

## PLEASE READ THE FOLLOWING BEFORE COMPLETING THE FORM AND TERMS AND CONDITIONS OVERLEAF

- Please **USE BLOCK LETTERS** only
- Application must be fully completed, otherwise it will not be accepted
- Please tick the relevant status in **Section C**
- Indicate **"Role at Firm"** only if you are applying for Principal or Full Status Estate Agent
- Attach required certified copies (ID, employment letter, permits, assessment and qualifications).
- Please ensure both the firm and your FIC Accountable Institution number is indicated

**A. PERSONAL INFORMATION**

|   |         |       |                          |          |                    |        |        |  |                |      |        |
|---|---------|-------|--------------------------|----------|--------------------|--------|--------|--|----------------|------|--------|
| <b>Title:</b>                                   | Mr      | Miss  | Mrs                      | Advocate | Professor          | Doctor | Other: |  | <b>Gender:</b> | Male | Female |
| <b>Race (complete for statistical purposes)</b> | African | White | Coloured                 | Indian   | Other:             |        |        |  |                |      |        |
| <b>Surname</b>                                  |         |       |                          |          |                    |        |        |  |                |      |        |
| <b>First Name(s)</b>                            |         |       |                          |          |                    |        |        |  |                |      |        |
| <b>Date of Birth</b>                            |         |       |                          |          | <b>Identity No</b> |        |        |  |                |      |        |
| <b>Are you South African Citizen</b>            | No      | Yes   | If No, State Nationality |          |                    |        |        |  |                |      |        |

**Complete this section if Foreign National (please attach certified copies of required documentations)**

|                                     |                          |                           |                              |                        |  |  |  |  |  |  |  |
|-------------------------------------|--------------------------|---------------------------|------------------------------|------------------------|--|--|--|--|--|--|--|
| <b>Country of origin</b>            |                          |                           |                              |                        |  |  |  |  |  |  |  |
| <b>Passport No</b>                  |                          |                           |                              |                        |  |  |  |  |  |  |  |
| <b>Expiry date to the following</b> | <b>Valid Work Permit</b> | <b>Valid Study Permit</b> | <b>Certificate of Asylum</b> | <b>Other (if any):</b> |  |  |  |  |  |  |  |

**NB: If non or any of the above permit is not available, please contact the Department of Home Affairs for further assistance****B. CONTACT INFORMATION**

|                            |              |            |         |                       |         |            |            |               |                    |  |  |
|----------------------------|--------------|------------|---------|-----------------------|---------|------------|------------|---------------|--------------------|--|--|
| <b>Residential Address</b> |              |            |         |                       |         |            |            |               | <b>Postal Code</b> |  |  |
| <b>Postal Address</b>      |              |            |         |                       |         |            |            |               | <b>Postal Code</b> |  |  |
| <b>State Province:</b>     | Eastern Cape | Free State | Gauteng | Kwazulu Natal         | Limpopo | Mpumalanga | North West | Northern Cape | Western Cape       |  |  |
| <b>Tel No</b>              | ( )          |            |         | <b>Cellphone No</b>   |         |            |            |               |                    |  |  |
| <b>Fax No</b>              | ( )          |            |         | <b>E-mail address</b> |         |            |            |               |                    |  |  |

**C. STATUS/EMPLOYMENT INFORMATION**

|   |  |         |  |                          |   |               |                   |
|---|--|---------|--|--------------------------|---|---------------|-------------------|
| <b>Status Applied (select box)</b>                          | <b>PRINCIPAL ESTATE AGENT</b>                          |         | <b>FULL STATUS ESTATE AGENT</b>                        |                          | <b>INTERN ESTATE AGENT</b>  |               |                   |
|   | Attach NQF Level 5 qualification and Internship letter |         | Attach NQF Level 4 qualification and Internship letter |                          | Ensure you undergo 12 months internship programme and acquire NQF level 4 qualification |               |                   |
| <b>Role at Firm</b>   | Director   | Partner | Member: Close Corporation                              | Sole proprietor          | Principal   | Non-principal | Attorney Employee |
| <b>Firm Business Name</b>                                   |  |         |  |                          |   |               |                   |
| <b>Firm Trade Name</b>                                      |  |         |  |                          |   |               |                   |
| <b>Firm Physical Address</b>                                |  |         |  |                          |   |               |                   |
|   |  |         |  |                          |   |               |                   |
|   |  |         |  |                          |   |               |                   |
|   |  |         |  |                          |   |               |                   |
| <b>Firm Postal Address</b>                                  |  |         |  |                          |   |               |                   |
|   |  |         |  |                          |   |               |                   |
|   |  |         |  |                          |   |               |                   |
|   |  |         |  |                          |   |               |                   |
| <b>Firm Tel No</b>  |  |         |  | <b>Firm Fax No</b>       |   |               |                   |
| <b>Firm E-mail</b>  |  |         |  | <b>Firm Reference No</b> |   |               |                   |
| <b>Firm FIC Accountable Institution Number (AI number):</b> | AI   |         |  |                          |   |               |                   |

