

Membership No



INSTITUTE OF ACCOUNTING & COMMERCE

**A RECOGNISED CONTROLLING BODY FOR
ACCOUNTANTS AND TAX PRACTITIONERS**

Application for Membership

(Natural Persons only)

Surname: _____	Name: _____
Ph No: CODE () _____ (Cell) _____	

Category of Membership

**Financial Accountant in Practice (FAP) (Accounting Officer)
and
Certified Tax Practitioner (CTP)**

On completion, this form should be returned to the Institute at:

P O Box 36477
GLOSDERRY
7702

Enquiries can be directed to:

Tel: (021) 761-6211

Email: members@iacsa.co.za



Criteria for admission as an Accounting Officer (Financial Accountant in Practice)

Short Description of the Designation:

The Financial Accountant in Practice (FAP) performs duties as an Accounting Officer and provides a number of accountancy related services to companies, close corporations, partnerships, sole proprietors, trusts and various other types of small business and non-corporate undertakings. The Financial Accountant in Practice (FAP) must have acquired knowledge of and demonstrate competence in areas such as Financial Accounting, Internal and External Auditing, Taxation, Company Law, Management Accounting and Practice Management.

What an Accounting Officer is allowed to do:

Note: Under no circumstances is any designation in the membership of the IAC allowed to conduct an Audit unless the member is registered with IRBA (Independent Regulatory Body for Auditors) as an auditor.

Some of the FAP's key duties and responsibilities are to:

- Prepare and sign off Financial Statements for Close Corporations and Companies who's Public Interest Score (PIS) is under 100 or is owner managed.
- Do an independent compilation or review of Annual Financial Statement for Companies and Incorporates who's Public Interest Score (PIS) is under 100. The Financial Statements for both Companies and CC's needs to comply with IFRS or IFRS for SME's.
- Prepare and sign off Financial Statements for NPO's and PBO's – as long as the organization's constitution and Public Interest Score (PIS) allows it.
- Can prepare and sign off Financial Statements for Trusts if the trust deed allows it.
- Can prepare and sign off Financial Statements for a Sole Proprietor, Partnership and Money Lenders.
- Be allowed to accept the audits of Schools, but this needs to be understood in terms of the School's Act 84 of 1996 as well as the requirements of the Schools Act in the various Provinces.

A member of IAC who is registered as an Accounting Officer with the Institute

CANNOT:

Do Review Engagements, unless they are registered as a Reviewer with the IAC.

Criteria for obtaining the Professional Designation (FAP)

The following persons are eligible to apply for membership as a Financial Accountant in Practice (FAP) also referred to as Accounting Officer:

A person who has completed an IAC diploma in Accounting, Cost and Management Accounting and Company Secretaries can apply.

OR

A person who has completed an Accounting qualification with a minimum **SAQA rated NQF Level 6 (pre 2009) and NQF Level 7 (post 2009)**.

Accounting Officers of the following Institutes are also eligible for professional membership of the IAC.

- South African Inst. of Professional Accountants (SAIPA)
- South African Inst. of Chartered Accountants (CA) (SA)
- ACCA, CIMA, CSSA

Registered Accounting Officers in good standing with the above mentioned Institutes are welcome to join the IAC and under certain circumstances COULD BE EXEMPTED from the IAC entry evaluation.

Please note that Members from Zimbabwe who want to register as an Accounting Officer with the IAC in South Africa will have to ensure that in addition to the normal criteria, they pass:

- Company Law (in terms of South African Legislation)
- Taxation (in terms of South African Legislation)

The applicant must be compliant with the Institute's code of conduct

All practicing IAC members, who provide a service to the public, are compelled to have professional indemnity insurance.

Accounting Officers for Close Corporations (FULL MEMBER)

An Accounting Officer is defined in section 60 of the Close Corporations Act No.69 of 1984.

To be registered as an accounting officer for close corporations, an applicant must, in addition to his/her academic qualification(s), also meet the following criteria:

Core Subjects (per the Regulations to the Close Corporations Act)

- To have majored in Financial Accounting (3)
- To have passed Income Tax (in terms of South African Legislation)
- To have passed Company Law (in terms of South African Legislation)
- To have passed Auditing (1) or Internal Auditing (2)

Practical Experience (per the Regulations to the Close Corporations Act)

The applicant must have gained a **MINIMUM** of three years supervised training (per IAC logbook), under the guidance of a registered Accounting Officer.

