



**PROPERTY PRACTITIONERS
REGULATORY AUTHORITY**



FFC Renewals

What is the primary function of the renewals department ?

The renewals department is responsible for issuing Fidelity Fund Certificates (FFCs) to Property Practitioners (PPs) in accordance with Section 47 of the Property Practitioners Act No.22 of 2019 (Act).

Who needs to apply for an FFC renewal ?

All existing and active Property Practitioners (PPs) holding a valid FFC must apply for renewal, every three years.

How and when should I apply for an FFC renewal ?

The Act mandates that PPs apply to the Property Practitioners Regulatory Authority (PPRA) within the prescribed timeframe, between July 1st and October 31st of the year in which their current FFC expires, following the three-year FFC renewal cycle.

Who is responsible for renewing each PP's FFC ?

Each PP is individually responsible for renewing their own FFC. It is a requirement for all PPs to hold a valid FFC before engaging in property-related transactions, as per Section 48 of the Act.



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How much is the FFC renewal fee ?

The FFC renewal fee is currently set at R 2,501. Please note that fees are subject to annual adjustments, and the schedule of fees is available on the PPRA website, found under “ Shedule of Fees menu “.

Why does it sometimes take longer to process FFC issuance ?

To expedite the process, ensure you consistently use your unique seven-digit reference number as a payment reference when transacting with the PPRA.

How can I inquire about or follow up on my submitted queries ?

PPs should log their queries on the portal and regularly check for feedback from the PPRA. We are committed to responding within 48 hours.

What if I don't receive feedback within 48 hours of logging a query ?

If you haven't received feedback within the specified timeframe, please send a follow-up email to: *“ffcrenewals@theppra.org.za.”*

Why might an FFC be cancelled ?

FFCs can be cancelled due to non-compliance by the principal. It's crucial for principals to renew their FFCs promptly to avoid the potential cancellation of employee FFCs.

How long does it take for the PPRA to issue my FFC ?

The PPRA aims to process and issue your FFC within 30 working days, provided your application is compliant and includes the required fees. If the application is non-compliant, we will notify you within 20 working days. Once compliant documents are resubmitted, we will have 30 working days to process them. The PPRA aims to process and issue AN FFC within 30 working days, provided THE application is compliant and includes the required fees. If the application is non-compliant, we will notify THE APPLICANT within 20 working days. Once compliant documents are resubmitted, we will have 30 working days to process them.

What must I do if my personal details change ?

You should inform the PPRA of any changes in your personal details within 14 days of the change. It's important to promptly provide updated information. Additionally, we encourage PPs to update their details on the portal for accuracy.



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