



ESTATE AGENCY AFFAIRS BOARD  
OF SOUTH AFRICA

# **MyEAAB Auditors Portal**

## **HOW TO REGISTER**

1. Navigate to the following URL <http://www.eaab.org.za/myaudit>

ESTATE AGENCY AFFAIRS BOARD  
OF SOUTH AFRICA

HOME REGISTRATIONS EDUCATION DISCIPLINARIES INSPECTIONS CLAIMS **MYEAAB** MYCPD

▶ AGENTS PORTAL  
▶ **AUDITORS PORTAL**

IRBA Number  
Password  
Login

• Forgot your password?  
• Not yet registered?

**MyEAAB AUDITORS PORTAL**

HOME > AUDITORS PORTAL

**Auditors Portal**

This is an exciting time where more changes are being effected to improve on our service delivery and fulfill our statutory mandate as the EAAB. At the forefront of these changes, is the submission of audit reports online via MyEAAB Portal.

On line submission of audit reports is a free simple and secure way of interacting with the EAAB from the comfort of your home or office.

This service allows auditors to register and submit auditor's reports and perform a number of other interactions.

All (IRBA) registered auditors, whom undertake the auditing of the accounting records of estate agent firms are to ensure that their audit includes those records as are necessary to reflect:

- All monies received or expended, including monies deposited to trust account or invested in a saving or other interest-bearing account. (Section 32 (2) (a))
- All assets and liabilities.

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2. Click on “Click here to register” at the bottom of the page

http://www.eaab.org.za/myaudit

Auditors Portal | EAAB - Th...

Suggested Sites Get more Add-ons

HOME REGISTRATIONS EDUCATION DISCIPLINARIES INSPECTIONS CLAIMS MYEAAB MYCPD

### MyEAAB AUDITORS PORTAL

HOME > AUDITORS PORTAL

### Auditors Portal

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- All monies received or expended, including monies deposited to trust account or invested in a saving or other interest-bearing account. (Section 32 (2) (a))
- All assets and liabilities.
- All financial transactions and the financial position of the business.
- FIC Number of the estate agency; and
- Estate Agency Registration Number (required by Section 26 (a) prohibition of rendering of services as estate agency entity)

**NB: Please note that Google Chrome is not compatible with MyEAAB Portal**

[Click here to register](#)

#### YOUR ACCOUNT

IRBA Number

Password

• Forgot your password?

• Not yet registered?

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3. Complete the field on the following registration page

The screenshot shows a web browser window at the URL <http://www.eaab.org.za/myaudit/registration>. The page title is "Registration | EAAB - The Es...". The navigation menu includes HOME, REGISTRATIONS, EDUCATION, DISCIPLINARIES, INSPECTIONS, CLAIMS, MYEAAB, and MYCPD. The main content area is titled "MyEAAB AUDITORS PORTAL" and shows a breadcrumb trail: HOME > AUDITORS PORTAL > REGISTRATION. The "Registration" section is titled "Auditors Registration page" and contains several form fields:

- \* Practice Number
- \* Practice Name
- Postal Address Details**
  - \* Postal Address
  - \* Suburb
  - \* City
  - \* Postal Code
- Contact Details**
  - \* Telephone
  - \* Fax
  - \* Cellphone

A large blue arrow points from the right side of the page towards the "Postal Address" field. On the right side, there is a "YOUR ACCOUNT" section with fields for "IRBA Number" and "Password", a "Login" button, and links for "Forgot your password?" and "Not yet registered?". The Windows taskbar at the bottom shows the time as 02:39 PM on 2014/05/20.

4. Read the terms and conditions and click “I accept the terms and conditions”

http://www.eaab.org.za/myaudit/registration

Registration | EAAB - The Es...

Suggested Sites Get more Add-ons

### Contact Details

\* Telephone

\* Fax

\* Cellphone

\* Email

THESE TERMS AND CONDITIONS ARE BINDING AND ENFORCEABLE AGAINST ALL PERSONS THAT ACCESS THE FILING OF AUDIT REPORTS ON LINE ON OUR WEBSITE OR ANY PART THEREOF.

IF YOU DO NOT AGREE TO THESE TERMS AND CONDITIONS YOU MUST LEAVE THE WEBSITE NOW, AS FURTHER USE WILL AUTOMATICALLY BIND YOU TO THESE TERMS AND CONDITIONS

#### DEFINITIONS AND INTERPRETATION

1. "ECT Act" means the Electronic Communications and Transactions Act 25 of 2002
2. EAAB website" means the Estate Agency Affairs MyEAAB website located at <http://www.eaab.org.za/> and includes any part or element thereof
3. "Estate agent"- means any person who acquisition of gain on his own account or in partnership as defined in section 1 of the Estate Agency Affairs Act 112 of 1976, in any manner holds himself out as a person who, directly or indirectly advertises that he, on the instructions of or on behalf of any other person.
4. "Board" means the Estate Agency Affairs Board established under section 2 and includes, for the purposes of section 32 (7) (a) of Act 90 of 1998
5. Interest, in relation to a member of a close corporation, a members interest as defined in section 1 of the close corporation Act, 1984 (Act 69 of 1984)
6. "Auditor" means an auditor (an auditor is defined in section 1 as any person registered in terms of section 23 of the Public Accountants and Auditors Act 51 as an accountant and auditor and enaoned

