

Supporting Documentation Required for Licensed Tax Practitioner

Application process: Transfer from another RCB

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

Documents required from applicants previously registered with other Recognised Controlling Bodies (RCBs).

- Current RCB Tax Certificate
- Proof of completion of the SARS Readiness Programme completed with another RCB, if you were registered with the other RCB after 1 July 2022. The Programme can be completed with CIBA as well.
- Declaration (online form on CIBA membership system)
- Letter of Good Standing from previous RCB, not older than 3 months
- SARS Alignment form (*)
- Tax Compliance Status Pin from SARS
- Independently verified Criminal Clearance 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), 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>.

