Licensed Tax Practitioner

12 Simple steps to a successful future

Transfer from other RCB

Applicants are required to be in good standing with their current Recognised Controlling Body (RCB). If there has been a lapse in membership or if the applicant is not in good standing with another RCB, they should proceed to apply as a first-time applicant.





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.



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.



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.



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.



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.



Certification Verification

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

Upon successful completion of the SARS 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.



SARS Tax Practitioner Readiness Programme

If you only registered with another RCB after 1 July 2022 you will be required to:

1. Provide proof of successful completion of the SARS Readiness Programme or 2. Complete the Programme on

 Complete the Programme on CIBA Academy. The completion should be within 3 months of submitting your application. Register for the Programme here: saiba.academy/product/s ars-tax-practitionerreadiness-programme/



Complete a declaration

You will have to complete a declaration on CIBA Academy. You should also ensure you are familiar with CIBA's Statements on Standards for Tax Services. Available on CIBA's Practice Support Library, under the Tax Practitioner tab. The Practice Support Library can be accessed from the footer on www.myciba.org, under the Features heading.



Register from within your own eFiling profile

Login to your SARS eFiling profile and select CIBA as your preferred Recognised Controlling Body (RCB). For the detailed steps visit saiba.academy/tp-help for guides listed under How to link your Tax Practitioner Profile on eFiling.



Upload screenshot of CIBA selection

Upload a screenshot of CIBA as the selected RCB here. The link to the form to submit the proof is available on saiba.academy/tp-help as well. Lack of notification could lead in deregistration from SARS.



Start providing taxation services

After receiving the screenshot 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



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.