

# Licensed Tax Practitioner

## Application process: First-time Applicants

This form applies to new tax practitioner applicants who are registering for the first time. It also applies to applicants who have been de-registered as tax practitioners for longer than 6 months.

The application process consists of 2 phases. **During phase 1**, you are required to submit supporting documentation listed below and pay the application fee. At the end of phase 1, your application is either approved or denied based on the submitted information. **During phase 2**, you will have to complete relevant assessments and provide your criminal verification and tax compliance certificates. Read the description below for more information.

Applicants should ensure they are in Good Standing with CIBA when applying. The status is displayed on your membership dashboard.

A CIBA member in good standing is defined as a member who:

1. Has paid their membership fees in full or has an active debit order in place,
2. Has logged their CPD in accordance with CIBA's requirements,
3. Has submitted the required annual declarations,
4. Has completed the required assessments,
5. Has no disciplinary actions or complaints against them and
6. Is compliant with all CIBA's rules and regulations.

### Phase 1. Documents (to be submitted on application)

- [Online Registration Form](#) (Available on your membership profile)
- Certified copy of Identity Document (Dated and not older than 3 months)
- Certified copy of Qualification Certificate (Dated and not older than 3 months)
- Certified copy of Academic Record Document/Transcript (Dated and not older than 3 months)
- 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 (\*)
- Marriage Certificate (if applicable – when surname changes after marriage and ID not yet updated)
- Proof of payment

### Phase 2. Documents (to be submitted after the assessments are completed)

- Certificates for Assessments completed on the CIBA Academy
- Certificate for Tax Practitioner Readiness Programme completed within the last 3 months completed on the CIBA Academy
- Tax Compliance Status Pin from SARS that is valid for 12 months, not a once-off pin
- Independently verified Criminal Check Certificate – not older than 1 month

Name of applicant: \_\_\_\_\_ Membership number: \_\_\_\_\_ Date: \_\_\_\_\_

I confirm that I have submitted all the required documents.

\_\_\_\_\_  
Signature

### 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.academ-help>

