



**PROPERTY PRACTITIONERS
REGULATORY AUTHORITY**

Notice: PDE enrolment 17 November 2022 is now open on MyPPRA portal

IMPORTANT PRE-READING:

No old or previously completed/submitted exam enrolment forms will be accepted or processed for November exam.

All prospective exam candidates must enroll via the portal.

All those who have not written the previous exam or have postponed from writing the exam for whatever reason must re-register using the portal.

No automatic adding of candidates on the exam list by virtue of having granted postponement or having not been able to access the Exam system.

Correct email addresses must be updated during or prior to enrolment on the portal to avoid missing any communication from the PPRA.

The PPRA would like to inform all potential and eligible PDE exam candidates that the exam scheduled to take place on the 17th November 2022 is now open for enrolment or registration which is conducted strictly via the PPRA portal.

The PPRA wishes to emphasize that there is no PDE exam enrolment form for the forthcoming exam that was issued by the PPRA and therefore no PDE enrolment form used in the past is recorded or will be processed. This therefore means that:-

- 1) all potential exam candidates must use the portal for enrolment/registration for the exam in order to be added into the exam list;
- 2) no exam candidates may just proceed to make payments for the upcoming exam without completing the portal enrolment via the portal. Anyone doing so will not be added into the exam list for the November exam and will not be accommodated whether for oral or physical seating examination;
- 3) all those who have informed us of their request for postponement of the previous exam/s or have not written the previous exams but have already paid or sent the enrolment forms with proof of payment are reminded that they are required to re-enroll/re-register via the portal as there is no automatic postponement and/or addition to the exam list without enrolling on the portal once again.

ALL those affected by the Practice Note issue regarding compliance with internship and Exam requirements and are eligible to write PDE must do so as this is the exam affording the opportunity to accordingly comply.

The PPRA wishes to further emphasise the following:

- a) failing to execute the portal enrolment process communicated in the above categories will mean that the exam candidate will not be on the enrolment list and will not be accommodated for the upcoming exam under any circumstances.
- b) No eligible exam candidate will be authorised to postpone from or not write the upcoming examination for whatever reason. The looming 31 January 2023 is approaching and the November exam is scheduled to allow all those who are eligible to write the exam in order to comply with the practice note accordingly.
- c) Payment must strictly be done before 28 October 2022 (the closing date and no later), using the correct payment reference number being the Practitioner's usual 7-digit reference number, in order for the payment made to be matched with the enrolment made on the portal in time for the issuance of an exam seat number. A wrong reference is when the Practitioner adds any number or alphabet or symbol or space to the 7-digit number when making payment. Strictly use the 7- digit reference number to avoid further delays in the processing of the exam registration. If a candidate is unsure of the reference number, please contact our Call Centre 087 285 3222 (please be mindful of the provisions of POPI Act, therefore only the owner of the profile should call the PPRA for the reference number to be provided by our Call Centre staff).
- d) Exam Seat numbers are issued automatically by the system to those who have made payment correctly as per above. Seat numbers are emailed to the candidate via the system and also populated on the Practitioner's portal. Practitioners must check the seat number allocation by logging into the PDE portal (there's no need to email the PPRA for seat numbers as they will be available on the portal).
- e) All candidates are requested not to email proof of payment to the PPRA as these will be recorded on the PPRA's Bank statement once received and will be processed and automatically matched and allocated to the received enrolment made on the portal.
- f) Making payment using the wrong reference number will render the enrolment invalid and the candidate will not be on the exam list. Queries on payments made wrongly must strictly be logged on the portal (no email queries on wrong payments) and request the Finance department to allocate your payment and should not be sent to the PDE email address.
- g) All those who struggle to enrol on the portal should direct their queries to Call Centre 087 285 3222 for technical or IT support.

NB: UPDATING OF PERSONAL CONTACT DETAILS:

ALL PDE candidates are required to update your personal email address when you enrol so that we are able to communicate the exam link to the correct address. The PPRA will not be held responsible for wrong or outdated contact details. The PPRA uses the contact addresses currently on our database.

We wish all exam candidates the success with the upcoming examination

Yours Faithfully,
Education, Professionalisation and CPD
The Property Practitioner's Regulatory Authority
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