

Become a Licensed Tax Practitioner

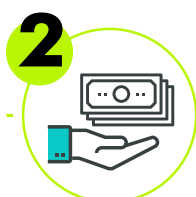
12 Simple steps to a successful future

First Time Applicants



1 Apply for the CIBA License

CIBA members: Login to your membership profile at www.myciba.org and navigate to **Applications** and select **Apply for Tax License**.
Non-CIBA members: Email membership@myciba.org for a membership 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 certificates being issued on SARS's portal. Allow SARS 14 working days to activate the upload. For foreign nationals this process is manual.



7 Certification Verification

Upon successful completion of the assessments/declaration, a Licensed Tax Practitioner certificate will be issued. Upon successful completion of the SARS Tax Practitioner Readiness Programme a separate certificate will be issued. These certificates need to be uploaded to your Membership Profile as proof of completion as required by SARS.



6 SARS Tax Practitioner Readiness Programme

The SARS Tax Practitioner Readiness Programme is available on CIBA Academy. saiba.academy/product/sars-tax-practitioner-readiness-programme/. The completion date of the Programme should be within 3 months of submitting all your documentation for the application.



5 Complete a declaration and assessment (if applicable)

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

1. SARS Readiness Programme (mandatory to complete)
2. A technical assessment
3. An assessment on CIBA's Statements on Standards for Tax Services standards.



9 Register from within your own eFiling profile

First time applicants should link their eFiling profile as a Tax Practitioner. For the detailed steps visit saiba.academy/tp-help for guides listed under How to link your Tax Practitioner Profile on eFiling.



10 Receive your Tax Practitioner number

SARS issues your PR number and will email a registration letter to confirm your Tax Practitioner Number. Notify CIBA within 5 days [here](#). Delays in notifying CIBA could lead to suspension. The link to the form to submit your number is available on saiba.academy/tp-help as well. Lack of notification could lead in deregistration from SARS.



11 Start providing taxation services

CIBA will verify your PR number from our side with SARS. After our verification you can start to 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 independently verified criminal clearance check certificate, submit your SARS Tax Compliance Status Pin, complete CPD and pay your annual license fee.