

# Supporting Documentation required for Licensed Tax Practitioner

## Application process: First-time Applicants

**Applicants should ensure they are in Good Standing prior to submitting the application. The status is displayed on your membership dashboard.**

### **Documents required from new applicants not previously registered with other Recognised Controlling Bodies (RCBs).**

- Registration Form on Membership system (After login select Applications, Apply for Tax License)
- Certified copy of Identity Document, not older than 3 months
- Certified copy of Qualification Certificate, not older than 3 months
- Academic Record Document/Transcript – to identify core modules for
- Detailed CV
- SARS Alignment form (\*)
- Declaration (online form on membership system)
- Employment & Colleague Confirmation (\*)  
or Schedule an Interview (at a fee of R300)
- Self-Affirmation Form (\*)
- Tax Compliance Status Pin from SARS
- Marriage Certificate (if applicable – when surname changes after marriage and ID not yet updated)
- Independently verified Criminal Check Certificate – not older than 1 month
- Proof of payment

### **About the Criminal Clearance Check Certificate**

The fee for the criminal background check is the responsibility of the members and is not covered by the application fee for the Tax Practitioner License. Obtaining a criminal clearance certificate through the South African Police Service can be time-consuming. To prevent any delays, we recommend that members secure their criminal clearance certificate via HURU Criminal Record Check (CRC), <http://www.huru.co.za>:

- **Step 1:** Register online or onboard onto the HURU database at one of the nationwide locations (<https://huru.co.za/national-capture-locations/>) which is in general your nearest PostNet office.
- **Step 2:** Capture your fingerprints at one of the nationwide locations, and ID is required. The locations have electronic fingerprinting capabilities.
- **Step 3:** Receive your certificate via email.

The price ranges from R200 to R500, based on the urgency of your results, with turnaround times available from 2 to 48 hours to 14 days.

(\*) Download from the CIBA Tax Practitioner Application Info hub available at <https://saiba.academy/tp-help>.

