

Date: 07 July 2025

The PPRA
63 Wierda Road East
Sandton
2196

RE: Letter of Employment

This serves to confirm that Full Name and Surname: LUCY RAMOSITE MOTEBELE ID No: (940103 0598 08)
1274372)), seven digit reference number (FFC Ref No: 1274372)
Is employed at ProEdge Property Group CC) (F145730).

Mentor's details:

Name:	Prema
Surname:	Damons
Seven Digit Reference Number:	0702772

Yours faithfully

Employment Accepted By:

Prema Damons
(Principal Estate Agent)

MOTEBELE LUCY
Name & Surname:
(Intern Estate Agent)



**PROPERTY PRACTITIONERS
REGULATORY AUTHORITY**

**APPLICATION FOR A FIDELITY FUND CERTIFICATE OR REGISTRATION CERTIFICATE
BY A PROPERTY PRACTITIONER - A NATURAL PERSON**

This application form must be completed and submitted to the Property Practitioners Regulatory Authority (PPRA) by;

- Property practitioners and persons employed by attorneys,
- All directors of a company, members of a close corporation, partners of a partnership, trustees of a trust and sole proprietors conducting the business as a property practitioner.

Please note: this application must be accompanied by prescribed fees

PERSONAL INFORMATION

Title	Mr.	<input checked="" type="checkbox"/> Miss.	Mrs.	Advocate	Professor	Doctor	Other	Gender	M	<input checked="" type="checkbox"/> F	Other	
Race (complete for statistical purposes)	<input checked="" type="checkbox"/> African		White		Coloured	Indian		Other				
Surname	MOTEBELE											
Full Name(s)	LUCY RAMOSITE											
Identity Number	940103 0598 081											
Date of Birth	1	9	9	4	0	1	0	3	Citizenship	SOUTH AFRICAN		

CONTACT INFORMATION

Geographical Address	HOUSE NO 105										
	EXT 26 GA-RANKUWA										
	Town		PRETORIA								
	Province		WESTERN CAPE GAUTENG					Postal Code	0208		
Postal Address	HOUSE NO 105										
	EXT 26 GA-RANKUWA										
	Town		PRETORIA								
	Province		WESTERN CAPE GAUTENG					Postal Code	0208		
Telephone Number						Cell Phone Number		0604453845			
Email Address	lucy.letjeka@gmail.com										

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STATUS/EMPLOYMENT INFORMATION						
What are you applying for (tick appropriate box)	Fidelity Fund Certificate (Property Practitioners) <input checked="" type="checkbox"/>		Registration Certificate (Attorney Employees)			
State the capacity in which you are applying (tick appropriate box)	Director (Includes - Non-Executive Director)	Member	Trustee	Partner	Sole Proprietor	
	Principal	Non-principal	<input checked="" type="checkbox"/> Candidate	Attorney Employee	Employee	Other:
State the full name, trading name, registration number and business address of the company, close corporation, partnership, sole proprietorship, or trust with which you are associated or employed as a property practitioner	Full name	PRO EDGE PROPERTY GROUP				
	Trading name	PRO EDGE PROPERTY GROUP				
	Registration number	2009/110026/23				
	Business address of the employer company	KOPAHONG COUNTRY ESTATE OFFICE 12, 243 GLEN GORY RD HORTON HOME ESTATE BENONI, 1501				
Date from which you intend to act as a property practitioner. <small>(The date cannot be backdated)</small>	07/07/2025					
Have you ever been issued with a Fidelity Fund or registration certificate before?	YES		<input checked="" type="checkbox"/> NO			
If yes, state the type of certificate, Date of issue, certificate number, and name under which firm certificate was issued						
State the industry in respect of which a Fidelity Fund certificate is being applied for.	Attorney Employees		Homeowners Association			
	Auctioneer		Managing Agents			
	Bond and Bridging Finance Originators		Payment Processing Agents			
	Business Brokers		Property Advertising Platforms			
	Developers		Property Facilitators and Intermediaries			
	Estate Agents	<input checked="" type="checkbox"/>	Timeshare and Fractional Ownership			

