



# REGISTRATION DEPARTMENT

## STANDARD OPERATING PROCEDURE MANUAL (SOPM)

This document was compiled to compliment the "HOW TO GUIDES" on EAAB's website under the REGISTRATIONS TAB:

<https://www.eaab.org.za/registrations>

#	Transaction	Required documents and applicable fees
1.	<b>New estate agency firm registration.</b>	<p>After the principal agent has reserved a name on the EAAB website and such name has been approved (<i><b>If it is not similar to an existing agency firm</b></i>), the following documents are required:</p> <ul style="list-style-type: none"> <li>• Certified <b>ID copies</b> of all the directors;</li> <li>• Certified <b>passport copies</b> if non RSA resident;</li> <li>• Certified copy of <b>work permit</b> if non RSA resident;</li> <li>• Individual <b>application form</b> (Obtainable from EAAB's website);</li> <li>• Business <b>application form</b> (Obtainable from EAAB's website);</li> <li>• <b>CIPC</b> company registration documents;</li> <li>• <b>Partnership agreement</b> if partnership is to be registered;</li> <li>• Bank letter confirming that the trust account has been opened in terms of <b>section 32(1)</b> of the Estate Agency Affairs Act, 112 of 1976;</li> <li>• <b>Letter from</b> Independent Regulatory Board of Auditors (IRBA) registered <b>auditor</b> confirming acceptance of his/her appointment as auditor of the firm to be registered;</li> <li>• Letter of <b>franchise</b> if a franchisee is to be registered and</li> </ul> <p><b>NB: There is no fee to register a new firm by an existing principal, however an amount of R305 is payable to link the existing principal to the new firm (Subject to change when new schedule of fees are gazetted) to link the existing principal to the new firm.</b></p> <p>Link(s) to EAAB's website:  <a href="https://www.eaab.org.za/myffc/login">https://www.eaab.org.za/myffc/login</a>  <a href="https://www.eaab.org.za/schedule_of_fees_2017_2018">https://www.eaab.org.za/schedule_of_fees_2017_2018</a></p>
2.	<b>Company name change.</b>	<p>The same set of documents are required as per 1 above and in addition, the following amounts are payable:</p> <ul style="list-style-type: none"> <li>• R305 to effect the effect name change and the</li> <li>• Another R305 to link the existing principal to the new firm.</li> </ul>
3.	<b>New individual registration (Intern).</b>	<ul style="list-style-type: none"> <li>• Certified <b>ID copy</b>;</li> <li>• <b>Letter of employment</b> on a company letterhead duly <b>signed by the principal</b> and addressed to EAAB;</li> <li>• Proof of payment of <b>R529.80 (Subject to change when new schedule of fees are gazetted)</b>;</li> <li>• <b>Work or business permit</b> (Not visitors/relative and/or study permit) (If non RSA resident);</li> </ul>

		<ul style="list-style-type: none"> <li>• <b>Passport</b> (If non RSA resident – Visitors/relative permits not acceptable) and</li> <li>• A <b>letter from Department of Home Affairs</b> confirming permanent residency.</li> </ul> <p>NB: The following shall <b>not</b> be accepted as letters of employment:</p> <ul style="list-style-type: none"> <li>• Employment contracts;</li> <li>• Letters signed by any other person other than the principal (<u><i>Regulation 11 of the Estate Agency Affairs Act, 112 of 1976</i></u>) and</li> <li>• Letters not addressed to the Estate Agency Affairs Board (EAAB).</li> </ul> <p>Link(s) to EAAB’s website:  <a href="https://www.eaab.org.za/registrations/registration_of_an_intern_estate_agent_and_attorney_employee">https://www.eaab.org.za/registrations/registration_of_an_intern_estate_agent_and_attorney_employee</a>  <a href="https://www.eaab.org.za/schedule_of_fees_2017_2018">https://www.eaab.org.za/schedule_of_fees_2017_2018</a></p>
3.	<b>Intern re-registration.</b>	<ul style="list-style-type: none"> <li>• The same documents as in 1. above are except that a <b>manual individual application form</b> is required as the de-registered intern cannot log onto EAAB’s website and register, this might change subject to future system development.</li> </ul> <p>NB: Interns’ reregistration refers to intern agents who were previously registered but either <b>did not renew their Fidelity Fund Certificates (FFCs) for more than three years</b> and they were automatically deregistered or they <b>requested</b> EAAB to deregister them.</p>
4.	<b>Full status agent re-registration.</b>	<ul style="list-style-type: none"> <li>• Certified ID copy;</li> <li>• Letter of employment signed by the current principal and addressed to EAAB;</li> <li>• <b>Proof of payment</b> for an amount of <b>R740.00 (Subject to change when new schedule of fees are gazetted)</b>;</li> <li>• Passport or <b>work permit</b> if non RSA resident;</li> <li>• Individual <b>application form</b> and</li> <li>• Meet the <b>educational requirements</b>: <ul style="list-style-type: none"> <li>○ Must have acquired <b>NFQ 4</b> (or met NQF 4 exemption requirements) and <b>PDE 4</b> (or qualified for statutory exemption against PDE 4 – Must have had an FFC <b>for 5 years or more prior to the 15<sup>th</sup> of July 2008</b>).</li> </ul> </li> </ul>

