



**ESTATE AGENCY AFFAIRS BOARD
OF SOUTH AFRICA**

STUDY GUIDE ORDER FORM

Completion instructions:

1. Please complete all the fields marked with *. **These are compulsory fields and if not completed, the study material cannot be issued to the Requester.**
2. Please give a description of the item required (by indicating whether the order is for PDE4 study Guide for non-principals or PDE 5 Study Guide for principals).
3. Please complete all details legibly and ensure that the correct valid postal/ mailing address is provided (for those who require mailing of items). **The EAAB accepts no responsibility for incorrect mailing addresses or the changing of a mailing address after the requested item has been dispatched. Any costs incurred as a result of this will be for the Requester's account.**
4. All forms to be completed and mailed together with proof of payment, where applicable, to pde@eaab.org.za or faxed to **086 618 1101**.
5. **Cost of Study Guide is below - effective 1 November 2012.**

Collections or Over- the-Counter Orders:

- PDE 5 = R500,00 (for two (2) volumes).
- PDE 4 = Free for those collecting from EAAB offices in Sandton. (This volume is currently sponsored by the Services SETA and is available whilst stock lasts). A cost of R500,00 will, thereafter, be payable for the study material.

Mailed Orders:

- PDE 5 = R650 (for two (2) volumes).
- PDE 4 = R100 mailing fee payable upfront. This volume is currently sponsored by the Services SETA and is available whilst stock lasts). A cost of R600,00 will, thereafter, be payable for the study material.

Banking details for payment and details for submitting the completed form and payment proof:

Banking details	Submission of completed form and payment proof
A/C Name: Estate Agency Affairs Board	Email: pde@eaab.org.za
Bank Name: ABSA Bank, Branch Code:	Fax: 086 618 1101
632005, Account No: 1790170535	Enquiries Tel: 011 731 5663

ITEM REQUIRED:	Study Guide for Principals (NQF/PDE 5)	Study Guide for Non-Principals (NQF/PDE 4)
Please place a cross (X) in the applicable block		

Name of qualification acquired/exempted from/ enrolled for (<i>please indicate name of qualification and NQF level of qualification</i>)		*Status relating to qualification (<i>please tick/cross relevant block</i>)	Acquired/completed	
			Enrolled and not yet completed	
			Exempted from qualification	
Name of Institution where enrolled				



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REQUESTER INFORMATION:

*Requester Surname and Initials		*Requester Firm Name	
*Municipality where the Firm is located		*Name of the contact person in the firm	
*Requester Firm Registration number (as per CIPC – previously known as CIPRO)		*Requester Firm Skills Development Levy Number (SDL Number)	
Requester ID number		*Requester ID number	
*Requester's current practicing Status (Intern/ Non-Principal/ Principal)		*Requester's Institution where acquired qualification/enrolled for qualification	
*Date of placing the Order		*Requester's contact number	
*Requester Email address		*Requester's Postal address (for delivery of study material purposes)	

*** = Please note that these fields are compulsory for the request to be processed further.**

UNDERTAKING BY REQUESTER

I hereby declare that the postal address provided above is correct and undertake to collect mailed parcels on time from the Post Office. Should I fail to collect on time and the items are returned, I undertake to pay an additional fee of R100 to the EAAB before the items can be mailed back to me.

I hereby declare that my firm is an SME in terms of the provisions of the Small Companies Act.

The core business of my firm falls within the scope of Services SETA.

I hereby undertake to notify the EAAB of any errors identified on the items received from the EAAB within 7 days of receiving the items. I also hereby undertake to return any such items at my own cost should in order for wrong item/s to be replaced with the correct item/s.

I hereby undertake to comply with copyright requirements and will not duplicate any of the material obtained from EAAB without receiving written consent from the EAAB.

Signature by Requester: _____ **Date:** _____



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FOR OFFICE USE ONLY:			
Description of study guide issued out		Tracking number *for mailed orders	
Date of study material - collection		Date of study material – mailing date	
Date of capturing the order on the system/database		Sales Order Number (as generated by the system)	
Name of Education and Training official capturing and dispatching the order		Name of Finance official capturing and issuing out the order number	
Signature of Education and Training official who issued out the study material		Signature of Finance official who issued order number for the order	