



**PROPERTY PRACTITIONERS  
REGULATORY AUTHORITY**

**PPRA REQUIREMENTS FOR ALL APPLICATIONS**

In light of the high volume of incomplete applications and the current system challenges impacting the PPRA's ability to process applications efficiently, the following measures are being implemented to enhance the processing of all applications in compliance with Section 47 of the Property Practitioners Act (PPA) and the related regulations.

Effective immediately, the email subject line must be a **seven-digit** reference number. All applicants are required to submit fully completed applications. This includes ensuring that the forms are accurately filled out, signed, dated where necessary, and accompanied by all relevant supporting documents as mandated by the Act, Regulations and Standard Operating Procedures. Please see our website for full information on relevant processes.

**Please note:**

Incomplete or non-compliant applications will be rejected. Applicants whose submissions are not in order will be informed in writing of the specific issues and will be required to **resubmit** their application documents in full, with all the necessary corrections.

As of 01 November 2024, incomplete applications will no longer be accepted, and no incomplete applications will be retained.

**NATURAL PERSON (ESTATE AGENCY INDUSTRY)**

**1. CANDIDATE**

- 1.1. Application form.
- 1.2. A clear copy of an identification document
  - 1.2.1. (A passport must be valid for at least six months from the date of application).
- 1.3. Valid work permit: however, the work permit must not expire within six months of the date of application or a permanent residence permit, which also allows you to work.
- 1.4. Letter of employment dated, signed by **both**
  - 1.4.1. principal and
  - 1.4.2. candidate,
  - 1.4.3. showing firm F number (PPRA registration number), and firm name and
  - 1.4.4. PPRA registration number of principal (7-digit pin).
- 1.5. Proof of payment, (Refer to schedule of fees).

**2. PRINCIPAL**

- 2.1. Application form.
- 2.2. A clear copy of an identification document.
- 2.3. Firm application documents as indicated in the next page.
- 2.4. Internship, NQF 4, PDE 4, NQF 5 or education exemption.
- 2.5. Proof of Payment, (Refer to schedule of fees).

**NATURAL PERSON (OTHER INDUSTRIES)**

**3. EMPLOYEE**

- 3.1. Application form.
- 3.2. A clear copy of an identification document
  - 3.2.1. (A passport must be valid for at least six months from the date of application).
- 3.3. Valid work permit: however, the work permit must not expire within six months of the date of application or a permanent residence permit, which also allows you to work.
- 3.4. Letter of employment dated, signed by **both**
  - 3.4.1. director and
  - 3.4.2. employee
- 3.5. Proof of Payment, (Refer to schedule of fees).

**4. DIRECTOR**

- 4.1. Application form.
- 4.2. A clear copy of an identification document.
- 4.3. Firm application documents as indicated in the next page.
- 4.4. Proof of Payment, (Refer to schedule of fees).
- 4.5. Section 4 exemption from Regulation 33.2.3, because NO EDUCATION requirements are available for any other industries except for Estate Agents.

## **FIRM REGISTRATION**

1. Registration of firm by approved name reservation (reserving name on portal- approved or rejected / repeat)
2. Once approved, upload documents on the portal, including
3. Application form for firm/entity.
4. Bank letter dated, signed, and stamped stating section 54(1) PP Act 22/2019 trust account opened in the firm's name OR audit approved exemption using affidavit under provisions of Reg.2.
5. Auditor's letter (IRBA) stating the practice number and who will act on behalf of the firm.
6. Proof of FICA registration.
7. BEE certificate if PTY or Trust or CC.
8. Tax clearance for a PTY or Trust or CC, partnership or sole proprietorship.
9. All entity CIPC documents show the registration of the entity and directors/members.
10. Trust deed in case of a trust.
11. No payment is required by act and regulations.
12. Must be accompanied by the director's registration application.

## **AFFECTED SERVICE**

1. New registrations,
2. Re-registrations
3. Employment change,
4. Amendment of personal details,
5. Firm name change,
6. Status upgrade,
7. Status change, and
8. FFC renewals

## **EXAMPLE**

For instance, if an applicant submits an application as a candidate property practitioner, they are required to provide all relevant supporting documents:

1. Duly completed and signed application form
2. Clear copy of their ID document,
3. Letter of Employment, and
4. Proof of Payment

If any one of these documents, such as the ID copy, is missing or not attached, the application will be considered incomplete. The PPRA will reject the application and notify the applicant in writing, specifying that the application was rejected due to the missing ID document.

The applicant will need to resubmit the entire set of application documents, including the previously omitted ID copy, in one complete email submission.

Thank you for your attention to this matter.

## **APPLICATION DOCUMENTS**

### **PPRA Forms**

Link: [https://theppra.org.za/ppra\\_forms](https://theppra.org.za/ppra_forms)

### **Frequently Asked Questions**

Link: [https://theppra.org.za/download.php?data\\_id=130235](https://theppra.org.za/download.php?data_id=130235)

### **Schedule of fees**

Link: [https://theppra.org.za/download.php?data\\_id=134050](https://theppra.org.za/download.php?data_id=134050)

Link: [https://theppra.org.za/schedule\\_of\\_fees\\_2023\\_2024\\_effective\\_01\\_april\\_2023](https://theppra.org.za/schedule_of_fees_2023_2024_effective_01_april_2023)

**Property Practitioners Regulatory Authority.**

**30<sup>th</sup> October 2024**