

Supporting Documentation Required for Licensed Tax Practitioner

Application process: Transfer from another RCB

This process only applies if you had been a member of another Recognised Controlling Body (RCB) in good standing during the past 6 months before this application.

Applicants should ensure they are in Good Standing with the releasing RCB as well as with CIBA when applying. The CIBA 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.*

Documents to be submitted

- Certificate for completing the SARS Readiness Programme with another RCB indicating a pass rate of 90% was achieved (if you became a tax practitioner after 1 July 2022)
- RCB tax practitioner certificate from previous RCB not older than 6 months
- Declaration (online form on CIBA membership system)
- Letter of Good Standing from previous RCB, that is not more than 6 months old.
- SARS Alignment form (*) is available on the CIBA membership system.
- Tax Compliance Status Pin from SARS that is valid for 12 months, not a once-off pin
- Independently verified Criminal Record Check* – not older than 1 month
- Proof of payment

Name of applicant: _____ Membership number: _____ Date: _____

I confirm that I have submitted all the required documents.

Signature

*About the Independently Verified Criminal Record Check

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.

