



ESTATE AGENCY AFFAIRS BOARD OF SOUTH AFRICA

Redressing the Past, Building the Future, and Guiding the Real Estate Industry towards Professionalism.

21 MARCH 2016

IMPORTANT NOTIFICATION

THE USE OF THE 7 DIGIT REFERENCE NO. WHEN TRANSACTING WITH THE EAAB

Dear Stakeholders

The Estate Agency Affairs Board introduced a system in 2007 where every registered estate agent regardless of their status as either an intern, non-principal (full status), or principal estate agent has been assigned their personal 7 digit ref. no.

This 7 digit ref no. remains linked to the profile of the estate agent even if you change firms, change your marital status, upgrade from an intern to non-principal status or non-principal to principal status, (or to downgrade your status) etc.

For every transaction that you make with the EAAB, your 7 digit ref no. will be required as it is linked to the information that the EAAB has on record for you. All payments made to the EAAB, regardless of what the payment is for, your 7 digit ref no. must be displayed on your proof of payment, EFT, online banking transaction etc.

It is important to note that for you to be able to transact with the EAAB online through MyEAAB or MyCPD, you need to use your personal 7 digit ref no.

MyEAAB portal:

- Updating of contact details
- Booking for the Professional Designation Examination (PDE)
- Applying for education exemptions for the Over 60's
- Uploading education qualifications
- Ordering study material
- Submission of Auditor's reports
- Fidelity Fund Certificate renewals
- Fidelity Fund Certificate applications - Interns
- Status upgrades

MyCPD portal:

- Completion of your Professional Development Plan (PDP) for the current year
- Making your annual payment
- Booking for seats for CPD venues
- Booking for CPD e-learning

We urge and encourage all estate agents to ensure that they use their personal 7 digit ref no. when making payment to the EAAB. Not having this number clearly displayed on your proof of payment results in a delay in the issuing of fidelity fund certificates, registering for examinations etc as our back office staff need to go through a number of processes to allocate funds coming into the EAAB to the correct person and the correct transaction.

We thank you for your co-operation.

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