OR

The applicant must have gained a **MINIMUM** of six years relevant, practical accounting experience at a management or supervisory level.

The application must be supported by an affidavit, stamped and signed by a Commissioner of Oaths, verifying the applicant's practical experience, as well as a comprehensive job description.

Competency Assessment

Once the academic and practical component has been met, an applicant would need to undergo a 3 hour written evaluation followed by a 2 hour oral evaluation, conducted by a registered IAC assessor, covering the following:

- Accounting
- Auditing
- Company Law
- Taxation
- Practice Management

The pass mark for the assessment evaluation is as follows:

- Accounting 80%
- All other subjects 75%.

The applicant will need to travel to the Assessor (at the applicant's own expense) or if agreeable by both parties, the Assessor will travel to the applicant, and an additional travelling charge will be levied.

Once an Evaluator has signed off the above criteria, **the Board (in its sole discretion)** may issue the applicant with a practice certificate and membership of the Institute.

CPD Requirement

Must complete 40 CPD hours per annum (20 structured + 20 unstructured) comprising of at least 4 categories, viz, Accounting (i.e. IFRS), Taxation, Company Law, Auditing & Review Engagements, and any other area in which the applicant specialises in.

Included in the 40 CPD hours per annum, a Certified Tax Practitioner will need to complete 15 CPD hours per annum (**9 structured tax and 6 unstructured tax CPD's**).

Criteria for admission as a Certified Tax Practitioner (CTP)

Short Description of the Designation:

The Certified Tax Practitioner (CTP) is a professional designation that can be awarded to general tax practitioners, accountants and tax attorneys involved in the tax departments of accounting and / or auditing practices, public officers of companies and SARS officials.

In terms of Section 240 of the Tax Administration Act No. 28 of 2011 every natural person who provides advice to another person with respect to the application of a tax; or completes or assists in completing a tax return, such person must register with or fall under the jurisdiction of a Recognized Controlling Body registered with the South African Revenue Services (SARS).

In terms of section 240A of the Tax Administration Laws Amendment Act (No.21 of 2012) SARS will only register members of a Recognised Controlling Body as tax practitioners.

The IAC is a Recognised Controlling Body for Tax Practitioners.

There is no restriction on the tax work which may be under taken by a Certified Tax Practitioner provided that the practitioner is competent to perform such function. To this end the IAC expects that all its members take cognizance of clause 12 of the “**Covenant of an IAC Member**”.

Criteria for obtaining the Professional Designation

A person who holds an Accounting or Taxation qualification (NQF 6).

Or

Individuals not in possession of a formal qualification but have a minimum of a NQF 4 qualification and have been working within the South African tax environment for at least 5 years can also apply for registration as a Certified Tax practitioner. **(This must be viewed in conjunction with SARS criteria).**

Plus

There must be a commitment by the applicant that he/she will increase their qualification to NQF5 within 3 years of obtaining membership with the Institute.

This is the IAC’s Recognition of Prior Learning (RPL) process.

The applicant must be compliant with the Institute’s code of conduct.

All practicing IAC members, who provide a service to the public, are compelled to have professional indemnity insurance.

Academic Component

A person who holds an NQF 6 or higher qualification with at least one of the following subjects can apply for the Certified Tax Practitioner (CTP) status:

- 1) Tax
- 2) Accounting
- 3) Commercial, Company or Corporate Law

Recognition of prior learning (RPL) process

Have a minimum of a NQF 4 qualification with 5 years practical tax experience.

Upon signing this application form, applicants acknowledge and agree to the following:

- a. **The Board of Directors of the Institute of Accounting and Commerce in its sole discretion may issue the applicant with a practice certificate and membership of the Institute**
- b. **Membership certificates are and remain the property of the Institute. Should membership be terminated (for whatever reason), the certificates must be returned to the IAC.**
- c. **Applicants agree to abide by the IAC Constitution (MOI) and By-Laws which incorporates the code of conduct for IAC members.**

Please attach certified copies of the following documents with your application form:

1. **I.D. document**
2. **Proof of residence**
3. **Matric certificate**
4. **Degree \ Diploma**
5. **Academic transcript**
6. **A detailed affidavit of working experience**

and post to:

P.O. Box 36477, Glosderry, 7702

Phone: (021) 7616211 (Email: members@iacsa.co.za)

Application for Membership

Financial Accountant in Practice (FAP) (Accounting Officer)

and

Certified Tax Practitioner (CTP)

