



**PROPERTY PRACTITIONERS
REGULATORY AUTHORITY**

APPLICATION FOR FIDELITY FUND – BUSINESS PROPERTY PRACTITIONER REGISTRATION FORM

BUSINESS INFORMATION						
Type of Business Please Mark with an "X"	Company (Pty) Ltd		Partnership		Sole Proprietor	
	Close Corporation		Trust		Other	
Business Name Trading Name						
Indicate if Firm is	New Business Property Practitioner		Deregistered Business Property Practitioner		Purchased as a going concern Business Property Practitioner	
Business Registration Number			BBBEE Certificate BBBEE Sworn Affidavit	YES	NO	BBBEE Certificate Number:
						BBBEE Sworn Affidavit date:
If "No" provide a Section 4 application E1 form and applicable supporting correspondence						
Tax Clearance	YES	NO	ITC PIN:			
Firm Financial Year-end			Business Commencement Date			
FIC Accountable Institution Number (AI Number)						
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		

PRINCIPAL(S), DIRECTOR(S), TRUSTEE(S), MEMBER(S), PARTNERS AND OWNER OF A SOLE PROPRIETORSHIP INFORMATION			
Provide full names of Company Directors, Members, Partners to Partnership. If Partners to a Partnership are companies, please provide company names and full names of all Directors of each partnering company as appearing on CIPC documents (attach separate sheet if space is inadequate).			
Full Names and Surname			
Full Names and Surname			
Full Names and Surname			
Full Names and Surname			
PRINCIPAL PLACE OF BUSINESS/CONTACT INFORMATION			
Firm Physical Address			
	Town		
	Province		Postal Code
Firm Postal Address			
	Town		
	Province		Postal Code
Telephone No.			Fax No.
Email Address			Cell No.

TRUST ACCOUNT INFORMATION					
Will the Business Property Practitioner be holding trust monies?		No	Yes		
If "No", provide a Section 23 exemption reference number					
Trust account details opened in terms of section 54(1) of the Property Practitioners Act 22 of 2019.					
Bank Name	Account Number	Branch Name	Branch Code	City/Town	
APPOINTED AUDITOR'S INFORMATION					
<i>Auditors must be registered with the Independent Regulatory Board for Auditors (IRBA) in terms of section 37(2) of the Auditing Profession Act 26 of 2005.</i>					
Auditor's Full Names					
Auditor's Business Address					
			Postal Code		
Telephone No.	()		Fax No.	()	
Practice No.					

By signing this application: I, the applicant confirm, agree, and accept that the information supplied herein is true, correct and accurate. I accept and agree to the Terms and Conditions, and I undertake to comply with all the requirements set out in the Property Practitioners Act number 22 of 2019, together with any other legislation and regulations promulgated thereunder.

I herewith agree and confirm that should I open any other or additional trust account in the future. I undertake to inform the Property Practitioners Regulatory Authority accordingly, by sending a letter from the bank confirming the existence of such a trust account, within 14 days from the date of opening such trust account.

Applicant Signature

Date

Applicant Signature

Date

Applicant Signature

Date

Applicant Signature

Date

PROPERTY PRACTITIONERS' TERMS AND CONDITIONS OF REGISTRATION

TERMS AND CONDITIONS FOR THE APPLICATION FOR BUSINESS PROPERTY PRACTITIONERS

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).

2. Intended Use of the Portal

The Portal is exclusively intended for:

- 2.1. Stakeholder engagements,
- 2.2. Submission of online applications for FFCs,
- 2.3. Renewal of existing FFCs,
- 2.4. Amendment of personal details, and
- 2.5. Uploading necessary documentation for the application and other related processes.

3. Application Declaration

- 3.1. By applying for a Fidelity Fund Certificate (FFC), you agree to comply with the Property Practitioners Act No. 22 of 2019 (Act) and the Property Practitioners Act Regulations (Regulations) and adhere to all registration requirements.
- 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, and it may constitute a criminal offence and a sanctionable conduct.

4. Application Requirements

All Business Property Practitioner (firm) applications submitted through the portal must include:

- 4.1. A duly completed and signed application form;
 - 4.1.1. All sections of the online application form must be fully completed for processing,
 - 4.1.2. Indicate the correct firm reference number (starting with "F, MF etc.") for proper allocation.
- 4.2. A valid Broad-Based Black Economic Empowerment (B-BBEE) certificate,
- 4.3. A current tax clearance certificate,
- 4.4. All legal incorporation documents pertinent to the business entity (e.g., for Trusts, Companies, Close Corporations), and any other required documents, that may be required by the PPRA, and
- 4.5. Exemption E1 form (*where it is applicable*).

5. Compliance with Legal Obligations

- 5.1. Applicants must ensure compliance with all relevant provisions of the Act and Regulations.
- 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 the 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.

TERMS AND CONDITIONS FOR THE APPLICATION FOR BUSINESS PROPERTY PRACTITIONERS

7. Timely Reporting of Changes

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

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 to a compliant PP, who may **only** commence practice upon receiving their FFC.

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. Renewal of Certificates

- 12.1. FFCs and RCs must be renewed every 3 years, before October 31st of the expiry year of the current FFC.
12.2. It is the PP's responsibility to ensure timely renewal, irrespective of the renewal statement issuance by the PPRA.

13. Notification of Ceasing to Operate as a Property Practitioner

- 13.1. 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.
13.2. Failure to do so results in continued liability for fees and compliance obligations.

14. Employment Restrictions

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

15. FIC Registration Requirement

- 15.1. Firms must register with the Financial Intelligence Centre as per Financial Intelligence Centre Act requirements.

16. Multiple Industry Operations

- 16.1. PPs operating in different industries must hold separate FFCs for each industry and submit separate applications for each industry.

TERMS AND CONDITIONS FOR THE APPLICATION FOR BUSINESS PROPERTY PRACTITIONERS

17. PPRA's Discretionary Powers

17.1. The PPRA reserves the right to suspend, terminate registration, withdraw an FFC, and impose fines, if necessary.

18. Amendment of Terms

18.1. 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:

1	_____	_____	_____	_____	_____
	Full Names	Capacity	Date	Place of Signature	Signature
2	_____	_____	_____	_____	_____
	Full Names	Capacity	Date	Place of Signature	Signature
3	_____	_____	_____	_____	_____
	Full Names	Capacity	Date	Place of Signature	Signature
4	_____	_____	_____	_____	_____
	Full Names	Capacity	Date	Place of Signature	Signature