



**PROPERTY PRACTITIONERS
REGULATORY AUTHORITY**

**APPLICATION FOR A FIDELITY FUND CERTIFICATE OR REGISTRATION CERTIFICATE
BY A PROPERTY PRACTITIONER - A NATURAL PERSON**

This application form must be completed and submitted to the Property Practitioners Regulatory Authority (PPRA) by;

- Property practitioners and persons employed by attorneys,
- All directors of a company, members of a close corporation, partners of a partnership, trustees of a trust and sole proprietors conducting the business as a property practitioner.

Please note: this application must be accompanied by prescribed fees

PERSONAL INFORMATION

Title	Mr.	Miss.	Mrs.	Advocate	Professor	Doctor	Other	Gender	M	F	Other
Race (complete for statistical purposes)	African		White		Coloured	Indian		Other			
Surname											
Full Name(s)											
Identity Number											
Date of Birth	Y	Y	Y	Y	M	M	D	D	Citizenship		

CONTACT INFORMATION

Geographical Address													
	Town									Postal Code			
	Province							Postal Code					
Postal Address													
	Town									Postal Code			
	Province							Postal Code					
Telephone Number						Cell Phone Number							
Email Address													

STATUS/EMPLOYMENT INFORMATION						
What are you applying for (tick appropriate box)	Fidelity Fund Certificate (Property Practitioners)		Registration Certificate (Attorney Employees)			
State the capacity in which you are applying (tick appropriate box)	Director (Includes - Non-Executive Director)	Member	Trustee	Partner	Sole Proprietor	
	Principal	Non-principal	Candidate	Attorney Employee	Employee	Other:
State the full name, trading name, registration number and business address of the company, close corporation, partnership, sole proprietorship, or trust with which you are associated or employed as a property practitioner	Full name					
	Trading name					
	Registration number					
	Business address of the employer company					
Date from which you intend to act as a property practitioner. <i>(The date cannot be backdated)</i>						
Have you ever been issued with a Fidelity Fund or registration certificate before?	YES		NO			
If yes, state the type of certificate, Date of issue, certificate number, and name under which firm certificate was issued						
State the industry in respect of which a Fidelity Fund certificate is being applied for.	Attorney Employees		Homeowners Association			
	Auctioneer		Managing Agents			
	Bond and Bridging Finance Originators		Payment Processing Agents			
	Business Brokers		Property Advertising Platforms			
	Developers		Property Facilitators and Intermediaries			
	Estate Agents		Timeshare and Fractional Ownership			

DECLARATION BY APPLICANT		
I am a South African citizen and I lawfully reside in the Republic of South Africa. <i>If you indicated "Incorrect" provide a valid permit which has been issued by the Department of Home Affairs</i>	Correct	Incorrect
In the preceding 5 years, I have not been found guilty of contravening either the Estate Agency Affairs Act, No 112 of 1976 or the Property Practitioners Act, No 22 of 2019.	Correct	Incorrect
I have not been found in any civil or criminal proceedings by a court of law in any country to have acted fraudulently, dishonestly, unprofessionally, dishonourably or in breach of a fiduciary duty, or of any other offence for which I was sentenced to imprisonment without the option of a fine.	Correct	Incorrect
I am not of unsound mind.	Correct	Incorrect
I have not within the preceding 5 years been dismissed from a position of trust by reason of improper conduct.	Correct	Incorrect
I am not an unrehabilitated insolvent.	Correct	Incorrect
I am in possession of a valid tax clearance certificate. (only sole proprietor)	Correct	Incorrect
I am not prohibited by any legislation from being a property practitioner or from occupying a position of trust.	Correct	Incorrect
I have never been found guilty by any court of unfair discrimination.	Correct	Incorrect
I, or any director or manager of my company, any member of my close corporation, or any trustee of my trust (as the case may be): – • in compliance with the prescribed standard of training (this does not apply to candidate property practitioners); • in compliance with the prescribed practical experience determined by the Authority;	Correct	Incorrect
• I have not been found guilty of any act or omission in respect of which the Fidelity Fund had to compensate any person;	Correct	Incorrect
• I have not been prohibited from operating a trust account.	Correct	Incorrect
Date		
Signature of Applicant		
Place of Signature		

Should your response be "Incorrect" to any of the aforementioned questions, kindly fill out and submit an E1 form along with your application.

TERMS AND CONDITIONS FOR THE APPLICATION FOR THE REGISTRATION OF A NATURAL PERSON AS A PROPERTY PRACTITIONER

Terms and Conditions for Online Application on the MY PPRA Agents Portal

1. Access and Usage of MY PPRA Portal

- 1.1. The MY PPRA Portal (Portal) on the Property Practitioners Regulatory Authority (PPRA) website is designed to provide applicants and users with a convenient online platform for accessing Online Registration services.
- 1.2. This includes the application for a valid Fidelity Fund Certificate (FFC) or Registration Certificate (RC).