1. Personal Details

Prof Dr Mr Mrs Miss (Please TICK or specify other) _____

Surname	
First names	
Date of birth	
ID No.	
Home Address	
	Postal Code
Postal Address	
	Postal code
Tel:	Area Code (____) (B) _____ (H) _____
Fax:	Area Code (____) (B) _____ (H) _____
Cell phone	
E-mail	
Address for Correspondence:	Private <input type="checkbox"/> Business <input type="checkbox"/>
Income Tax Reference Number	
Tax Clearance / PIN Number	
Approved Date	

2. Present Employment

Organisation/Company name	
Business telephone number	Area Code: ()
Contact Person	
Email Address (if available)	
Physical Address	
	Postal Code

3. Present Position

Position title _____ Date appointed _____

**To be completed by Persons Applying for
Accounting Officer Membership**

Management Level in Organization

Position in Company	
Number of employees reporting to you?	
To whom do you report?	
His/her position in organisation	

4. Previous Employment (in the last ten years)

Year From	Year To	Position held	Name of organization	Number of employees reporting to you

Please attach a separate list if the above space is insufficient.

Primary responsibilities in your most recent position:

*** TO BE COMPLETED IN THE FORM OF A COMPREHENSIVE AFFIDAVIT ***

5. Academic, Technical and Professional Education

Year From	Year To	Institution	Qualification

Note: You are required to submit certified copies of your post-matric qualifications and academic transcripts in support of your application.

6.**Declaration**

1. Do you qualify in terms of the criteria set out on Pages 2,3and 4? **Yes [] No []**

2. Are you currently, or in the past been, a member of any Recognised Controlling Body for Tax practitioners or an Accounting Body? **Yes [] No []**

If so, kindly state names of Institute/Association and membership number

3. If you are no longer a member, please explain briefly the circumstances of your membership ceasing

4. Have you ever been convicted of an offence under the Companies Act, the Close Corporation Act, the Insolvency Act or the Tax Act or been found guilty of a criminal offence in terms of section 234 to 237 of the Tax Administration Act of 2011. **Yes [] No []**

(If yes, please state details.)

5. Have you ever been convicted of a criminal offence? **Yes [] No []**
(If yes, please state details.)

6. Have you ever been insolvent, or assigned your estate, or been placed under debt review? **Yes [] No []**
(If yes, please state details.)

7.

Referees

Please have your application signed by two persons who will act as referees. The proposer should be your immediate superior who should be able to support your application by actual knowledge of your responsibilities. If you are the head of your organisation, please name two business/professional associates.

If possible, your application should be proposed or seconded by a member of the Institute who is willing to act as your referee.

<u>Proposer</u>		<u>Seconder</u>	
Name: _____		Name: _____	
Surname: _____		Surname: _____	
Position:		Position:	
Highest Qualification		Highest Qualification	
Email:		Email:	
Address		Address	
Postal Code		Postal Code	
Telephone		Telephone	
Cell Phone		Cell Phone	
IAC member	<input type="checkbox"/> YES <input type="checkbox"/> NO	IAC member	<input type="checkbox"/> YES <input type="checkbox"/> NO
Institute:		Institute:	
Membership No:		Membership No:	
Signature		Signature	

8. This section to be completed by IAC Diplomats only

What is your IAC registration number? _____

When did you complete your IAC diploma(s)? / / (month and year)

Which IAC diploma(s) did you complete? _____

9.

Declaration

I hereby certify that the above particulars are correct. Should it be necessary, I hereby authorize the Institute of Accounting and Commerce to make any enquiries it considers relevant to its acceptance of this application.

If admitted as a member, I agree to abide by the rules, regulations and by-laws of the Institute of Accounting and Commerce as they now exist and as they may hereafter be altered, and to use my status as a member of the Institute in an honourable manner.

I understand that the "Certificate of Membership" issued to me remains the property of the Institute. I undertake to return same should I resign, or cease to be a member through whatever cause.

Signature of applicant _____

Signed at _____

Date _____/_____/_____

IAC Banks with: NEDBANK
Branch: Southern Peninsula
Branch Code: 12320900
Account Number: 1103711784
Account Type: Current Account

Please note: It is very important that you write your IAC membership number or name and surname in the reference section on the deposit slip.

