



ESTATE AGENCY AFFAIRS BOARD
OF SOUTH AFRICA

**CHANGES OF EMPLOYMENT,
PERSONAL AND ENTITY DETAILS OF
REGISTERED ESTATE AGENTS**

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1. INDIVIDUAL ESTATE AGENTS

Change of employment

All changes of employment by registered estate agents shall be performed on the MyEAAB Agents Portal accessible through the EAAB website through the link <https://www.eaab.org.za/myffc>.

The following are the requirements for change of employment as an individual estate agent:

- a. South African Citizens and Permanent Residents - Certified copy of a valid ID book;

Foreign Nationals – Certified copy of valid Passport and certified copy of work or business permit issued by the South African Department of Home Affairs;
- b. Letter on the letterhead of the new employer estate agency firm, confirming employment of the estate agent;
- c. Firm PIN Number of the new employer estate agency firm;
- d. CIPC document indicating registration as a director, in the case of principal estate agents.
- e. Payment of the relevant amendment fee of R275,00 into the bank account indicated on the MyEAAB Agents Portal after the completion of the online employment change process.

Personal details changes

All changes of contact details shall be performed on the MyEAAB Agents Portal accessible through the EAAB website through the link <https://www.eaab.org.za/myffc>.

Changes of first name, surname, ID Numbers, Passport Numbers and Work Permit Numbers must be emailed to registrations@eaab.org.za for processing.

The following are the requirements for changes of first name, surname, ID Numbers, Passport Numbers and Work Permit Numbers:

- a. South African Citizens and Permanent Residents - Certified copy of a valid ID book;

Foreign Nationals – Certified copy of valid Passport and certified copy of work or business permit issued by the South African Department of Home Affairs;

- b. Letter requesting the relevant change, stating the reasons and duly signed by the estate agent.
- c. Payment of the relevant amendment fee of R275,00 into the following bank account:

ABSA

ACCOUNT NAME: Estate Agency Affairs Board

ACCOUNT NO.: 405 203 3310

BRANCH NAME: Universal

BRANCH CODE: 632005

Change of agent status

Full status agents to principal estate agent - All requests for changes in status from full status to principal must be emailed to registrations@eaab.org.za for processing. The applicant should meet all relevant educational requirements for registration as a principal.

Intern estate agent to full status agent - Changes of status from intern estate agent to full status agent shall be processed automatically when all the educational requirements have been met and the new full status agent fidelity fund certificate shall be issued and available for download and printing on the MyEAAB Agents Portal on the "Individual FFC History" link.

Intern estate agent to non-executive principal - All requests for changes in status from full status to principal must be emailed to exemptions@eaab.org.za for processing. The applicant should meet all relevant educational requirements for registration as a non-executive principal.

Principal to non-executive principal - All requests for changes in status from full status to principal must be emailed to exemptions@eaab.org.za for processing. The applicant should meet all relevant educational requirements for registration as a non-executive principal.

2. ESTATE AGENCY ENTITY

Change of financial year-end, trust accounts, auditors, FIC numbers and contact details

These changes shall be performed by the principal of the estate agency entity on the MyEAAB Agents Portal accessible through the EAAB website through the link <https://www.eaab.org.za/myffc>.

The following are the relevant requirements:

- a. Change of financial year end – letter, on a letterhead, requesting the change of year end, stating the reasons and duly signed by the principal of the estate agency entity;

- b. New trust account – the bank letter, confirming the new trust account, the date it was opened and the designation in terms of section 32(1) or section 32(2) of the Estate Agency Affairs Act;
- c. Change of auditor – the letter, on the auditors' letterhead, confirming appointment and duly signed by the designated individual registered auditor;
- d. Change of FIC Number – Email confirmation from the Financial Intelligence Centre, indicating the Org ID Number.

Changes of company name, trade name and company registration number

These changes must be emailed to registrations@eaab.org.za for processing.

The following are the requirements for changes of company name, trade name and company registration number:

- a. Letter, on the letterhead, requesting the relevant change and the reasons, duly signed by the principal;
- b. Relevant CIPC documents confirming the change;
- c. Letter of franchise, if applicable;
- d. Payment of the relevant amendment fee of R275,00 into the following bank account:

ABSA

ACCOUNT NAME: Estate Agency Affairs Board

ACCOUNT NO.: 405 203 3310

BRANCH NAME: Universal

BRANCH CODE: 632005