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DECLARATION BY APPLICANT

I am a South African citizen and I lawfully reside in the Republic of South Africa. <i>If you indicated "Incorrect" provide a valid permit which has been issued by the Department of Home Affairs</i>	Correct ✓	Incorrect
In the preceding 5 years, I have not been found guilty of contravening either the Estate Agency Affairs Act, No 112 of 1976 or the Property Practitioners Act, No 22 of 2019.	Correct ✓	Incorrect
I have not been found in any civil or criminal proceedings by a court of law in any country to have acted fraudulently, dishonestly, unprofessionally, dishonourably or in breach of a fiduciary duty, or of any other offence for which I was sentenced to imprisonment without the option of a fine.	Correct ✓	Incorrect
I am not of unsound mind.	Correct ✓	Incorrect
I have not within the preceding 5 years been dismissed from a position of trust by reason of improper conduct.	Correct ✓	Incorrect
I am not an unrehabilitated insolvent.	Correct ✓	Incorrect
I am in possession of a valid tax clearance certificate. <i>(only sole proprietor)</i>	Correct ✓	Incorrect ✓
I am not prohibited by any legislation from being a property practitioner or from occupying a position of trust.	Correct ✓	Incorrect
I have never been found guilty by any court of unfair discrimination.	Correct ✓	Incorrect
I, or any director or manager of my company, any member of my close corporation, or any trustee of my trust (as the case may be): – • in compliance with the prescribed standard of training (this does not apply to candidate property practitioners); • in compliance with the prescribed practical experience determined by the Authority;	Correct	Incorrect ✓
• I have not been found guilty of any act or omission in respect of which the Fidelity Fund had to compensate any person;	Correct ✓	Incorrect
• I have not been prohibited from operating a trust account.	Correct ✓	Incorrect
Date	07/07/2025	
Signature of Applicant	<i>Maabane</i>	
Place of Signature	PRETORIA	

Should your response be "Incorrect" to any of the aforementioned questions, kindly fill out and submit an E1 form along with your application.

TERMS AND CONDITIONS FOR THE APPLICATION FOR THE REGISTRATION OF A NATURAL PERSON AS A PROPERTY PRACTITIONER

Terms and Conditions for Online Application on the MY PPRA Agents Portal

1. Access and Usage of MY PPRA Portal

- 1.1. The MY PPRA Portal (Portal) on the Property Practitioners Regulatory Authority (PPRA) website is designed to provide applicants and users with a convenient online platform for accessing Online Registration services.
- 1.2. This includes the application for a valid Fidelity Fund Certificate (FFC) or Registration Certificate (RC).

2. Intended Use of the Portal

The Portal is exclusively intended for:

- 2.1. Stakeholder engagements,
- 2.2. Submission of online applications for FFCs and RCs,
- 2.3. Renewal of existing FFCs and RCs,
- 2.4. Amendment of personal details, and
- 2.5. Uploading necessary documentation for the application process, just to name a few.

3. Application Declaration

- 3.1. By applying for an FFC or a RC, you agree to comply with the Property Practitioners Act No. 22 of 2019 (Act) and the Property Practitioners Act Regulation (Regulation), adhere to all registration requirements, and provide necessary documents.
- 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.

4. Application Requirements

- 4.1. All fields of the online application form must be fully completed.
- 4.2. Each applicant must indicate the correct firm reference number (starting with "F, MF, etc.") for the correct allocation to the correct firm.
- 4.3. Each applicant registration must ensure that the
 - 4.3.1. correct "seven-digit reference" number provided is correctly indicated when making payment,
 - 4.3.2. otherwise, the PPRA will not be able to link and allocate payment to the correct account.
- 4.4. It is the responsibility of each applicant to ensure that the correct payment amount is paid into the correct PPRA bank account number be uploaded to the portal.