Enquiries can be directed to:

Tel: (021) 761-6211 or

[Email: members@iacsa.co.za](mailto:members@iacsa.co.za)

CONSENT AND ACKNOWLEDGMENTS IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT 2013 (POPI)

Introduction

The Protection of Personal Information Act (POPI) aims to give effect to the constitutional right to privacy by balancing the right to privacy against that of access to information. POPI requires that personal information pertaining to individuals be processed lawfully and in a reasonable manner that does not infringe on the right to privacy.

This consent form sets out how personal information will be collected, used and protected by IAC, as required by POPI. The use of the words “the individual” for the purposes of this document shall be a reference to any individual communicating with IAC and/or concluding any agreement, registration or application, with the inclusion of each individual referred to or included in terms of such agreement, registration or application.

What is personal information?

The personal information that IAC requires relates to names and surnames, birth dates, identity numbers, passport numbers, demographic information, education information, occupation information, health information, addresses, memberships, personal and work email and contact details.

What is the purpose of the collection, use and disclosure (the processing) of personal information?

IAC is legally obligated to collect, use and disclose personal information for the purposes of:

- reporting to various organizations e.g., SARS, CIPC, SAQA, FASSET, PAFA, QCTO, etc;
- evaluate and process applications;
- compiling statistics and other research reports;
- providing personalized communications;
- complying with the law;

How will IAC process personal information?

IAC will only collect personal information for the purpose as stated above. Information will be collected in the following manner:

- direct from the individual;
- from education institutions, training providers, or other service providers that are providing or provided the individual with services;
- from our own records relating to our previous supply of services or responses to the individual’s request for services;
- from a relevant public or equivalent entity.

To whom will personal information be disclosed?

The personal information may be disclosed to other relevant public or other entities on whose behalf we act as intermediaries, other third parties referred to above in relation to the purpose or who are sources of personal information,

Consent and Permission to process personal information:

- I hereby provide authorization to IAC to process the personal information.
- I understand that withholding of or failure to disclose personal information will result in IAC being unable to perform its functions and/or any services or benefits I may require from IAC.
- I indemnify and hold IAC harmless in respect of any claims by any other person on whose behalf I have consented; against IAC should they claim that I was not so authorized.

- I understand that in terms of POPI and other laws of the country, there are instances where my express consent is not necessary in order to permit the processing of personal information, which may be related to police investigations, litigation or when personal information is publicly available
- I will not hold IAC responsible for any improper or unauthorized use of personal information that is beyond its reasonable control.

Signature of Applicant:

Rights regarding the processing of personal information:

- The individual may withdraw consent to the processing of personal information at any time, and should they wish to do so, must provide IAC with reasonable notice to this effect. Please note that withdrawal of consent is still subject to the terms and conditions of any contract that is in place. Should the withdrawal of consent result in the interference of legal obligations, then such withdrawal will only be effective if IAC agrees to same in writing. IAC specifically draws to the attention that the withdrawal of consent may result in it being unable to provide the requested information and/or services and/or financial or other benefits. Further, please note that the revocation of consent is not retroactive and will not affect disclosures of personal information that have already been made.
- In order to withdraw consent, please contact the Membership Dept. on members@iacsa.co.za
- Where personal information has changed in any respect, the individual is encouraged to notify IAC so that our records may be updated. IAC will largely rely on the individual to ensure that personal information is correct and accurate.
- The individual has the right to access their personal information that IAC may have in its possession and is entitled to request the identity of which third parties have received and/or processed personal information for the purpose. Please note however, that any request in this regard may be declined if:
 - the information comes under legal privilege in the course of litigation,
 - the disclosure of personal information in the form that it is processed may result in the disclosure of confidential information,
 - giving access may cause a third party to refuse to provide similar information to IAC,
 - the information as it is disclosed may result in the disclosure of another person’s information,
 - the information contains an opinion about another person and that person has not consented,
 - the disclosure is prohibited by law.

Requesting access and lodging of complaints:

- Please submit any requests for access to personal information in writing to IAC’s Membership Dept members@iacsa.co.za
- With any request for access to personal information, IAC will require the individual to provide personal information in order to verify identification and therefore the right to access the information.
- There may be a reasonable charge for providing copies of the information requested.

For Office Use Only:

Membership Recommended:

Financial Accountant in Practice [Y] [N]
Certified Tax Practitioner [Y] [N]

Action to be taken:

Signature of Membership Officer

Date:

Approved on: _____

Not Approved on: _____

Application for Membership Approved by EXCO Meeting on:

Application for Membership Approved by Board Meeting on:

Signature of: CEO OR GM

Date: