



**ATTENTION: ALL EXISTING PROPERTY PRACTITIONERS**

**Good day,**

**RE: PPRA COMMENCEMENT WITH MANUAL REGISTRATIONS**

1. Please note that the Property Practitioners Regulatory Authority (“**PPRA**”) will commence with the manual registration of all currently registered or **EXISTING** Property Practitioners (“**PP**”) as from the 23rd of February 2024.
2. We must remember that the Act requires that you possess an FFC for each industry that you operate in.
3. The PPRA will register all 12 (twelve) industries from this date manually.
4. This is **ONLY** applicable to currently registered and or **EXISTING PP** as mentioned above, lets provide an example.
5. Sunshine Real Estate Pty Ltd has been registered with the PPRA as Estate Agents as their core business is real estate (letting and selling), **HOWEVER** they also operate another division under the same company name as above, doing Managing Agent services for various community schemes, the PPRA will therefore register Sunshine Real Estate Pty Ltd in the Managing Agent category on our manual system as we cannot register them in our current system as our system was configured years ago only to provide for 1 (one) FFC per company as there were no other categories under The Estate Agency Affairs Act except Estate Agents.
6. In the past, we granted Sunshine Real Estate Pty **Ltd** a section 4 exemption for their Managing Agent services as we first had to configure our system before we could give this firm their Managing Agent FFC.
7. Remember you need an FFC for each different industry you are in.
8. If you are a brand-new company and you have never been registered before with the PPRA and none of the directors/partners/staff have FFCs then you must still, follow the normal route through our online portal as the PPRA can give you an FFC.
9. To better understand this process, ask yourself the following questions:
10. **Has my company ever registered with the PPRA or erstwhile EAAB before, whether as an auctioneer or managing agent?**

11. Did any of the directors or staff have FFC's before with the PPRA or erstwhile EAAB?
12. If the answer is yes to these questions, then you are an EXISTING company and must follow our easy steps to register your company IF YOU PERFORM multiple functions i.e. Estate Agent, Managing Agent, and Business Broker.
13. Please do not register manually if you only conduct business in 1 (one) category – for instance Estate Agents, then you can only renew your FFC in 3 (three) years' time.
14. **This manual process is specifically for PP's who conduct business in various categories.**
15. Not sure?
16. **Please contact Johlene Wasserman – [johlene.wasserman@theppra.org.za](mailto:johlene.wasserman@theppra.org.za)**

**We have attached hereto the process of how-to manually register your existing PP company and employees.**