



Formerly Chartered Secretaries Southern Africa

PO Box 3146, Houghton 2041 **Tel:** +27 11 551 4000 **Fax:** +27 11 551 4028
Email: membership@chartgov.co.za **Website:** www.chartgov.co.za

PRACTISING CERTIFICATE APPLICATION FORM

PERSONAL DETAILS

Title (Mr/Mrs/Miss/Ms/Other) Qualifications (ACG/FCG/Other (specify))
Membership number
ID
First names Surname

Registered Tax Practitioner?

Yes No Number

Please attach SARS tax clearance certificate.

PRACTICE DETAILS

Name of practice
Physical address

 Code
Postal address

 Code
Phone Fax
Cell phone Email

Size of practice

Up to 10 Clients 11 to 50 Clients 51 to 100 clients More than 100 Clients

PRACTICE DETAILS *(continued)*

Services offered

- | | | | |
|--------------------------|-------------------------------------|--------------------------|---------------------------------------|
| <input type="checkbox"/> | Accounting/bookkeeping | <input type="checkbox"/> | Taxation consulting |
| <input type="checkbox"/> | Sectional title schemes | <input type="checkbox"/> | Business start-up and registration |
| <input type="checkbox"/> | Management consulting | <input type="checkbox"/> | Risk management and insurance |
| <input type="checkbox"/> | Payroll services | <input type="checkbox"/> | Human resources consulting |
| <input type="checkbox"/> | Estate administration | <input type="checkbox"/> | Trust administration |
| <input type="checkbox"/> | Listed company secretarial services | <input type="checkbox"/> | Unlisted company Secretarial services |

Are you an accounting officer for:

- | | | | | | | | |
|--------------------------|--------------------|--------------------------|---------|--------------------------|---------------|--------------------------|-------------------------|
| <input type="checkbox"/> | Close corporations | <input type="checkbox"/> | Schools | <input type="checkbox"/> | Micro lenders | <input type="checkbox"/> | Sectional title schemes |
| <input type="checkbox"/> | Other (specify) | <input type="text"/> | | | | | |

Continuing Professional Development

Please record your CPD hours online on our web www.chartgov.co.za

Remember to read and adhere to the "Code of Conduct".

Would you be interested to serve on the Professional Practice Group committee?

- Yes No

PROTECTION OF PERSONAL INFORMATION (PoPI)

Permission to use your personal information

By agreeing to the terms of this information form and by ticking this box, I hereby voluntarily authorise CGISA to process my personal information (including my name, email address, physical address, telephone numbers and any other information I have provided to CGISA). Processing shall include the receipt, recording, organising, collation, storage, updating or modification, retrieval, alteration, consultation, use; dissemination by means of transmission, distribution or making available in any other form; or merging, linking, as well as blocking, degradation, erasure of destruction of information. This consent is effective immediately and will endure until the relationship between CGISA and the data subject has been terminated.

Should any of your details change, please notify us of same so that our records are as accurate as possible.

Consent to receive CGISA information

- By agreeing to the terms of this consent form and by ticking this box, I expressly consent to the processing of my information for CGISA communication purposes and know and understand that by agreeing to same that I may receive communication in the form of emails and the like from CGISA.

For more information please see CGISA's privacy policy, which can be accessed here:

<https://www.chartsec.co.za/documents/CGISA%20privacy%20policy.pdf>

PAYMENT OPTIONS AND BANKING DETAILS

Payment options

- Electronic Funds Transfer (EFT)
- Direct deposit into the CGISA's bank account
- Card Payment at CGISA's office with physical card
- Online payments via the CGISA's online portal – you have to log in as a member or student to process payment

Banking details

Account name: The Chartered Governance Institute of Southern Africa

Standard Bank Killarney

Branch code: 051001

Current account: 002898608

Please submit proof of payment together with the form where applicable.