



**Notice: Enrolment/Registration for 09 February 2023 is now open on MyPPRA portal and closing on the 20<sup>th</sup> January 2023 (IMPORTANT: No old exam enrolment forms, however if they are sent to PPRA they will be processed. No payments received without enrolment on the portal will be entertained. No late enrolment will be entertained.**

The PPRA is pleased to inform potential and eligible PDE candidates that the enrolment/registration via the PPRA portal is now open. The PPRA wishes to emphasise that there is no PDE exam enrolment form that will be issued and therefore all eligible exam candidates will be required to **strictly enrol or register** via the PPRA portal.

**Who is eligible?:**

- All registered (issued with an FFC) property practitioners (intern/candidates, non-principals and principals) who have acquired or have been certificated or granted a qualification or an equivalency exemption and whose credentials have been recorded on the PPRA database/system;
- All those who have previously met the above criteria, paid for the exam but couldn't write the exam on the 17<sup>th</sup> and the 30<sup>th</sup> November 2022;
- All those who couldn't request postponement from the previous exam/s and such postponement was granted by the PPRA;
- All those who have in the past went ahead and made payments for the upcoming exam without completing the portal enrolment process must use the portal enrolment process in order to be added into the exam list (**NB: there is no automatic postponement and/or addition to the exam list without enrolling on the portal once again**); and
- All those who have proceeded to use the old PDE enrolment forms in the past, paid for the exam but were not added into the exam list and therefore couldn't write the exam.

**The PPRA wishes to further emphasise the following:**

- a) Failing to follow the portal enrolment/registration by the closing date will mean that the exam candidate will not be on the enrolment list and will not be accommodated for the upcoming exam.
- b) Registration/enrolment and payment must strictly be done before 20<sup>th</sup> January 2023 (the closing date), 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 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).

- c) Making payment using the wrong reference number will render the enrolment invalid/not recorded 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 not be sent to the PDE email address.
- d) Exam Seat numbers are issued automatically by the system to those who have made payment correctly as per above and their portal enrolment can be linked to their payment. Exam Seat numbers are emailed to the candidate via the system and also populated on the Practitioner's portal which should be checked by the Practitioner on a regular basis for the purposes of noting the Seat number. Therefore, practitioners are advised NOT to email the PPRA requesting for seat numbers as these will be available on the portal.
- e) Practitioners are further advised NOT to email proof of payment to the PPRA as this will be available on the PPRA's bank statement and will be processed and automatically matched and allocated to the received enrolment made on the portal.
- f) All those who struggle to enrol on the portal should direct their queries to the Call Centre 087 285 3222 for technical support.

Once again, we wish you all the best for the upcoming exams.

**Yours Faithfully,**

**Education, Professionalisation and CPD Department**

**The Property Practitioners Regulatory Authority**

**Issued: 15 December 2022**