Online registration procedures for candidates who will be writing an examination:

Assessment of Professional Competence (APC)

Initial Test of Competence (ITC)

See end of this document for information wrt communication from SAICA.

General info:

- 1. If you are a repeat candidate *or* if you are registered with SAICA and already have a unique 8 digit SAICA ID number and you should not create a new account use your login details (i.e. your user name and password) previously created and "Login" on the SAICA web home page (www.saica.co.za) then follow steps 1 8.
- 2. If you forgot your unique 8 digit SAICA ID number *or* login details contact the SAICA call centre at 08610 (SAICA)72422 *or* +27 11 621 6600. Call centre staff can also assist to reset your login details else you can click on "Forgot your password?", complete the screen and get a new one emailed to you. It is important that we have your correct email address for this facility.



Candidates registering for the ITC, and who do not have a unique 8 digit SAICA ID number must register first as follows:

Click on "Register"; on the SAICA web home page and complete screen below. Note that information is mandatory where an * (asterisk) appears. Once you have filled in all the lines, click on "Register". You will immediately receive an email confirming your username and the password that you provided in the form. Please keep these details in a safe place as you will require it when you login to register or to make changes to your profile or to change your password etc etc. You can now proceed to access the online registration form. Click on "Login" using the login details just created; and follow Steps 1



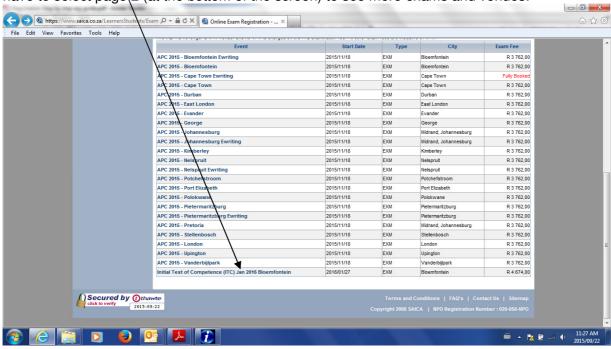
Step 1

- Click on:
- 1) "Login"; then
- 2) "Learners & Students"; then
- 3) "Examinations"; then
- 4) "Online Exam Registration"

Step 2 - Screen 2

Select the Exam & Venue.

Note that this is\an example only and may relate to previous years' exams and is not a complete list. The complete list of exams and venues (once all exams are registered on the website) could also include the November APC assessment. You might therefore have to select page 2 (at the bottom of the screen) to see more exams and venues.



Step 3 – Screen 3

Check and ensure that you have selected the correct exam and venue and note the exam fee payable as well as the exam date/s. Reminder that this screen is only an example. The prescribed exam fee and the exam date/s will therefore be different depending on the exam that you will be writing.

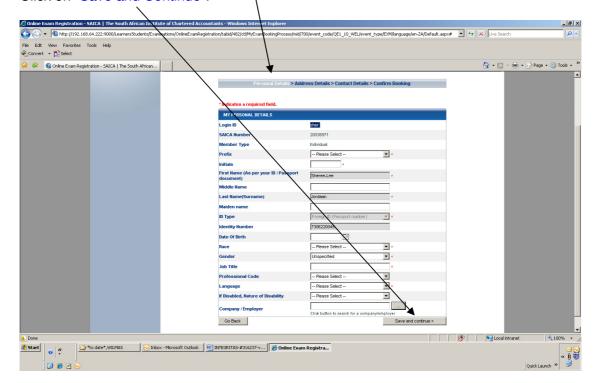
Step 4 - Screen 4

This screen contains your "Personal details"

Note, information is mandatory where an * (asterisk) appears throughout the following three screens.

Complete/update the page where necessary; then

Click on "Save and Continue".



Step 5 - Screen 5

This screen contains your "Address details"

Remember the * (asterisks)!

Complete/update the page where necessary; then

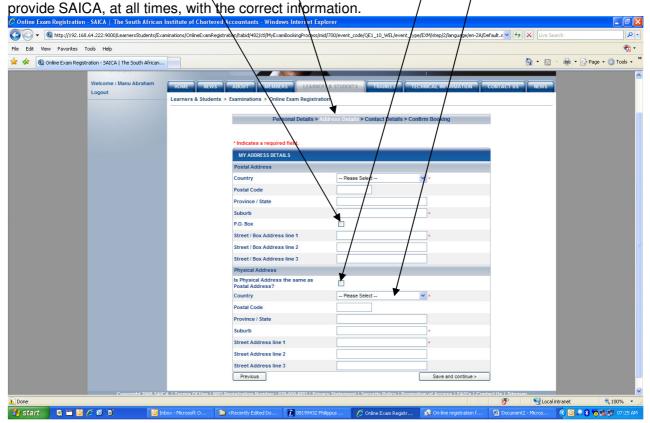
Click on "Save and Continue".

Note: If you have a PO Box address you need to provide your home street address as well.

Click here (in the small square) if you will be adding a PO Box address as well as your home street address. Fill in the fields for your PO Box. Now proceed to complete the section for your home street address.

Important: If you do not have a PO Box address click here (in the small square). To add your street address the system will 'open' the lines where you would normally have entered your "P O Box address", for completion.

