

Become a Licensed Tax Practitioner

12 Simple steps to a successful future



1 Apply for the CIBA License

CIBA members: Login to your membership profile at www.saiba.org.za and navigate to **Applications** and select **Apply for Tax License**.

Non-CIBA members: Email membership@saiba.org.za for an application.



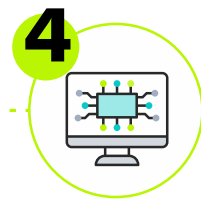
2 Pay the application fee online

Settle the application fee. This fee is converted to the annual license fee for the first year and is non-refundable.



3 Submission & Verification of documentation

Submit your supporting documentation. For a list visit saiba.academy/tp-help. The membership department verifies your application. Please provide 7 working days for the assessment and verification of your application.



4 Receive email with link to register

On successful verification of your application, membership will send you a link to register on CIBA Academy. It is important to register as soon as possible. The verification expires within 5 working days.



8 CIBA registers you on SARS's portal

CIBA will load your information within 7 working days of the certificate being issued on SARS's portal. Allow SARS 7 working days to activate the upload. For foreign nationals this process is manual.



7 Tax Knowledge Base

You will receive access to the Tax Knowledge base from SAIBA's service provider (Konsise). If not, email mngwepe@saiba.org.za.



6 Certification

Upon successful completion of the assessment/declaration, a Licensed Tax Practitioner certificate will be issued.



5 Complete a declaration and assessment (if applicable)

Depending on your experience and qualification you will have to complete on CIBA Academy:

1. SARS Induction Programme
2. A declaration (transferred tax practitioners)
3. An assessment on CIBA standards.
4. A technical assessment
5. All of the above



9 Register from within your own eFiling profile

First time applicants should link their eFiling profile as a Tax Practitioner. Tax Practitioners linked on their eFiling profile to another RCB should change the professional body they are linked too currently. For the detailed steps visit saiba.academy/tp-help.



10 Receive your Tax Practitioner number

SARS issues your Tax Practitioners number and will email a registration letter to confirm your Tax Practitioner Number. Notify CIBA here saiba.academy/tp-help. Lack of notification could lead in deregistration from SARS.



11 Start providing taxation services

Enjoy the benefits of being a CIBA Licensed tax practitioner



12 Annual renewal

You will be required to renew your license annually by completing a declaration, submit your police clearance and SARS tax clearance document(pin) from SARS and paying your annual license fee.