5. Compliance with Legal Obligations

- 5.1. Applicants must ensure compliance with all relevant provisions of the Property Practitioners Act No.22 of 2019 (Act) and the Property Practitioners Act Regulations (Regulation).
- 5.2. This includes, but is not limited to;
 - 5.2.1. adherence to ethical standards,
 - 5.2.2. proper disclosure of information, and
 - 5.2.3. maintaining updated contact details as per requirements.

6. Accuracy of Information:

- 6.1. Applicants are responsible for the accuracy and completeness of all information provided in the application process.
- 6.2. Misrepresentation or submission of false information may lead to the rejection of the application or legal consequences.

7. Timely Reporting of Changes

- 7.1. In accordance with Section 47(7) of the Act, Property Practitioners (PP) and or applicants must report any changes in their provided information, including contact details and employment status, to the PPRA within 14 days of such changes.

**TERMS AND CONDITIONS FOR THE APPLICATION FOR THE REGISTRATION OF A NATURAL PERSON
AS A PROPERTY PRACTITIONER**

8. Fee Payment and Refunds

- 8.1. All applicable fees for registration, renewal, or other services must be paid as per the published schedule of fees,
- 8.2. You should use your PPRA-issued seven-digit number as the payment beneficiary reference, and
- 8.3. Any refunds are subject to an internal refund policy.

9. Certificate Issuance and Practice Commencement:

- 9.1. The PPRA will issue an FFC or RC to a compliant PP, who may only commence practice upon receiving their FFC or RC.

10. Certificate Withdrawal and Recall

- 10.1. FFCs or RCs may be withdrawn under provisions of the Act and the Regulations.

11. Confidentiality and Data Protection

- 11.1. The PPRA is committed to protecting the confidentiality and privacy of all applicants. Personal and business information submitted through the portal will be used solely for the purpose of processing the application and will be handled in accordance with relevant data protection laws.

12. Notification of Cessation

- 12.1. Upon the firm cease operations the principal, director, trustee, member, or partner must inform the PPRA in writing within 14 days of such cessation of operations.
- 12.2. Failure to do so results in continued liability for fees and compliance obligations.

13. NATURAL PERSONS:

This application process applies to:

Candidates, Non-principals, Attorney Employees and Employees

- 13.1. The Property Practitioner must first register on the PPRA portal and obtain the seven-digit reference number.
- 13.2. The following documents must be submitted via a portal:
 - 13.2.1. A fully completed and signed application form,
 - 13.2.2. Certified copy of Identity Document (ID),
 - 13.2.3. Letter of employment from the Agency confirming employment and signed by both the principal and agent (employee) and must include the mentor details (the practitioner who will be the applicant's mentor and is a principal or has at least 3 years full status experience), and
 - 13.2.4. Proof of payment for the fees as they are tabled on the published schedule of fees.

14. PRINCIPAL PROPERTY PRACTITIONERS (ESTATE AGENTS INDUSTRY)

- 14.1. To register as a principal property practitioner, such practitioner must be a director, a partner, a trustee of a trust, a member of a close corporation, or partnership or a sole proprietor of a business property practitioner proprietorship, which is registered with the PPRA.
- 14.2. The principal must also have obtained or passed the NQF4, and NQF 5 qualification and PDE examination.
- 14.3. The following documents must be submitted:
 - 14.3.1. A fully completed and signed application form
 - 14.3.2. Certified copy of Identity Document (ID);
 - 14.3.3. NQF level 5 qualification
 - 14.3.4. Proof of payment for the fees as they are tabled on the published schedule of fees.