		NB: Full status agents' reregistration refers to agents who were previously registered but either <b>did not renew their Fidelity Fund Certificates (FFCs) for more than three years</b> and they were automatically deregistered or they <b>requested</b> EAAB to deregister them.
5.	<b>Principal agent reregistration.</b>	<ul style="list-style-type: none"> <li>• Certified ID copy;</li> <li>• <b>Proof of payment</b> for an amount of <b>R1 780.00 (Subject to change when new schedule of fees are gazetted);</b></li> <li>• Passport or <b>work permit</b> if non RSA resident;</li> <li>• Individual <b>application form</b></li> <li>• Business <b>application form</b> and</li> <li>• Meet the <b>educational requirements:</b> <ul style="list-style-type: none"> <li>○ Must have acquired <b>NFQ 5</b> (or met NQF 5 exemption requirements) and <b>PDE 4</b> (or qualified for statutory exemption against PDE 4 – Must have had an FFC <b>for 5 years or more prior to the 15<sup>th</sup> of July 2008</b>).</li> </ul> </li> </ul> <p>NB: principal agents' reregistration refers to agents who were previously registered but either <b>did not renew their Fidelity Fund Certificates (FFCs) for more than three years</b> and they were automatically deregistered or they <b>requested</b> EAAB to deregister them.</p>
6.	<b>Registration as a non-executive director (NED) after being exempted from educational requirements.</b>	<ul style="list-style-type: none"> <li>• A <b>letter</b>, on the official letterhead of the estate agency company, duly signed by an authorised director or the Company Secretary of the company, requesting the EAAB to grant an educational exemption to the named director of that company on the basis that the applicant is a non-executive director of the company;</li> <li>• A certified <b>resolution</b> of the estate agency company, duly signed by the Company Secretary or other authorised official of the company, resolving that the estate agency company apply to the EAAB for the grant of an educational exemption against the NQF Level 5 real estate qualification, the Professional Designation Examination and participation in the EAAB CPD programme, in favour of the named non-executive director and indicating, in addition, the capacity and functions of that non-executive director within the organisation; and</li> <li>• A copy of the applicant's <b>curriculum vitae</b> which shall include a certified copy of the applicant's <b>identity document</b>;</li> <li>• Proof of payment of the required assessment fee of <b>R2 500 (Subject to change when new schedule of fees are gazetted);</b></li> <li>• , payable into the following bank account;</li> </ul>

		<ul style="list-style-type: none"> <li>• Individual <b>application form</b> and</li> <li>• <b>CIPC</b> company registration documents.</li> </ul>
7.	<b>Registration of attorney employees.</b>	<ul style="list-style-type: none"> <li>• Certified copy of a valid ID book or smart card; or</li> <li>• Foreign Nationals – Certified copy of valid Passport and certified copy of work or business permit issued by the South African Department of Home Affairs;</li> <li>• Letter of Employment signed by the attorney of the law firm, confirming employment of the applicant; and</li> <li>• Payment of the relevant application fee of <b>R740.00 (Subject to change when new schedule of fees are gazetted).</b></li> </ul> <p>Link(s) to EAAB's website:  <a href="https://www.eaab.org.za/registrations/registration_of_an_intern_estate_agent_and_attorney_employee">https://www.eaab.org.za/registrations/registration_of_an_intern_estate_agent_and_attorney_employee</a>  <a href="https://www.eaab.org.za/schedule_of_fees_2017_2018">https://www.eaab.org.za/schedule_of_fees_2017_2018</a></p>
8.	<b>Individual surname change.</b>	<ul style="list-style-type: none"> <li>• <b>Divorce degree</b> (court stamp essential)</li> <li>• <b>Marriage certificate</b> if remarried and new ID copy and</li> <li>• Proof of payment for an amount of R305.00 (<b>Subject to change when new schedule of fees are gazetted).</b></li> </ul>
9.	<b>Employment change – I.e. Moving from one agency to the other.</b>	<ul style="list-style-type: none"> <li>• <b>Letter of employment</b> on a company letterhead duly <b>signed by the principal</b> and addressed to EAAB and</li> <li>• Proof of payment of <b>R305.00 (Subject to change when new schedule of fees are gazetted).</b></li> </ul>
10.	<b>Deregistration of interns and full status.</b>	<ul style="list-style-type: none"> <li>• <b>Letter of deregistration</b> duly <b>signed by the intern or full status agent</b> and addressed to EAAB;</li> </ul> <p>Link(s) to EAAB's website:  <a href="https://www.eaab.org.za/myffc/login">https://www.eaab.org.za/myffc/login</a></p>
11.	<b>Deregistration of firm.</b>	<ul style="list-style-type: none"> <li>• <b>Bank-stamped trust account letter</b> confirming closure of trust account and <b>the date</b> when the trust account was actually closed and</li> <li>• <b>Letter from the principal</b> instructing EAAB to deregister firm.</li> </ul>

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