2. Intended Use of the Portal

The Portal is exclusively intended for:

- 2.1. Stakeholder engagements,
- 2.2. Submission of online applications for FFCs and RCs,
- 2.3. Renewal of existing FFCs and RCs,
- 2.4. Amendment of personal details, and
- 2.5. Uploading necessary documentation for the application process, just to name a few.

3. Application Declaration

- 3.1. By applying for an FFC or a RC, you agree to comply with the Property Practitioners Act No. 22 of 2019 (Act) and the Property Practitioners Act Regulation (Regulation), adhere to all registration requirements, and provide necessary documents.
- 3.2. You confirm the accuracy of all information provided and acknowledge that incorrect, or incomplete information may delay or impede the issuing of your FFC.

4. Application Requirements

- 4.1. All fields of the online application form must be fully completed.
- 4.2. Each applicant must indicate the correct firm reference number (starting with "F, MF, etc.") for the correct allocation to the correct firm.
- 4.3. Each applicant registration must ensure that the
 - 4.3.1. correct "seven-digit reference" number provided is correctly indicated when making payment,
 - 4.3.2. otherwise, the PPRA will not be able to link and allocate payment to the correct account.
- 4.4. It is the responsibility of each applicant to ensure that the correct payment amount is paid into the correct PPRA bank account number be uploaded to the portal.

5. Compliance with Legal Obligations

- 5.1. Applicants must ensure compliance with all relevant provisions of the Property Practitioners Act No.22 of 2019 (Act) and the Property Practitioners Act Regulations (Regulation).
- 5.2. This includes, but is not limited to;
 - 5.2.1. adherence to ethical standards,
 - 5.2.2. proper disclosure of information, and
 - 5.2.3. maintaining updated contact details as per requirements.

6. Accuracy of Information:

- 6.1. Applicants are responsible for the accuracy and completeness of all information provided in the application process.
- 6.2. Misrepresentation or submission of false information may lead to the rejection of the application or legal consequences.

7. Timely Reporting of Changes

- 7.1. In accordance with Section 47(7) of the Act, Property Practitioners (PP) and or applicants must report any changes in their provided information, including contact details and employment status, to the PPRA within 14 days of such changes.

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8. Fee Payment and Refunds

- 8.1. All applicable fees for registration, renewal, or other services must be paid as per the published schedule of fees,
- 8.2. You should use your PPRA-issued seven-digit number as the payment beneficiary reference, and
- 8.3. Any refunds are subject to an internal refund policy.

9. Certificate Issuance and Practice Commencement:

- 9.1. The PPRA will issue an FFC or RC to a compliant PP, who may **only** commence practice upon receiving their FFC or RC.

10. Certificate Withdrawal and Recall

- 10.1. FFCs or RCs may be withdrawn under provisions of the Act and the Regulations.

11. Confidentiality and Data Protection

- 11.1. The PPRA is committed to protecting the confidentiality and privacy of all applicants. Personal and business information submitted through the portal will be used solely for the purpose of processing the application and will be handled in accordance with relevant data protection laws.

12. Notification of Cessation

- 12.1. Upon the firm cease operations the principal, director, trustee, member, or partner must inform the PPRA in writing within 14 days of such cessation of operations.
- 12.2. Failure to do so results in continued liability for fees and compliance obligations.

13. NATURAL PERSONS:

This application process applies to:

Candidates, Non-principals, Attorney Employees and Employees

- 13.1. The Property Practitioner must first register on the PPRA portal and obtain the seven-digit reference number.
- 13.2. The following documents must be submitted via a portal:
 - 13.2.1. A fully completed and signed application form,
 - 13.2.2. Certified copy of Identity Document (ID),
 - 13.2.3. Letter of employment from the Agency confirming employment and signed by both the principal and agent (employee) and must include the mentor details (the practitioner who will be the applicant's mentor and is a principal or has at least 3 years full status experience), and
 - 13.2.4. Proof of payment for the fees as they are tabled on the published schedule of fees.

14. PRINCIPAL PROPERTY PRACTITIONERS (ESTATE AGENTS INDUSTRY)

- 14.1. To register as a principal property practitioner, such practitioner must be a director, a partner, a trustee of a trust, a member of a close corporation, or partnership or a sole proprietor of a business property practitioner proprietorship, which is registered with the PPRA.
- 14.2. The principal must also have obtained or passed the NQF4, and NQF 5 qualification and PDE examination.
- 14.3. The following documents must be submitted:
 - 14.3.1. A fully completed and signed application form
 - 14.3.2. Certified copy of Identity Document (ID);
 - 14.3.3. NQF level 5 qualification
 - 14.3.4. Proof of payment for the fees as they are tabled on the published schedule of fees.

