



ESTATE AGENCY AFFAIRS BOARD
OF SOUTH AFRICA

APPLICATION FORM - PROFESSIONAL DESIGNATION EXAMINATION ("PDE")

EXAMINATION DATE: 7 MARCH 2013 [SEATED 08:30 FOR 09:00 – 13:00]

CLOSING DATE: 15 FEBRUARY 2013 (LATE AND INCOMPLETE APPLICATIONS CANNOT BE PROCESSED)

EAAB Banking details for examination enrolments:
 Account Name: Estate Agency Affairs Board
 Bank: ABSA Bank
 Account no: 4052033310
 Branch Code: 632005/Branch: Protea Park
Reference number: WHEN MAKING PAYMENT PLEASE USE YOUR UNIQUE/INDIVIDUAL REFERENCE NUMBER [WHICH CAN BE OBTAINED FROM THE EAAB AT TEL. NO. (011) 731 5600]

APPLICABLE EXAMINATION FEES:
PDE 5 = R800,00
PDE 4 = R590,00

Study Guide: obtainable from the EAAB. Study Material at cost price of R500,00 (excluding Postage fee). Please add postage fee in not collecting from EAAB. Postage fee: R100 postage fee for NQF 4 study material and R200,00 postage fee for NQF 5 Study Material less R25,00 discount = R175,00.

SUBMISSION E-MAIL ADDRESS: pde@eaab.org.za
SUBMISSION FAX NUMBER: 086 618 1101
STUDY GUIDE ORDERS: molly@eaab.org.za

SECTION A – COMPULSORY INFORMATION (failure to provide this information will result in the application not being processed)

DETAILS OF THE APPLICANT [COMPULSORY – SOME INFORMATION MAY BE REQUIRED TO BE VERIFIED WITH EAAB AT TEL. (011) 731 5600 PRIOR TO COMPLETION]			
FIRST NAMES: (As they appear on your ID Document)		SURNAME: (As it appears on your ID Document)	
ID Number: (A copy of the ID must be submitted with this application form)		Unique/Individual Reference number [If uncertain, please contact (011) 731 5600 prior to completing.]	
Estate agent status	INTERN		FULL STATUS/NON-PRINCIPAL
	PRINCIPAL BEFORE 15 JULY 2008 [If uncertain, please contact (011) 731 5600 prior to completing.]		PRINCIPAL AFTER 15 JULY 2008 [If uncertain, please contact (011) 731 5600 prior to completing.]
E-mail address:		Cell no:	
Residential Address		Area Code	
Postal Address		Postal Code	



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SECTION B - QUALIFICATIONS AND EXAMINATION DETAILS

Examination level to be undertaken by candidate	PDE 4			PDE 5
<p>Current Qualification: (must accompany this application form). NB: The EAAB <u>ONLY</u> accepts:</p> <ol style="list-style-type: none"> 1. letter confirming equivalency exemption; or 2. letter confirming final results from RPL Centre (<u>stating that results have been verified / moderated by Service SETA</u>); or 3. certificate of completion/statement of results <u>from Service SETA (with SSETA Logo)</u>. <p style="color: #C00000;">[If uncertain, please check with your RPL/training centre prior to submitting your application to the EAAB.]</p>				
Certified/Equivalency Exemption - NQF 4		Certified/Equivalency Exemption - NQF 5		Certified/Equivalency Exemption - NQF 4 and 5
Preferred Exam Centre (Venue details may change. Candidates will be notified in writing of any venue changes. A candidate who has not received a written notification of the venue must contact the EAAB on (011) 731 5600 at least three days prior to the date of the examination.)				
Please select your preferred Examination Centre by crossing the applicable block.	Pretoria		Johannesburg/Sandton	
	Cape Town		George	
	Durban		Bloemfontein	
	Polokwane		White River/Mbombela (Nelspruit)	
	Port Elizabeth		East London	

SECTION C - TERMS & CONDITIONS - PLEASE READ THROUGH THESE BINDING TERMS AND CONDITIONS

<p>SUBMISSION RULES, TERMS AND CONDITIONS:</p> <ul style="list-style-type: none"> ✚ Incomplete applications cannot be processed. ✚ Applications received after the closing date cannot be processed. ✚ Applications without necessary supporting documents (copy of ID and proof of relevant qualifications) cannot be considered. ✚ Applications without proof of payment cannot be considered. ✚ Candidates who are not yet ready for the examination are discouraged from applying. ✚ Candidates who do not have the study material are discouraged from applying for exam seating until the study material is received. [The study guide order form is available at www.eaab.org.za] ✚ Candidates must read and familiarise themselves with the examination rules prior to submitting an application form. [The examination information bulletin can be accessed at www.eaab.org.za] ✚ Tips for the examination, and prior ethical case studies, can be accessed at www.eaab.org.za ✚ The addresses of examination venues can be accessed at www.eaab.org.za



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CANCELLATION AND POSTPONEMENT RULES:

- ✚ No cancellations are permitted. Should a candidate cancel a confirmed examination booking that candidate will forfeit the examination fee.
- ✚ No postponements are granted. The only postponements that will be considered are where a valid medical certificate is provided to the EAAB. A candidate whose postponement is approved will automatically be booked for the next scheduled examination. Failure to be present at that examination will result in forfeiture by the candidate of the examination fee paid.
- ✚ Any unauthorised absenteeism from the examination will result in an automatic forfeiture of the examination fee paid.
- ✚ Submission of an application form should not be regarded as an automatic enrolment into the examination.
- ✚ Confirmation of enrolment will be communicated once the application has been processed. A candidate whose application has been successfully processed will be notified of the seat/exam numbers three days prior to the examination. Candidates are welcome to contact the EAAB for their seat/exam numbers if this information has not yet been received.

REFUND/CREDIT NOTE RULES: No examination refunds are issued to applicants who have postponed/cancelled the examination for whatever reason. Fees paid may be offset against the candidate's name/account with the EAAB as a credit for the writing of a future examination.

SUBMISSION CHECKLIST

Item for verification:	Yes	No
Application form completed in full		
Copy of ID document attached		
Certificate of competence OR equivalency exemption certificate (NQF 4) attached		
Certificate of competence OR equivalency exemption certificate (NQF 5) attached		
Proof of payment attached		

DECLARATION OF APPLICANT/CANDIDATE

I, the undersigned, do hereby declare that I have read and understood the above rules, terms and conditions. I confirm that the information furnished above is in all respects current, true and correct. Should any personal details and/or information provided in this application change, I undertake immediately to inform the EAAB, in writing, of such change. I agree and undertake to abide by the examination rules set out above as well as in the Board's Examination Information Bulletin, accessible at www.eaab.org.za.

Signed at _____ on the _____ day of _____ 2012/2013.

Signature of Exam Applicant _____