

## Licensed Tax Practitioner Application

### Supporting Documentation Checklist: Transfer from another RCB

#### This form applies to:

- members of another Recognised Controlling Body (RCB) who have been in good standing within the past 6 months prior to this application with that RCB.

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

#### Documents to be submitted

- [Online Registration Form](#) (Available on your CIBA membership profile)
- 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
- Letter of Good Standing from previous RCB, that is not more than 6 months old.
- 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
- SARS Alignment form (\*) is available on the CIBA membership system.
- Proof of payment
- Declaration (online form on CIBA membership system)

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

#### (\*\*) About the Independently Verified Criminal Record Check

The fee for the independent 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](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.

