



CONTENTS

1. INTRODUCTION	2
2. REGISTRATION FORM.....	2
3. UPLOAD DOCUMENTS.....	5
4. SUBMISSION CONFIRMATION	7
5. APPLICATION ENQUIRIES.....	7



1. INTRODUCTION

Welcome to PPRA Portal, the online client portal developed by PPRA, which gives all PPRA clients and potential clients the ability to submit their registration applications.

This guide contains the functionality available in the portal for registration by submitting application forms and supporting documents for the below Property Practitioners' industry categories.

	Auctioneer	Bond and Bridging Finance Originators	Business Brokers	Developers	Home Owners Association	Payment Process Agents	Property Advertising Platform	Property Facilitators and Intermediaries	Time Shared and Fractional Ownership
Capture & Submit Application form	X	X	X	X	X	X	X	X	X
Upload documents	X	X	X	X	X	X	X	X	X
Download documents	X	X	X	X	X	X	X	X	X

2. REGISTRATION FORM

To start with your application, navigate to the following URL <https://theppra.org.za/myffc/registration/>.

Please read the instructions on registrations and take note of the information or documents that will be required to complete the registration process.

Complete the below application by capturing the required information, accept the Terms and Conditions, and click 'Register' to proceed with the form as per Figure 1.

Registration

INSTRUCTIONS FOR REGISTRATION OF PROPERTY PRACTITIONERS

1. An applicant disqualified under any provisions of Section 50 of the Property Practitioners Act No. 22 of 2019 (Act), such as dismissal from a position of trust due to improper conduct, conviction of an offence involving elements of dishonesty, or being an insolvent not yet rehabilitated just to name a few, is required to apply for an exemption. This entails submitting a Form E1 along with their application.
2. Only persons that intend to be registered as a property practitioner as it is defined in Section 1 the Act should register on this portal and proceed with the application for registration as a property practitioner.
3. Only persons who have never been registered with the Property Practitioners Regulatory Authority (PPRA) should complete the form below.
4. Before proceeding, please ensure that you have the following documentation to successfully register as a property practitioner:
 - a. Recently certified ID copy, if you are a South African citizen.
 - b. Recently certified copies of a valid passport and South African work permit if you are a non-South African citizen.
 - c. Letter of employment, on a company letterhead, from the property practitioner business (firm) that you intend on joining. To be duly signed by both the principal(s) and candidate.
 - d. The firm pin number starts with the letter "F".

Please complete the boxes below. You will then receive an email containing login details that will allow you to complete the registration process.

Please note: "Firm pin" is a reference number available from your employer.

* First Name

* Last Name

* Cell Number

* Nationality

* ID Number

* Date of Birth
Format: YYYYMMDD

* Email Address

* Industry

Select your Property Practitioner industry.

- Attorney Employees
- Estate Agency
- Managing Agent
- Auctioneer
- Bond and Bridging Finance Originators
- Business Brokers
- Developers
- Home Owners Association
- Payment Processing Agents
- Property Advertising Platforms
- Property Facilitators and Intermediaries
- Time Share and Fractional Ownership

TERMS AND CONDITIONS FOR REGISTRATION

1. ACCESS AND USAGE OF MY PORTAL

- 1.1. The MY PPRA Portal (Portal) is designed to provide applicants with a secure and user-friendly environment for accessing online registration services.
- 1.2. This includes the application of the following:

2. INTENDED USE OF THE PORTAL

The Portal is exclusively intended for the following purposes:

- 2.1. Stakeholder engagements;
- 2.2. Submission of online applications;
- 2.3. Renewal of existing FFCs;
- 2.4. Amendment of personal details; and
- 2.5. Uploading necessary documentation for the application and other related processes.



3. APPLICATION DECLARATION

- 3.1. By applying for a Fidelity Fund Certificate (FFC), you agree to comply with the Property Practitioners Act No. 22 of 2019 (Act) and the Property Practitioners Act Regulations (Regulations) and adhere to the registration requirements.
- 3.2. You confirm the accuracy of all information provided and acknowledge that incorrect, or incomplete information may delay or impede the issuing of your FFC, and it may constitute a criminal offence.

Review complete: [Terms and Conditions](#)

I accept the terms and conditions

Please re-type the words in the image:



- Forgot your password?
- Not yet registered?

FIDELITY FUND CERTIFICATE

- Individual FFC History
- Register for a FFC Certificate

ONLINE SURVEYS

- Racism in the property sector
- Stakeholder satisfaction

Figure 1

Confirm your details and select the Type of Registration as either Natural for Individual or Juristic for Business and click 'Proceed' to continue with the application as per Figure 2.

