

## Licensed Tax Practitioner Application

### Supporting Documentation Checklist: First-time Applicants

#### This form applies to:

- **new tax practitioner applicants registering for the first time, and**
- **applicants who have been de-registered as tax practitioners for more than 6 months.**

The documentation submission during the application process is divided into two phases:

- **Phase 1 (At the Start of Your Application):** You will begin by submitting the required supporting documents (listed below) and paying the application fee. Your application will then be reviewed, and a decision will be made based on the information you provide.
- **Phase 2 (Upon approval):** If your application is approved, you will proceed to complete relevant assessments and submit both your criminal verification and tax compliance certificates.

Before applying, please ensure you are in Good Standing with CIBA. You can check your status on your membership dashboard, and for more information on being in good standing, refer to the [CIBA Field Guide here](#).

#### Phase 1: Documents to be submitted upon application

- [Online Registration Form](#) (Available on your CIBA membership profile)
- Certified copy of Identity Document (Dated and certified not older than 3 months)
- Certified copy of Qualification Certificate (Dated and certified not older than 3 months)
- Certified copy of Academic Record Document/Transcript (Dated and not older than 3 months). (This is **not required** if you can provide proof of completing a learnership or traineeship through a SAQA-registered accounting and taxation professional body.)
- Detailed CV
- Employment & Colleague Confirmation (\*) or Schedule an Interview (at a fee of R300)
- Self-Affirmation Form (\*)
- SARS Alignment form (\*)
- Marriage Certificate (if applicable – when surname changes after marriage and ID not yet updated)
- Declaration (online form on membership system)
- Proof of payment

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

- Certificate for Assessments completed on CIBA Academy
- Certificate for Tax Practitioner Readiness Programme (TPRP) 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 Record Check (\*\*)- not older than 1 month

(\* ) Download from the CIBA Tax Practitioner application in your membership profile.

**(\*\*) 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), <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.

**Contact us**

For any queries email [support@myciba.org](mailto:support@myciba.org) with the subject: Tax Practitioner Application.