It is very important to keep you portfolio up to date. Remember the onus is on you to



Step 6 – Screen 6

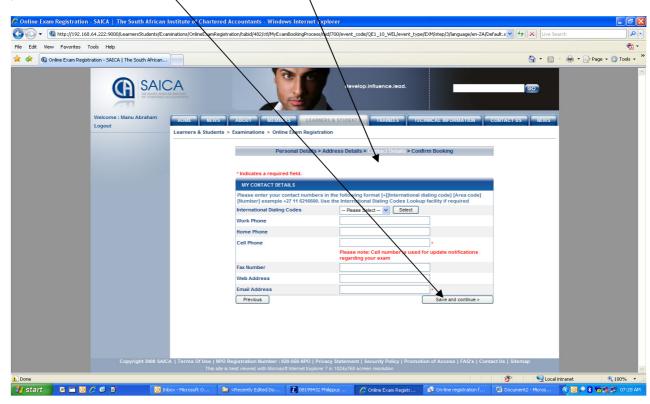
This screen contains your "Contact details"

Remember the * (asterisk)!

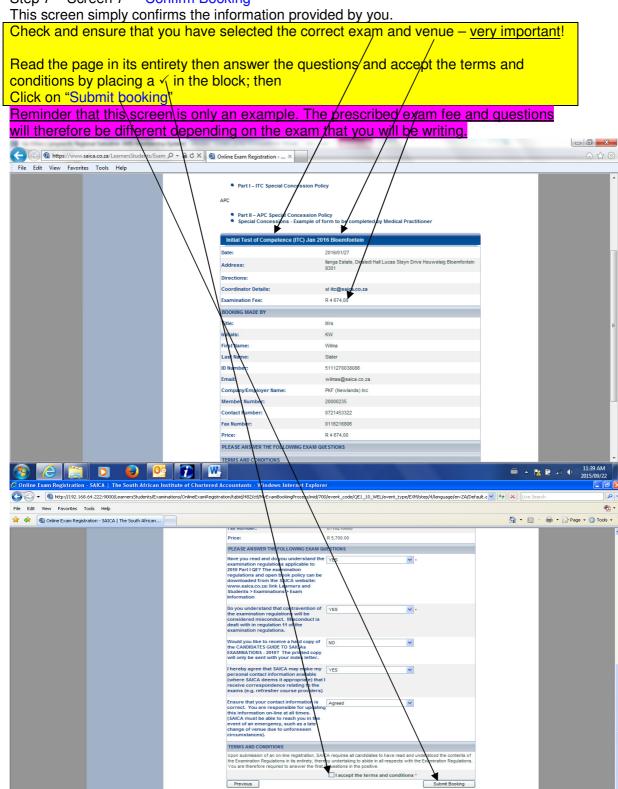
All candidates no matter which exam you will be writing - please note that it is important that you provide your correct email address and cell number as correspondence (including your exam confirmation letter) will be communicated to you by email and short messages will be sent to your cell number.

Complete/update the page where necessary; then Click on "Save and Continue".

It is very important to keep your portfolio up to date. Remember the onus is on you to provide SAICA, at all times, with the correct information.



Step 7 – Screen 7 – "Confirm Booking"



Step 8 – Screen 8

And here you are ...having completed the online registration form you should, shortly, receive an email confirming your booking as well as important information such as your unique 8 digit SAICA number and the SAICA bank details. Check the spelling of, especially, your surname and first names on this confirmation. Information should be exactly as per your ID book or passport.

NOTE:

An examination entrance letter (i.e. confirmation of your eligibility to write the exam) will be emailed to you once SAICA has received your payment and verified your eligibility. This letter will also contain your exam number.

SMS's will be sent to local numbers only.

An SMS will be sent to you once your examination confirmation letter is emailed to you. Ensure that you provide your correct cell number.

Use your unique 8 digit SAICA ID number, initials and surname on your EFT or bank deposit.

(Remember that we need to identify all deposits on our bank statement hence the importance to identify yourself properly when you make a payment).

Proof of payment can be faxed to 011 621 6821 or emailed to debtors@saica.co.za

Thank you for completing the on-line exam registration form. Please allow 24 hours for an e-mail confirmation that your application has been processed into our database. Your invoice will be emailed to you shortly.

Contact the SAICA call centre on 08610 (SAICA)72422 or +27 11 621 6600 or Isaac Mgidi at isaacm@saica.co.za/011 621 6701 should you not receive the e-mail confirmation within 24 hours and the invoice 14 days after online registration was confirmed.

If your employer will be paying your exam fee please hand *or* email the invoice immediately to the person at your office who is responsible for payment to SAICA.

Payment of exam fees must be made before the published closing date. To view more information on the dates go to www.saica.co.za

Click on "Learners & Students"; then

Click on "Examinations"; then

Click on "Exam Information"; then

Select "Dates and fees for forthcoming examinations"

Communications

After completion	A computer generated confirmation will be emailed to you as soon as your online
and submission of	registration form is received by SAICA - remember we must have your correct
an on-line	email address for this to happen.
registration	
(application)	If not received within 24 hours please phone the SAICA contact centre as non-receipt of confirmation could mean that your registration was unsuccessful.
	Check your details on the confirmation letter for correctness (especially the venue you selected to write at and advise the exams department immediately of any venue changes. All other changes can be made, by you, on your portfolio).
	NOTE:- This does not mean you are eligible to write the exam - SAICA will first check that you have met all the examination eligibility requirements and confirm your eligibility at a later date.
Examination	An examination admission letter (i.e. confirmation of your eligibility to write the
confirmation	exam) will be emailed to you once SAICA has received your payment and verified
letter	your eligibility - remember we must have your correct email address for this to
	happen. This letter will also contain your exam number.
SMS (to local	An SMS will be sent to you once your examination confirmation letter is emailed
numbers only)	to you - remember we must have your correct cell number for this to happen.
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