Natural Persons (Directors / Employees)

1. Application form (Download below)
2. Certified, dated copy of ID document, no older than 6 months. Smart card ID's both sides of an ID must be displayed on a copy
3. Certified Valid Passport and Certified Valid South African Work Permit Copy if you are a non-South African Citizen
4. Employment Confirmation
 - Employees: Letter of employment, signed by both the director (of the firm) and applicant confirming employment.
 - Directors: BPP (firm) documents must already have been submitted via Juristic Person application
5. Payment of amounting to R2 929.
6. E1 Application form where applicable (Optional) * (Download below)
7. Other supporting documents in relation to the E1 Exemption

*** Application for Exemption:**

When an applicant seeks an exemption from certain provision(s) of the Property Practitioners Act of 2019, they must submit an application using the E1 form. This applies to both natural persons and juristic entities (Firms), such as companies, close corporations, trusts, etc. The applicant must provide their personal details and the reasons for applying for the exemption, specific sections and subsections of the Act from which exemption is sought, and the period for which the exemption is sought.

Supporting Documentation: The applicant must also provide comprehensive reasons for the exemption application and all relevant supporting documentation.

Juristic Persons (Firms)

1. Application form - BPP (Download below)
2. Certified copy of ID of Director
3. Completed Director application form
4. Completed business registration form
5. CIPC registration certificate
6. Bank letter, confirming that the trust account has been opened in terms of section 54(1) of the Act no 22 of 2019, or a sworn affidavit if the firm does not hold trust monies.
7. Letter from IRBA registered auditor confirming acceptance of appointment
8. Letter of franchise if applicable * (optional)
9. FICA registration
10. Tax clearance certificate
11. BBBEE certificate

Confirmation

First Name	Lilitha
Surname	Miya
ID Number	9999999999
Email Address	nsmafenuka@gmail.com
Industry	Home Owners Association
Type of Registration	[Please Select] v

[Please Select]
 Natural Person
 Juristic Person

Document Downloads

Application For FFC - Juristic Person Ver-01.02.2024_E_01 (R2 BPP)	1594KB	Download
Application For FFC - Natural Person Ver-01.02.2024_E_01 (R1)NP_PP)	505KB	Download
E1 Exemption Form - South African Citizens Application for exemption from provisions of the Property Practitioners Act 2019 for South African Citizens	123KB	Download
E1 Exemption Form - Foreign Nationals Application for exemption from provisions of the Property Practitioners Act 2019 for South African Citizens	140KB	Download

FIDELITY FUND CERTIFICATE

- Individual FFC History
- Register for a FFC Certificate

ONLINE SURVEYS

- Racism in the property sector
- Stakeholder satisfaction

You will be able to download the following documents, complete them and upload on the documents section.

NB! Exemptions forms are optional.

Figure 2

3. UPLOAD DOCUMENTS

The last step will be to upload the supporting documents and the population of required documents will depend on the previous selection of either a Natural Person or a Juristic Person as per Figures 3 & 4.

Natural Person selection

MyPPRA ONLINE

HOME > AGENTS PORTAL > REGISTRATION > UPLOAD REQUIRED DOCUMENTS

Upload Required Documents

Required Documents for Natural Persons

Completed Application Form (NP) * <input type="button" value="Choose File"/> No file chosen	Your completed Natural Persons Application form (download below)												
Certified ID Document * <input type="button" value="Choose File"/> No file chosen	Certified, dated copy of ID document, no older than 6 months. Smart card ID's both sides of an ID must be displayed.												
Letter of Employment <input type="button" value="Choose File"/> No file chosen	Signed by both the director (of the firm) and applicant confirming employment. (Download Below) If you are a director you can skip this step provided the BPP (firm) application has been submitted via the Juristic Person application Proof of Payment to the amount of R2 929.00. Use your ID or Passport number ONLY as the beneficiary payment reference.												
Proof of Payment * <input type="button" value="Choose File"/> No file chosen	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="border-bottom: 1px solid #ccc;">ACCOUNT NAME</td><td>Property Practitioners Regulatory Authority</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">BANK</td><td>ABSA</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">ACCOUNT NO.</td><td>405 203 3310</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">BRANCH NAME</td><td>Universal</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">BRANCH CODE</td><td>632005</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">REFERENCE</td><td>9999999999</td></tr> </table>	ACCOUNT NAME	Property Practitioners Regulatory Authority	BANK	ABSA	ACCOUNT NO.	405 203 3310	BRANCH NAME	Universal	BRANCH CODE	632005	REFERENCE	9999999999
ACCOUNT NAME	Property Practitioners Regulatory Authority												
BANK	ABSA												
ACCOUNT NO.	405 203 3310												
BRANCH NAME	Universal												
BRANCH CODE	632005												
REFERENCE	9999999999												
E1 Application form <input type="button" value="Choose File"/> No file chosen	Optional												
E1 Application Supporting Documents <input type="button" value="Choose File"/> No file chosen	E1 Application form if applicable and supporting documents in relation to the E1 Exemption (download below)												

