refers to a request for Appointment in terms of a stamped Court Order
3. **“Appointment”** includes nomination and refers to the selection of a Chartered Accountant as would be requested /identified in this application.
4. **“Applicant/s”** means parties as set out in part A and B below.

I/ We request appointment of a Chartered Accountant to act as a/an:

- Joint Application
- Single Application (by Stamped Court Order only)
- Arbitrator
- Mediator
- Valuator
- Other, please state.

With [insert number] years of experience.

I/We hereby invite the Chairperson/CEO of the South African Institute of Chartered Accountants (SAICA) to make an appointment/nomination, as described above, to settle matters in dispute, details of which are set out below.

**A. Party Applying (1<sup>st</sup> Party):**

Full Names:

.....

Address:

.....

..... Postal code: .....

Telephone: ..... Email: .....

Correspondence Reference:

.....

**Legal Representatives or Other (if applicable):**

Name:

.....  
.....

Address:

.....  
..... Post code: .....

Telephone: ..... Email: .....

**Please indicate the primary contact for this application:**

**Applicant/Legal Representative or Other (please delete as appropriate)**

**B. Other Party (2<sup>nd</sup> Party) (please attach details of additional parties)**

Full names:

.....

Address:

.....

Telephone: ..... Email: .....

Correspondence Reference:

.....

**Legal representative or Other (if applicable):**

Name:

.....

Address:

.....

Telephone: ..... Email: .....

Correspondence Reference:

.....

**Please indicate the primary contact for this application.**

**Applicant/ Legal Representative or Other**

- C.** Details of the jurisdiction document governing the dispute resolution agreement clause e.g. (Stamped Court Order/ Agreement or Consent etc) **A SIGNED AND DATED COPY MUST BE ENCLOSED)**

Name:

.....

Referenced clause: .....Date: .....

- D.** Brief particulars of dispute, sufficient to assist in choice of candidate:

.....  
.....  
.....  
.....  
.....

*\*If more space is required, please provide details on a separate Word document\**

- E.** Preferred geographical location of appointee:

.....

- F.** Locations not to be considered:

.....

- G.** Names of any Chartered Accountants or others, who you do not wish to be considered for this appointment, or with whom you have had any connection (if any):

.....  
.....

Click or tap here to enter text.

**H. INDEMNITY**

A completed, signed and dated Indemnity letter must be enclosed before SAICA will proceed with any application. In the case of a Joint application both parties must complete and sign an Indemnity.

**I. ATTACHMENTS** (please insert a tick):

- Jurisdiction documents referred to in section D
- Letters of Indemnity
- Additional information (if applicable)

**J. DECLARATION**

1. **I/We** confirm that the attempts to resolve the dispute (and/or to appoint by Joint Application, where required), have been tried without success.
2. **I/We** understand that the parties will be responsible for all fees and expenses in the Appointment for which no liability attaches to the Chairperson/CEO personally or to SAICA.
3. **I/We** Understand that SAICA will appoint members who have opted to be on the SAICA database, therefore SAICA might not be able to fulfil Appointments in certain specialisation or locations.
4. **I/We** understand that once an Appointment has been made, SAICA will take no further action in the matter. Any challenge to the appointee’s authority or to the way the Appointment is concluded should be raised with the Applicant/s. Neither the Chairperson/CEO nor SAICA will be involved in such matter.
5. **I/We** understand that SAICA will only accept single applications where one party has obtained a Court Order to ensure that all associated parties fully engage with the process. SAICA reserves the right to refuse an Application at its discretion.

**N.B** If this is a joint application, it must be signed by all parties. Single applications will **only** be accepted if made by virtue of a valid Court Order (signed and stamped)

1<sup>st</sup> Party: (signed by the party and or Legal representative):

.....

Signed at: ..... Dated: .....

2<sup>nd</sup> Party: (signed by party, or legal representative):

.....

Signed at:..... Dated: .....

Concerning your details above, please note that SAICA respects your privacy and recognises the importance of protecting your privacy and your personal information. For our complete Data Protection Notice please follow this [link](#). For our General Data Protection and Retention Policy and Privacy Policy please follow this [link](#).