

Become a Licensed Tax Practitioner

12 Simple steps to a successful future

First Time Applicants



1 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 support@myciba.org for a membership application.



2 Pay the application fee online

Settle the once-off application fee. If your application documents are not submitted within the required time-lines, the application fee may need to be paid again.



3 Submission & Verification of documentation

Submit your supporting documentation. This will happen in two phases to ensure SARS time-lines are adhered to. For a supporting document checklist visit saiba.academy/tp-help
The membership department verifies your application. Please provide 7 working days for the assessment and verification of your application.



4 Receive email with link to register

On successful verification of your application, membership will send you a link to register on CIBA Academy for the SARS Readiness Programme and Tax Assessments. It is important to register as soon as possible. The verification expires within 5 working days.



5 Complete CIBA Academy Programmes and Assessments (if applicable)

Depending on your experience and qualification you will have to complete on CIBA Academy:

1. SARS Readiness Programme (mandatory to complete for first time applicants)
2. A technical assessment
3. An assessment on CIBA's Statements on Standards for Tax Services standards. Links to (2) and/or (3) will be emailed.



6 SARS Tax Practitioner Readiness Programme

The SARS Tax Practitioner Readiness Programme is available on CIBA Academy. saiba.academy/product/sars-tax-practitioner-readiness-programme/
The completion date of the Programme should be within 3 months of submitting all your documentation for the application.



7 Submission of phase 2 documentation and Certificates Verification

Upload phase 2 documents to your CIBA Membership profile plus your CIBA Academy certificates:

- Competency Assessment required for CIBA Licensed Tax Practitioner
- SARS Tax Practitioner Readiness Programme

Phase 2 documents are time sensitive. Please observe the time-lines required as per the supporting document checklist mentioned in step 3.



8 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.



9 Register from within your own eFiling profile

First time applicants should link their eFiling profile as a Tax Practitioner.
For the detailed steps visit saiba.academy/tp-help for guides listed under How to link your Tax Practitioner Profile on eFiling.



10 Receive your Tax Practitioner number

SARS issues your PR number and will email a registration letter to confirm your Tax Practitioner Number. Notify CIBA within 5 days [here](#). Delays in notifying CIBA could lead to suspension. The link to the form to submit your number is available on saiba.academy/tp-help as well. Lack of notification could lead in deregistration from SARS.



11 Start providing taxation services

CIBA will verify your PR number from our side with SARS. After our verification we will send an email with your Privy Seal Digital Verification that can be used in your email signature. Start to enjoy the benefits of being a CIBA Licensed tax practitioner.



12 Annual renewal

You will be required to renew your license annually by:

- completing a declaration,
- submitting your independently verified criminal clearance check certificate,
- submitting your SARS Tax Compliance Status Pin,
- completing CPD and
- pay your annual fee.