

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.

Event	Start Date	Type	City	Exam Fee
APC 2015 - Bloemfontein Ewriting	2015/11/18	EXM	Bloemfontein	R 3 762,00
APC 2015 - Bloemfontein	2015/11/18	EXM	Bloemfontein	R 3 762,00
APC 2015 - Cape Town Ewriting	2015/11/18	EXM	Cape Town	Fully Booked
APC 2015 - Cape Town	2015/11/18	EXM	Cape Town	R 3 762,00
APC 2015 - Durban	2015/11/18	EXM	Durban	R 3 762,00
APC 2015 - East London	2015/11/18	EXM	East London	R 3 762,00
APC 2015 - Evander	2015/11/18	EXM	Evander	R 3 762,00
APC 2015 - George	2015/11/18	EXM	George	R 3 762,00
APC 2015 - Johannesburg	2015/11/18	EXM	Midrand, Johannesburg	R 3 762,00
APC 2015 - Johannesburg Ewriting	2015/11/18	EXM	Midrand, Johannesburg	R 3 762,00
APC 2015 - Kimberley	2015/11/18	EXM	Kimberley	R 3 762,00
APC 2015 - Nelspruit	2015/11/18	EXM	Nelspruit	R 3 762,00
APC 2015 - Nelspruit Ewriting	2015/11/18	EXM	Nelspruit	R 3 762,00
APC 2015 - Potchefstroom	2015/11/18	EXM	Potchefstroom	R 3 762,00
APC 2015 - Port Elizabeth	2015/11/18	EXM	Port Elizabeth	R 3 762,00
APC 2015 - Polokwane	2015/11/18	EXM	Polokwane	R 3 762,00
APC 2015 - Pietermaritzburg	2015/11/18	EXM	Pietermaritzburg	R 3 762,00
APC 2015 - Pietermaritzburg Ewriting	2015/11/18	EXM	Pietermaritzburg	R 3 762,00
APC 2015 - Pretoria	2015/11/18	EXM	Midrand, Johannesburg	R 3 762,00
APC 2015 - Stellenbosch	2015/11/18	EXM	Stellenbosch	R 3 762,00
APC 2015 - London	2015/11/18	EXM	London	R 3 762,00
APC 2015 - Uppington	2015/11/18	EXM	Uppington	R 3 762,00
APC 2015 - Vanderbijlpark	2015/11/18	EXM	Vanderbijlpark	R 3 762,00
Initial Test of Competence (ITC) Jan 2016 Bloemfontein	2016/01/27	EXM	Bloemfontein	R 4 674,00

Secured by Othawte
click to verify
2015-09-22

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11:27 AM
2015/09/22

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.**

Once you are satisfied that you selected the correct exam and venue, click on “Book Online”

The screenshot shows the SAICA website's 'Online Exam Registration' page. The page title is 'Initial Test of Competence (ITC) Jan 2016 Bloemfontein'. The page contains a table with the following details:

Code	L1_16_RLF
Type Of Event	EXM
Examination Fee	R4 674.00 (inc. VAT)
Coordinator Details	itc@saica.co.za
Start Date	2016/01/27
End Date	2016/01/28
Description	You are registering for the 2016 ITC. Please consult the SAICA website for further information about the exam times. Fax proof of payment to 011 621 8620 or email to debtors@saica.co.za
Address	Ilanga Estate, Donald Hall Lucas Steyn Drive Heurwagig Bloemfontein 9301
City	Bloemfontein
Province	Free State

At the bottom of the table, there is a '<< Go Back' link and a 'Book Online' button. The page also features a 'Secured by Thawte' logo and a 'Terms and Conditions' link.

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”.

The screenshot shows the 'Personal Details' screen of the SAICA Online Exam Registration system. The page title is 'Online Exam Registration - SAICA | The South African Institute of Chartered Accountants'. The page contains a form with the following fields:

- Login ID: 3261
- SAICA Number: 20036971
- Member Type: Individual
- Prefix: -- Please Select --
- Initials: *
- First Name (As per your ID / Passport document): Sherie-Lee *
- Middle Name: *
- Last Name(Surname): Jordan *
- Maiden name: *
- ID Type: -- Please Select --
- Identify Number: F30622004
- Date of Birth: *
- Race: -- Please Select -- *
- Gender: Unspecified *
- Job Title: *
- Professional Code: -- Please Select -- *
- Language: -- Please Select -- *
- If Disabled, Nature of Disability: -- Please Select -- *
- Company / Employer: Click button to search for a company/employer

At the bottom of the form, there is a 'Go Back' button and a 'Save and continue >' button.

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

Online Exam Registration - SAICA | The South African Institute of Chartered Accountants - Windows Internet Explorer

http://192.168.64.222:9000/LearnersStudents/Examinations/OnlineExamRegistration/tabid/482/cid/MyExamBookingProcess/mid/700/event_code/QE1_10_WEL/event_type/EXM/step/2/language/en-ZA/Default.s...