TERMS AND CONDITIONS FOR THE APPLICATION FOR THE REGISTRATION OF A NATURAL PERSON AS A PROPERTY PRACTITIONER

15. OTHER SUB-SECTORS

- 15.1. To be registered as a compliant property practitioner, such practitioner must be a director of a company, a trustee of a trust, a member of a close corporation, a partner in a partnership, or a sole proprietor of a proprietorship of a business property practitioner, which is registered with the PPRA.
- 15.2. The following documents must be submitted:
- 15.3. A fully completed and signed application form,
- 15.4. Certified copy of Identity Document (ID),
- 15.5. Relevant educational qualifications, and
- 15.6. Proof of payment for the fees as they are tabled in the published schedule of fees.

16. ADDITIONAL DOCUMENTS REQUIRED FROM FOREIGN NATIONALS:

- 16.1. Each foreign national must have a valid Passport.
- 16.2. Each foreign national applicant, must submit:
 - 16.2.1. a valid work permit,
 - 16.2.2. a valid certificate of asylum,
 - 16.2.3. permanent residence certificate, and
 - 16.2.4. any of the valid documents must be issued by the Department of Home Affairs.

17. PPRA'S DISCRETIONARY POWERS

- 17.1. The PPRA has the right to:
 - 17.1.1. Either accept or reject any of the documents submitted, if it is of the opinion that such document(s) does not satisfy any of the PPRA's registration requirements for the issue of a valid FFC or RC,
 - 17.1.2. Suspend registration of the property practitioner,
 - 17.1.3. Terminate the registration of the property practitioner,
 - 17.1.4. Withdraw any issued FFC or RC, and
 - 17.1.5. Charge or impose any fine relevant to the property practitioner.

18. Renewal of Fidelity Fund Certificate or Registration Certificates

- 18.1. The Fidelity Fund Certificate or Registration Certificate (FFC) is valid for 3 years from the date of issue.
- 18.2. The FFC is valid until 31 December of the 3rd year.
- 18.3. Property Practitioners are required to renew their Fidelity Fund Certificate or Registration Certificate by no later than 31 October of each year of the calendar year in which the current certificate will expire.
- 18.4. Irrespective of the issuing of the FFC or RC renewal statement by the Authority, it is the responsibility of each Property Practitioner to ensure that their FFC or RC is renewed on time before the renewal due date of 31 October of each year of expiry to be issued with a valid FFC or RC for the following 3 -year cycle.
- 18.5. Property practitioners are required to hold a separate FFC in respect of each different industry in which such property practitioner operates, and a separate application shall be lodged by such property practitioner with the Authority in respect of each such certificate, as prescribed by Regulation 26.3.

19. Employment Restrictions

- 19.1. A candidate property practitioner, non-principal property practitioner or an employee may only be employed by one firm, while a principal or director may be linked with multiple firms.

**TERMS AND CONDITIONS FOR THE APPLICATION FOR THE REGISTRATION OF A NATURAL PERSON
AS A PROPERTY PRACTITIONER**

20. Multiple Industry Operations

- 20.1. Practitioners operating in different industries must hold separate FFCs for each industry and submit separate applications for each industry.

21. Amendment of Terms

- 21.1. The PPRA reserves the right to amend these terms and conditions as necessary. Applicants will be notified of any significant changes that may affect their application or certification status.

UPON ACCESSING AND USING THE FIDELITY FUND CERTIFICATE ONLINE REGISTRATION WEB PAGE OR ANY SEGMENT OF THE PPRA ONLINE WEBSITE OR BUT NOT LIMITED TO "AGENTS PORTAL", APPLICANTS AND USERS EXPLICITLY RECOGNISE AND CONSENT TO BEING GOVERNED BY THESE TERMS AND CONDITIONS. THIS AGREEMENT ENCOMPASSES ALL ACTIVITIES AND TRANSACTIONS CARRIED OUT ACROSS DIFFERENT PLATFORMS. ADHERENCE TO THESE TERMS AND CONDITIONS IS OBLIGATORY FOR ALL APPLICANTS AND USERS AND CONSTITUTES AN ESSENTIAL PART OF THE LEGAL RESPONSIBILITIES ASSOCIATED WITH THE APPLICATION AND REGISTRATION PROCEDURES FOR A FIDELITY FUND CERTIFICATE OR REGISTRATION CERTIFICATE, AS SPECIFIED BY THE PROPERTY PRACTITIONERS REGULATORY AUTHORITY