**TERMS AND CONDITIONS FOR THE APPLICATION FOR THE REGISTRATION OF A NATURAL PERSON
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15. OTHER SUB-SECTORS

- 15.1. To be registered as a compliant property practitioner, such practitioner must be a director of a company, a trustee of a trust, a member of a close corporation, a partner in a partnership, or a sole proprietor of a proprietorship of a business property practitioner, which is registered with the PPRA.
- 15.2. The following documents must be submitted:
- 15.3. A fully completed and signed application form,
- 15.4. Certified copy of Identity Document (ID),
- 15.5. Relevant educational qualifications, and
- 15.6. Proof of payment for the fees as they are tabled in the published schedule of fees.

16. ADDITIONAL DOCUMENTS REQUIRED FROM FOREIGN NATIONALS:

- 16.1. Each foreign national must have a valid Passport.
- 16.2. Each foreign national applicant, must submit:
 - 16.2.1. a valid work permit,
 - 16.2.2. a valid certificate of asylum,
 - 16.2.3. permanent residence certificate, and
 - 16.2.4. any of the valid documents must be issued by the Department of Home Affairs.

17. PPRA'S DISCRETIONARY POWERS

- 17.1. The PPRA has the right to:
 - 17.1.1. Either accept or reject any of the documents submitted, if it is of the opinion that such document(s) does not satisfy any of the PPRA's registration requirements for the issue of a valid FFC or RC,
 - 17.1.2. Suspend registration of the property practitioner,
 - 17.1.3. Terminate the registration of the property practitioner,
 - 17.1.4. Withdraw any issued FFC or RC, and
 - 17.1.5. Charge or impose any fine relevant to the property practitioner.

18. Renewal of Fidelity Fund Certificate or Registration Certificates

- 18.1. The Fidelity Fund Certificate or Registration Certificate (FFC) is valid for 3 years from the date of issue.
- 18.2. The FFC is valid until 31 December of the 3rd year.
- 18.3. Property Practitioners are required to renew their Fidelity Fund Certificate or Registration Certificate by no later than 31 October of each year of the calendar year in which the current certificate will expire.
- 18.4. Irrespective of the issuing of the FFC or RC renewal statement by the Authority, it is the responsibility of each Property Practitioner to ensure that their FFC or RC is renewed on time before the renewal due date of 31 October of each year of expiry to be issued with a valid FFC or RC for the following 3 -year cycle.
- 18.5. Property practitioners are required to hold a separate FFC in respect of each different industry in which such property practitioner operates, and a separate application shall be lodged by such property practitioner with the Authority in respect of each such certificate, as prescribed by Regulation 26.3.

19. Employment Restrictions

- 19.1. A candidate property practitioner, non-principal property practitioner or an employee may only be employed by one firm, while a principal or director may be linked with multiple firms.

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20. Multiple Industry Operations

20.1. Practitioners operating in different industries must hold separate FFCs for each industry and submit separate applications for each industry.

21. Amendment of Terms

21.1. The PPRA reserves the right to amend these terms and conditions as necessary. Applicants will be notified of any significant changes that may affect their application or certification status.

UPON ACCESSING AND USING THE FIDELITY FUND CERTIFICATE ONLINE REGISTRATION WEB PAGE OR ANY SEGMENT OF THE PPRA ONLINE WEBSITE OR BUT NOT LIMITED TO "AGENTS PORTAL", APPLICANTS AND USERS EXPLICITLY RECOGNISE AND CONSENT TO BEING GOVERNED BY THESE TERMS AND CONDITIONS. THIS AGREEMENT ENCOMPASSES ALL ACTIVITIES AND TRANSACTIONS CARRIED OUT ACROSS DIFFERENT PLATFORMS. ADHERENCE TO THESE TERMS AND CONDITIONS IS OBLIGATORY FOR ALL APPLICANTS AND USERS AND CONSTITUTES AN ESSENTIAL PART OF THE LEGAL RESPONSIBILITIES ASSOCIATED WITH THE APPLICATION AND REGISTRATION PROCEDURES FOR A FIDELITY FUND CERTIFICATE OR REGISTRATION CERTIFICATE, AS SPECIFIED BY THE PROPERTY PRACTITIONERS REGULATORY AUTHORITY

I CONFIRM THAT I ACCEPT THE TERMS AND CONDITIONS HEREIN:

Applicant Signature

Date