File Edit View Favorites Tools Help

Online Exam Registration - SAICA | The South African...

Welcome : Manu Abraham
Logout

HOME NEWS ABOUT MEMBERS LEARNERS & STUDENTS TRAINEES TECHNICAL INFORMATION CONTACT US NEWS

Learners & Students > Examinations > Online Exam Registration

Personal Details > Address Details > Contact Details > Confirm Booking

* Indicates a required field.

MY ADDRESS DETAILS

Postal Address

Country -- Please Select --

Postal Code

Province / State

Suburb *

P.O. Box

Street / Box Address line 1 *

Street / Box Address line 2 *

Street / Box Address line 3 *

Physical Address

Is Physical Address the same as Postal Address?

Country -- Please Select -- *

Postal Code

Province / State

Suburb *

Street Address line 1 *

Street Address line 2 *

Street Address line 3 *

Previous Save and continue >

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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.

The screenshot shows the 'Contact Details' page of the SAICA Online Exam Registration system. The page is titled 'MY CONTACT DETAILS' and includes a red asterisk indicating a required field. The form contains the following fields:

- International Dialing Codes (dropdown menu)
- Work Phone
- Home Phone
- Cell Phone (marked with a red asterisk)
- Fax Number
- Web Address
- Email Address

Below the fields are 'Previous' and 'Save and continue >' buttons. A red note states: 'Please note: Cell number is used for update notifications regarding your exam'. The page footer includes copyright information for 2008 SAICA and various links like Terms of Use, Privacy Statement, and Security Policy.

Step 7 – Screen 7 – “Confirm Booking”

This screen simply confirms the information provided by you.

Check and ensure that you have selected the correct exam and venue – very important!

Read the page in its entirety then answer the questions and accept the terms and conditions by placing a ✓ in the block; then

Click on “Submit booking”

Reminder that this screen is only an example. The prescribed exam fee and questions will therefore be different depending on the exam that you will be writing.

Part I – ITC Special Concession Policy

APC

Part II – APC Special Concession Policy

Special Concessions - Example of form to be completed by Medical Practitioner

Initial Test of Competence (ITC) Jan 2016 Bloemfontein

Date: 2016/01/27

Address: Ilanga Estate, Donald Hall Lucas Steyn Drive Heuwelsig Bloemfontein 9301

Directions:

Coordinator Details: at.ito@saica.co.za

Examination Fee: R 4 674,00

BOOKING MADE BY

Title: Mrs

Initials: KIW

First Name: Wilma

Last Name: Slater

ID Number: 5111270038086

Email: wilmas@saica.co.za

Company/Employer Name: PKF (Newlands) Inc

Member Number: 20000235

Contact Number: 0721453322

Fax Number: 0116216806

Price: R 4 674,00

PLEASE ANSWER THE FOLLOWING EXAM QUESTIONS

TERMS AND CONDITIONS

Price: R 5,700.00

PLEASE ANSWER THE FOLLOWING EXAM QUESTIONS

Have you read and do you understand the examination regulations applicable to 2010 Part I QE? The examination regulations and open book policy can be downloaded from the SAICA website: [www.saica.co.za/Link/Learners and Students > Examinations > Exam Information](http://www.saica.co.za/Link/Learners%20and%20Students%20>%20Examinations%20>%20Exam%20Information)

Do you understand that contravention of the examination regulations will be considered misconduct. Misconduct is dealt with in regulation 11 of the examination regulations.

Would you like to receive a hard copy of the CANDIDATES GUIDE TO SAICA'S EXAMINATIONS - 2010? The printed copy will only be sent with your index letter.

I hereby agree that SAICA may make my personal contact information available (where SAICA deems it appropriate) that I receive correspondence relating to the exams (e.g. refresher course providers)

Ensure that your contact information is correct. You are responsible for updating this information on-line at all times. (SAICA must be able to reach you in the event of an emergency, such as a late change of venue due to unforeseen circumstances).

TERMS AND CONDITIONS

Upon submission of an on-line registration, SAICA requires all candidates to have read and understood the contents of the Examination Regulations in its entirety, thereby undertaking to abide in all respects with the Examination Regulations. You are therefore required to answer the first questions in the positive.

☐ I accept the terms and conditions *

Previous Submit Booking

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This site is best viewed with Microsoft Internet Explorer 7 in 1024x768 screen resolution

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 and submission of an on-line registration (application)	<p>A computer generated confirmation will be emailed to you as soon as your online registration form is received by SAICA - remember we must have your correct email address for this to happen.</p> <p>If not received within 24 hours please phone the SAICA contact centre as non-receipt of confirmation could mean that your registration was unsuccessful.</p> <p>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).</p> <p>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.</p>
Examination confirmation letter	<p>An examination admission 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 - remember we must have your correct email address for this to happen. This letter will also contain your exam number.</p>
SMS (to local numbers only)	<p>An SMS will be sent to you once your examination confirmation letter is emailed to you - remember we must have your correct cell number for this to happen.</p>