Review complete: [Terms and Conditions](#)

I accept the terms and conditions

Register

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2014/05/20

5. Click on "Register"

The screenshot shows a web browser window with the URL <http://www.eaab.org.za/myaudit/registration>. The page title is "Registration | EAAB - The Es...". The browser's address bar and tabs are visible at the top. Below the browser window, the registration form is displayed. It includes a "Contact Details" section with four input fields: Telephone, Fax, Cellphone, and Email. A large text box contains the following text:

THESE TERMS AND CONDITIONS ARE BINDING AND ENFORCEABLE AGAINST ALL PERSONS THAT ACCESS THE FILING OF AUDIT REPORTS ON LINE ON OUR WEBSITE OR ANY PART THEREOF.

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**DEFINITIONS AND INTERPRETATION**

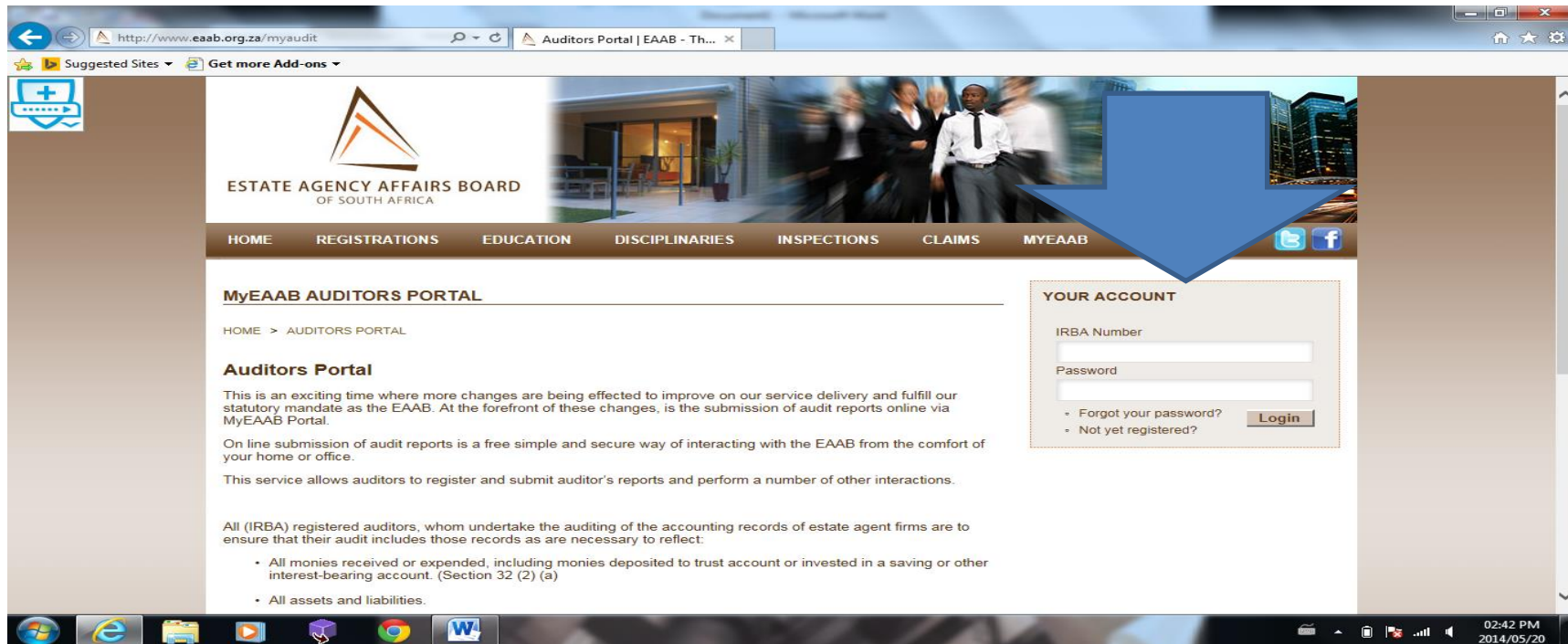
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Review complete: [Terms and Conditions](#)

Below the terms and conditions, there is a checkbox labeled "I accept the terms and conditions" which is currently unchecked. A blue arrow points from the checkbox to the "Register" button.

The Windows taskbar at the bottom shows the system tray with the time 02:40 PM and date 2014/05/20, and several application icons including Internet Explorer, File Explorer, VLC, a folder icon, Google Chrome, and Microsoft Word.

6. An email with the password will be sent to the email address entered on the Registration Page
7. Once you receive the password, navigate to the following URL <http://www.eaab.org.za/myaudit>
8. On the right-hand side of the screen, enter your IRBA number and password and click on “Login”



9. You can proceed and change the password once you have logged in
10. For assistance on how to register, you can contact the Audit Compliance Department on 087 285 3222 or email [audit@eaab.org.za](mailto:audit@eaab.org.za).