



**PROPERTY PRACTITIONERS  
REGULATORY AUTHORITY**

**ADMINISTRATIVE POLICY AND PAYMENT PROCESS IN RESPECT  
OF COMPLIANCE NOTICES ISSUED BY INSPECTIONS UNIT**

<b>TABLE OF CONTENTS</b>	<b>PAGE</b>
Abbreviations	3
1. Purpose of the manual	4
2. Compliance Notice	4
3. Process	4
4. Adjudication	5
5. Communication	5
6. Workshop	5
7. Review of policy	5

## ABBREVIATIONS

Abbreviations	Definitions
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PPA	Property Practitioners Act
PPRA	Property Practitioners Regulatory Authority
AML	Anti-money laundering
The Centre	Financial Intelligence Centre
FIC Act	Financial Intelligence Act
Inspector	An Inspector appointed in terms of Section 24 of the PPA
PFMA	Public Finance Management Act
The Minister	Minister of Human Settlements

## **1. PURPOSE OF POLICY**

- 1.1 The main purpose of this policy is to outline the processes and procedures to be followed when dealing with administrative fines and payments resulting from **compliance notices**, thereby ensuring that they are dealt with in line with PPRA.
- 1.2 While the manual aims first and foremost to create consistency, it also recognizes the diverse nature of the property practitioner's scope.

## **2. COMPLIANCE NOTICES**

### **Section 26 of the PPR provides that:**

- 2.1 The Minister must, from time to time to time determine contraventions of the Act that are of a minor and substantial nature.
- 2.2 The Authority may, where an inspection or investigation by an inspector indicates a contravention of this Act which is of a minor nature issue a compliance notice in the prescribed format to the person so allegedly contravening this Act, calling on that person to comply with this Act within a period specified in the compliance notice, which period must be reasonable in the circumstances.
- 2.3 The Authority may, in the compliance notice, determine a fine to be paid by the person concerned if such person, in writing, on the compliance notice acknowledges his, her or its failure to comply with this Act as stated in the compliance notice.
- 2.4 The compliance notice shall be sent via email, personal service or any other means which is available to the Authority.
- 2.5 The property practitioner issued with the compliance notice needs to sign the acknowledgement as proof that compliance notice was received.

## **3. PROCESS**

- 3.1 The fine issued through the compliance notice must be paid to the Authority within a period specified in the compliance notice.
- 3.2 A register of all compliance notices issued will be established and maintained by the administrators.
- 3.3 An inspector when issuing the compliance notice the administrator is to be copied in the communications in which is to enable he/she to register the compliance notice in the register.
- 3.4 For the administrator to register the compliance notice the case file needs to be opened on SAP with relevant details.

- 3.5 A register will be reviewed by the Inspections Officer (Compliance Notices) monthly and signed off as proof of review to ensure that the register is kept up to date.
- 3.6 On Monthly bases after the inspector have reviewed the register the administrator is to submit the register to the Finance department to raise an invoice against property practitioners who the compliance notice was issued against.
- 3.7 On monthly bases the Finance department will note on the register the compliance notices (Invoices) which have been paid and the administrator will update the register and SAP accordingly.
- 3.8 The non-compliance with the Compliance Notices must be referred to the Adjudicator for further processing.

#### **4. ADJUDICATOR**

- 4.1 The non-compliance with the Compliance Notices must be referred to the Adjudicator for further processing.
- 4.2 The Administrator must compile a list of PP who failed to comply with Compliance Notices for the attention of the Manager: Inspections.
- 4.3 The Manager: Inspections shall prepare a consolidated report on non-compliance with Compliance Notices for the attention of the Executive Manager: Inspections who shall in turn refer all the non-compliant PP to the Adjudicator.
- 4.4 The Administrator shall monitor all matters referred for adjudication and furnish the Executive Manager with appropriate reports and make appropriate notes on the Adjudication Register.

#### **5. COMMUNICATION**

- 5.1 This policy will be communicated to employees using the full range of communication methods available to PPRA.

#### **6. REVIEW OF POLICY**

- 7.1 This policy will be reviewed as and when required. The policy must be updated with the changes in accounting statements and regulations.

#### **7. APPROVAL OF POLICY**

This Policy will take effect from the date it is approved.