



**PROPERTY PRACTITIONERS
REGULATORY AUTHORITY**

STUDY GUIDE ORDERING PROCESS

Instructions:

1. Please complete all the fields marked with. * **These are compulsory fields and if not completed, the study material cannot be issued to the Requester.**
2. Please give a description of the item required (by indicating whether the order is for PDE 4 study Guide for non-principal property practitioner or PDE 5 Study Guide for principal property practitioner wishing to undertake the PDE.
3. Please complete all details legibly and ensure that the correct valid postal/mailing address is provided (for those who require mailing of ordered items). **The PPRA accepts no responsibility** for incorrect mailing addresses or the changing of a mailing address after the requested item has been dispatched. Any costs incurred as a result of this will be for the Requester's account.
4. All forms to be completed and mailed together with proof of payment, (where applicable), to studyguides@theppra.org.za
5. Cost of the Study Guides is reflected below - **effective 01 April 2023.**

Collections or Over- the-Counter Orders
<ul style="list-style-type: none">▪ PDE 4 = R999.00 (1 x files) - fee for collection orders only and payable at PPRA Cashiers before collection of study material.▪ PDE 5 = R1 392.00 (2 x files) - fee for collection orders only and payable at PPRA Cashiers before collection of study material.
Mailed Orders
<ul style="list-style-type: none">▪ PDE 4 = R1 217.00 (1 x files) - fee includes registered mail fee via Post Office and payable via EFT before parcel is dispatched. ie (R999+R218)▪ PDE 5 = R1 695.00 (2 x files) - fee includes registered mail fee via Post Office and payable via EFT before parcel is dispatched. ie (R1392 +R303)

IMPORTANT NOTICE REGARDING MAILING OF ITEMS

It is the policy of the PPRA to send parcels to stakeholders via the South African Post Office and not via courier.

The PPRA would like to advise that stakeholders wishing to acquire the study material timeously, that they rather arrange their own courier to expedite delivery of material and to prevent possible delays linked to the Post Office delivery process currently being used by PPRA.

Banking details for payment and details for submitting the completed form and payment

<i>Banking details</i>	<i>Submission of completed form and payment proof</i>
A/C Name: Property Practitioners Regulatory Authority (PPRA) Bank Name: ABSA Bank Branch Code: 632005 Account No: 4052033310 Please use your 7 digit reference number as your beneficiary reference	Email: studyguides@theppra.org.za Enquiries Tel: 087 285 3222

STUDY GUIDE ORDERING FORM EFFECTIVE 01 APRIL 2023

ITEM REQUIRED:	Study Guide for Principals (PDE 5)		Study Guide for Non- Principals (PDE 4)	
Please place a cross (X) in the applicable block				

REQUESTER INFORMATION:

Requester Surname and Initials		Requester Firm Name	
Municipality where the Firm is located		Name of the contact person in the firm	
Requester ID number		Requesters 7 digit reference number as assigned by the PPRA	
Requester's current practicing Status (Intern/ Non-Principal/ Principal)		Requester's Institution where acquired qualification/enrolled for qualification	
Date of placing the Order		Requester's contact number	
Requester Email address		Requester's Postal address (for mailing of study material purposes)	
Mode or delivery as preferred by Requester:		PLEASE BE SURE TO MAKE A SELECTION THAT YOU ARE CERTAIN IS SUITABLE FOR YOU	
Mode or delivery as preferred by the Requester	Collection by self at PPRA Front desk	Will arrange own courier to collect	The PPRA to send via registered mail and track the parcel until collection by self at the post office

***= Please note that these fields are compulsory for the request to be processed further.**

UNDERTAKING BY REQUESTER

I hereby declare that the **postal/ mailing address** provided above is correct and undertake to collect mailed parcels on time from the Post Office.

Should I fail to collect on time and the items are returned, **I undertake to pay an additional applicable mailing fee to the PPRA before the items can be mailed back to me.**

I hereby undertake to notify the PPRA of any errors identified on the items received from the PPRA within 7 days of receiving the items. I also hereby undertake to return any such items at my own cost should in order for wrong item/s to be replaced with the correct item/s.

I hereby undertake to comply with copyright requirements and will not duplicate any of the material obtained from PPRA without receiving written consent from the PPRA.

Signature by Requester: _____ **Date:** _____

FOR OFFICE USE ONLY			
Description of study guide issued out		Tracking number *for mailed orders	
Date of study material - collection		Date of study material mailing date	
Date of capturing the order on the system/database		Sales Order Number (as generated by the system)	
Name of Education and Training official capturing and dispatching the order		Name of Finance official capturing and issuing out the order number	
Signature of Education and Training official who issued out the study material		Signature of Finance official who issued order number for the order	