Document Downloads

Application For FFC - Juristic Person Ver-01.02.2024_E_01 (R2 BPP)	1594KB	Download
Application For FFC - Natural Person Ver-01.02.2024_E_01 (R1 NP_PP)	505KB	Download
E1 Exemption Form - South African Citizens Application for exemption from provisions of the Property Practitioners Act 2019 for South African Citizens	123KB	Download
E1 Exemption Form - Foreign Nationals Application for exemption from provisions of the Property Practitioners Act 2019 for South African Citizens	140KB	Download
Affidavit in Respect of Trust Monies	812KB	Download
Letter of Employment - Employee Non-Principals and Employees	16KB	Download

MyPPRA ACCOUNT

Email Address

Password

Please re-type the words in the image:

Forgot your password?

Not yet registered?

FIDELITY FUND CERTIFICATE

- Individual FFC History
- Register for a FFC Certificate

ONLINE SURVEYS

- Racism in the property sector
- Stakeholder satisfaction

You will be able to download the following documents, complete them and upload them in the documents section.

NB! Exemptions forms are optional.

Figure 3

While for Juristic Person the below documents will be required

MyPPRA ONLINE

HOME > AGENTS PORTAL > REGISTRATION > UPLOAD REQUIRED DOCUMENTS

Upload Required Documents

Required Documents for Juristic Persons

<p>Application Form (BPP) *</p> <p>Choose File No file chosen</p>	<p>Your completed application form (download below)</p>
<p>Certified ID Document of Director *</p> <p>Choose File No file chosen</p>	<p>Certified, dated copy of ID document, no older than 6 months. Smart card ID's both sides of an ID must be displayed</p>
<p>Completed Director Application Form *</p> <p>Choose File No file chosen</p>	
<p>Completed Business Registration Form *</p> <p>Choose File No file chosen</p>	
<p>Registration certificate *</p> <p>Choose File No file chosen</p>	<p>Registration certificates: CIPC, trust deed, etc</p>
<p>Confirmation of Trust Accounts *</p> <p>Choose File No file chosen</p>	<p>Bank letter, confirming that the trust account has been opened in terms of section 54(1) of the Act no 22 of 2019, or a sworn affidavit if the firm does not hold trust monies (Download Below).</p>
<p>Letter of franchise</p> <p>Choose File No file chosen</p>	<p>If applicable</p>
<p>FICA registration *</p> <p>Choose File No file chosen</p>	
<p>Tax clearance certificate *</p> <p>Choose File No file chosen</p>	<p>Not older than 3 months</p>
<p>BBBEE certificate</p> <p>Choose File No file chosen</p>	


[<< Back](#) [Finish](#)

MyPPRA ACCOUNT

Email Address

Password

Please re-type the words in the image:



- [Forgot your password?](#)
- [Not yet registered?](#)

[Login](#)

FIDELITY FUND CERTIFICATE

- [Individual FFC History](#)
- [Register for a FFC Certificate](#)

ONLINE SURVEYS

- [Racism in the property sector](#)
- [Stakeholder satisfaction](#)

Figure 4



4. SUBMISSION CONFIRMATION

After the application has been submitted the below information notice will be displayed as per Figure 5.

MyPPRA ONLINE

HOME > AGENTS PORTAL

Agents Portal

Your submission has been received.

The PPRA will provide you with feedback within the next 20 working days. If you have not received any feedback from the PPRA thereafter, you may make a follow-up inquiry.

Welcome to the MyPPRA Portal, a web-based free and secure online platform designed for use by estate agents to perform a number of interactions with the Property Practitioners Regulatory Authority. Please refer to the downloadable documents at the bottom of this page for guidelines on how to transact via the MyPPRA Practitioners Portal.

Figure 5

5. APPLICATION ENQUIRIES

For any feedback on the below application, an email can be sent to:

manual.registrations@theppra.org.za