I CONFIRM THAT I ACCEPT THE TERMS AND CONDITIONS HEREIN:




Applicant Signature

07/07/2025
Date

GEREGISTREERDE WOON- EN POSADRES

1. Bewaar die bewys van u GEREISTREERDE WOON- EN POSADRES in hierdie sakkie.
2. Indien u van adres verander het, of indien besonderhede van u huidige adres, bv. straatnaam en/of -nommer, ens. verander het, moet die vorm KENNISGEWING VAN ADRESVERANDERING, wat in die sakkie agter in die identiteitsdokument is, gebruik word om die verandering aan te meld en moet dit ingedien word by of gepos word aan die naaste streek- distrikkantoor van die DEPARTEMENT VAN BINNELANDSE SAKE.

REGISTERED RESIDENTIAL AND POSTAL ADDRESS

1. Keep the proof of your REGISTERED RESIDENTIAL AND POSTAL ADDRESS in this pocket.
2. If you have changed your address, or, if particulars of your present address, e.g. name of street and/or street number, etc., have been changed, the NOTICE OF CHANGE OF ADDRESS form in the pocket at the back of the identity document must be used to report the change and it must be handed in at or posted to the nearest regional district office of the DEPARTMENT OF HOME AFFAIRS

I.D.No. 940103 0598 08 1



S.A. BURGER/S.A. CITIZEN

VAN/SURNAME
MOTEBELE

VOORNAME/FORENAMES
LUCY RAMOSITE

GEBOORTEDISTRIK OF LAND/
DISTRICT OR COUNTRY OF BIRTH

SOUTH AFRICA

GEBOORTEDATUM/
DATE OF BIRTH

1994-01-03

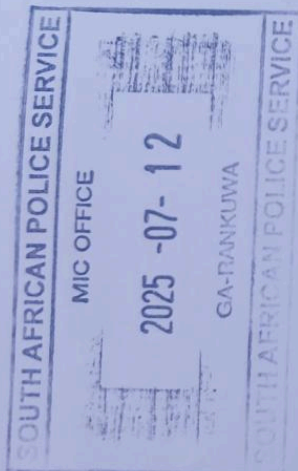


DATUM UITGEREIK
DATE ISSUED

2010-06-25

UITGEREIK OP GESAG VAN DIE
DIREKTEUR-GENERAAL:
BINNELANDSE SAKE

ISSUED BY AUTHORITY OF THE
DIRECTOR-GENERAL:
HOME AFFAIRS



NAME IN PRINT: *Lucy Ramosite*

MAGSOMMER: *936007-0*

RANK: *18*

HANDTEKENING/SIGNATURE: *[Signature]*

I CERTIFY THAT THIS DOCUMENT IS A TRUE REPRODUCTION (COPY) OF THE ORIGINAL DOCUMENT WHICH WAS HANDLED TO ME FOR AUTHENTICATION. I FURTHER CERTIFY THAT, FROM MY OBSERVATIONS, AN AMENDMENT OR A CHANGE WAS NOT MADE TO THE ORIGINAL DOCUMENT.

IK VERKLAAR DAT DIESE DOKUMENT 'N WARE AFDRUK (AFSKRIF) IS VAN 'N OORSEENDE DOKUMENT WAT AAN MY VIR WAARNEMING VOORGELEE. EN VERKLAAR DAT, VOLGENS MY WAARNEMING, DAAR NIE 'N WYKING OF VERANDERING OF DIE OORSEENDE DOKUMENT AANGE- BRAG IS NIE.