**Previous Employer**

|  |                   |    |                      |        |  |
|--|-------------------|----|----------------------|--------|--|
| <b>Name of Firm</b>  |                   |    |                      |        | By signing this application, the applicant confirms that the information supplied is true, correct and accurate. Understands and agrees to comply with the contents of the Estate Agency Affairs Act 112 of 1976, together with all the regulations promulgated thereunder.<br><br>_____<br><b>Applicant Signature</b><br><br>_____<br><b>Date</b> |
| <b>Were you issued with a Fidelity Fund Certificate as an Estate Agent under this firm?</b>                    | Yes               | No |                      |        |  |
| <b>If yes, provide:</b>  | <b>FFC Number</b> |    | <b>Date of Issue</b> |        |  |
| <b>Please indicate your seven digits reference number with EAAB</b>  |                   |    |                      |        |  |
| <b>Have you been dismissed from a position of trust due to improper conduct?</b>                               |                   |    |                      | Yes No |  |
| <b>Have you been convicted of an offence involving an element of dishonesty?</b>                               |                   |    |                      | Yes No |  |
| <b>Were/are you insolvent and not yet rehabilitated? (attach insolvency and rehabilitation documentations)</b> |                   |    |                      | Yes No |  |
| <b>Was your Fidelity Fund Certificate ever been withdrawn?</b>   |                   |    |                      | Yes No |  |

For Office Use Only: Individual Code: Firm Code: Reference(PIN):

Compliance/Block Status: Comment:

# TERMS AND CONDITIONS

1. By submitting an application form for the issue of a Fidelity Fund Certificate (FFC) you declare that:
  - You agree and comply with all the contents of the Estate Agency Affairs Act 112 of 1976;
  - You will abide with all registration requirements and terms and conditions set out in the EAAB Act, and any other related legislations;
  - You will provide to the EAAB all the required documents necessary for registration purposes;
  - You have answered all the questions overleaf.
2. Each applicant completing a registration form must indicate on the appropriate field of the application form the "FIC Accountable Institution Number" of both the firm and themselves.
3. Each foreign national registering with EAAB to be issued with a valid FFC, must submit a valid work permit, study permit, certificate of asylum or any of this documents issued by the Department of Home Affairs. The EAAB has the right to either accept or reject any of the documents indicated if it is of the opinion that such document does not satisfy any of the EAAB registration requirement for the issue of a valid FFC.
4. **Requirements for registration to be issued with a valid Fidelity Fund Certificate**
  - 4.1. **Intern Estate Agent**

Intern estate agent must undergo a 12 months internship programme under the supervision of a qualified principal of a registered Estate Agency. During the internship programme, intern estate agents must acquire a NQF Level 4 qualification. The following documents must be submitted:

    - A fully completed and signed application form;
    - Identity Document (ID) copy;
    - Letter of employment from the Agency confirming employment and signed by the principal;
  - 4.2. **Full Status Estate Agent**

To be registered as full status estate agent an applicant must have served a 12 months internship programme under the supervision of a qualified principal of a registered Estate Agency, and acquired a NQF Level 4 qualification. The following documents must be submitted:

    - A fully completed and signed application form;
    - Identity Document (ID) copy;
    - Letter of employment from the Agency confirming employment of the applicant signed by the principal;
    - An internship letter from the principal indicating that a 12 Months internship programme has been served;
    - A NQF Level 4 qualification;
  - 4.3. **Principal Estate Agent**

To register as a principal estate agent, that is, a director of a company, a member of a close corporation, a partner in a partnership or a sole proprietor, a person must be qualified to act as a full-status estate agent and be in possession of a NQF Level 5 qualification and submit the following:

    - A fully completed and signed application form;
    - Identity Document (ID) copy;
    - A NQF Level 5 qualification;
    - Applicant must renew for the year the principal application is made;
5. Intern and Full Status Estate Agents are required to be employed by only one Estate Agency however, principal estate agent's may be employed by more than one estate agency.
6. Each firm which has registered with the EAAB is required to immediately register with FICA in terms of section 43b of the Financial Intelligence Centre Act No 38 of 2001 as amended.
7. The Estate Agency Affairs Board will issue the Fidelity Fund Certificate to the estate agent concerned and only on the issue of these certificates, may such estate agent commence to practice,
8. Each person who has just registered with the EAAB as an estate agent is required to immediately register with FICA in terms of section 43b of the Financial Intelligence Centre Act No 38 of 2001 as amended.
9. Any person practicing as an estate agent without a valid Fidelity Fund Certificate shall not be entitled to any remunerations in terms of section 34(A) of the Estate Agency Affairs Act.
10. Any Fidelity Fund Certificate issued in error shall be withdrawn and immediately recalled.
11. Estate agents who ceases, or wish to cease practicing as such, are required to inform the EAAB in writing within fourteen (14) days.
12. **Renewal of Fidelity Fund Certificate**

The validity of Fidelity Fund Certificate is 01 January of a year until 31 December of the same year;  
Estate Agents are required to renew their Fidelity Fund Certificate by no later than the renewal due date of 31 October of each year;  
Irrespective of receipt of renewal statement by the client, It is and will always be the responsibility of each registered estate agent to ensure that their Fidelity Fund Certificate are renewed on time before the renewal due date of 31 October of each year in order to be issued with a valid Fidelity Fund Certificate for the following year.