

CHANGE OF DETAILS OF ESTATE AGENCY NAME OR AGENCY TYPE

1 For changes in estate agency name, trade name and agency type, the principal should send an email requesting the change and attaching the relevant CIPC documents to registrations@eaab.org.za;

2 You will receive an email with the amendment fee payable and the bank account details.

3 Pay the fee in the email using the seven-digit reference and email proof of payment to registrations@eaab.org.za

4 Your application and uploaded documents will be processed;

5 On successful allocation of payment, the FFC will be issued and email notification sent to you;

6 Log in on <https://www.eaab.org.za/myffc> and view, download and print your FFC using the "Firm FFC History" link