

Application form: An application form must be fully completed and signed by the applicant.

Bank letter: A letter from the firm's bank confirming that a trust account has been opened and properly designated as a trust account in terms of section 32(1) of Act 112 of 1976.

Auditor's letter: A letter from the firm's auditors [which auditors must be registered with the Independent Regulatory Board of Auditors ("IRBA")] confirming acceptance of appointment to audit the firm's business and trust accounts, books and records.

Important:

Estate agents wishing to establish an estate agency firm should first consider that:

- They should ascertain from the EAAB whether a proposed trade name is acceptable before incurring any expenditure; since
- The trade name may not be acceptable if it is the same, or is confusingly similar to, an already registered name; and
- The EAAB is not able to reserve trade names for use by estate agents.



ESTATE AGENCY AFFAIRS BOARD
OF SOUTH AFRICA

Estate Agency Affairs Board

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ESTATE AGENCY AFFAIRS BOARD
OF SOUTH AFRICA



**EXISTING NON-PRINCIPAL AND
PRINCIPAL ESTATE AGENTS**

EXISTING NON-PRINCIPAL AND PRINCIPAL ESTATE AGENTS

Regulation 4 of the Standard of Training of Estate Agents Regulations, 2008 (“the Education Regulations”), prescribes the following standards for estate agents who are already practicing in the sector.

NON-PRINCIPAL ESTATE AGENTS

- Non-principal estate agents who were registered as such on 15 July 2008 may be certificated against the Further Education and Training Certificate: Real Estate (NQF Level 4) by way of a Recognition of Prior Learning (“RPL”) assessment conducted by a Services SETA accredited Recognition of Prior Learning assessment centre.



- The Recognition of Prior Learning assessment must be completed, and the candidate duly certificated, by no later than 30 June 2015.
- Non-principal estate agents holding relevant tertiary qualifications may apply to the Estate Agency Affairs Board (“EAAB”) for the grant of an equivalency exemption against the FETC: Real Estate.
- Non-principal estate agents who have been certificated against, or exempted from, the FETC: Real Estate are required to pass the Professional Designation Examination for non-principal estate agents (“PDE 4”) within two years after having been certificated against, or exempted from, that qualification.

- Regulation 7(3) of the Education Regulations provides that non-principal estate agents who have continuously been issued with a full status fidelity fund certificate during the period 15 July 2003 to 15 July 2008 are exempted from the Professional Designation Examination for non-principal estate agents. Persons meeting this criterion should approach the EAAB and apply for the statutory exemption.

PRINCIPAL ESTATE AGENTS

- Principal estate agents who were registered as such on 15 July 2008 may be certificated against the National Certificate: Real Estate (NQF Level 5) by way of a Recognition of Prior Learning (“RPL”) assessment conducted by a Services SETA accredited Recognition of Prior Learning assessment centre.



- Principal estate agents holding relevant tertiary qualifications may apply to the EAAB for the grant of an equivalency exemption against the National Certificate: Real Estate.
- The RPL assessment must be completed, and the candidate duly certificated, by no later than 30 June 2015.
- Principal estate agents who have been certificated against, or exempted from, the National Certificate: Real Estate are required to complete the Professional Designation Examination for principal estate agents (“PDE 5”) within two years after having been certificated against, or exempted from, the National Certificate: Real Estate.

Regulation 7(3) of the Education Regulations provides that principal estate agents who have continuously been issued with a principal’s fidelity fund certificate for the period 15 July 2003 to 15 July 2008 are exempted from the Professional Designation Examination for principal estate agents. Principal estate agents who meet this criterion should approach the EAAB and apply for the statutory exemption.

LEGISLATIVE DOCUMENTATION REQUIRED

To register as a principal estate agent, that is, as a director of a company, a member of a close corporation, a partner in a partnership, or a sole proprietor, the following documents are required:



SOLE PROPRIETOR	CLOSE CORPORATIONS (only existing ones)	PARTNERSHIPS	COMPANY (PTY) LTD
Copy of ID	Copy of ID	Copy of ID	Copy of ID
Auditor’s letter	Auditor’s letter	Auditor’s letter	Auditor’s letter
Bank letter	Bank letter	Bank letter	Bank letter
Firm application form	Firm application form	Firm application form	Firm application form
Application form for the principal	Application forms for all acting members	Application form for all partners	Application form for all directors and acting directors
Proof of payment	Company registration certificate (CK1 document)	Letter of partnership agreement between the partners	Company registration certificate CM29
	Resolution form/ letter for a member	Proof of payment	Proof of payment
	Proof of payment		