



South African Council  
for the Architectural Profession

SCHEDULE OF PROPOSED ANNUAL REGISTRATION FEES Inclusive of 15% VAT		
These fees are applicable in accordance with Section 12(1)(c) of the Act.		
CATEGORY OF REGISTRATION	DESCRIPTION	Financial Year 1 April 2023 – 31 March 2024
Professional	Annual Fees due and payable within 60 days from date of issue of invoice	R3 869.00
Candidate	Annual Fees due and payable within 60 days from date of issue of invoice	R1 653.00
Building Control Officers	Annual Fees due and payable within 60 days from date of issue of invoice	R1 219.00

SCHEDULE OF PROPOSED OTHER FEES AND CHARGES Inclusive of 15% VAT (all fees from 1-7 below are due on receipt of an invoice)		
SCOPE OF WORK	DESCRIPTION	Financial Year 1 April 2022 – 31 March 2023
<b>1. REGISTRATIONS (ADMINISTRATION FEES)</b> These fees are applicable in accordance with Section 12(1) and 19(1) of the Act		
Building Control Officers	Initial registration – once off (non-refundable)	R609.00
Candidates – Section 12(1) (b) and 19(1) (b)	Initial registration – once off (non-refundable)	R1 526.00
Apprentice	Initial registration – once off (non-refundable)	R1 526.00
Professionals Re-Registration – Section 12(1) (l) and 20(4)	Re-registration after suspension for non-payment of Annual Fees	R1 934.00
Candidate Re-Registration – Sections 12(1) (l) and 20(4)	Re-registration after suspension for non-payment of Annual Fees	R826.00
Building Control Officers Re-Registration – Sections 12(1) (l) and 20(4)	Re-registration after suspension for non-payment of Annual Fees	R609.00
Upgrade	Successful passing of PPE and/or obtaining further academic qualification and/or in terms of RPL	R2 643.00
Registration application: Recognition of Foreign Qualifications - Section 12	Registration of persons who have international qualifications	R11 512.00
Registration Appeal - Section 12(1)(h) and 24	Appeal against: <ul style="list-style-type: none"> <li>• Category of registration;</li> <li>• Registration declined;</li> <li>• Cancellation of registration;</li> <li>• Period of internship</li> </ul>	R2 813.00
<b>2. REGISTRATION – CONFIRMATION LETTERS</b> Note: Confirmation of Registration – required for tender or plan submissions etc		
a. Confirmation Letter (7 working days turnaround time)	Includes: <ul style="list-style-type: none"> <li>• Confirmation of Registration;</li> <li>• Letter of Good Standing;</li> <li>• Letter in Support of Visa/Work Permit</li> </ul>	R1 097.00
b. Additional change per person		R122.00
c. Confirmation Letter – Urgent (4 working days turnaround time)	Includes: <ul style="list-style-type: none"> <li>• Confirmation of Registration;</li> <li>• Letter of Good Standing;</li> </ul>	R2 008.00

	• Letter in Support of Visa/Work Permit	
d. Additional change per person		R191.00
<b>3. CERTIFICATES – Section 14(c)</b>		
Registration Certificate	Hard copy certificate issued upon application, in addition to electronic certificate available on electronic Profile. Fee does not include cost for delivery of certificate.	R223.00
<b>4. RENEWAL OF REGISTRATION - Section 22</b>		
Renewal - Section 22(3)(a)	Renewable every 5 years in terms of Conditions Relating to Continuing Professional Development and Renewal of Registration (CPD)	R840.00
Exemption from CPD Conditions - Section 12(1)(l)	Exemption for 1 calendar year based on special conditions (CPD)	R1 845.00
Extension of Period for Compliance (CPD) - Section 12(1)(i)	Extension for a calendar year to comply	R1 895.00
<b>5. PROFESSIONAL PRACTICE EXAM (PPE)</b>		
Preliminary application fee	Written Online (non-refundable)	R309.00
Application to write the PPE	Written Online	R2 377.00
Re-Mark (per paper)	Remark permitted – once per exam	R1 064.00
<b>6. WAVING OF MONTHLY TRAINING RECORDS</b>		
Step 1	Application for the waiving of MTRs (Candidate registered for over 5 years and gained necessary experience)	R2 237.00
Step 2 (If step 1 is successful)	Assessment of the applicant's portfolio of work	R7 828.00
Step 3 (If step 2 is successful)	Application to write PPE	R5 032.00
<b>7. RECOGNITION OF VOLUNTARY ASSOCIATIONS - Section 25 Board Notice 86 of 2016</b>		
Application fee for recognition (Initial fee) – Section (25)	Application Fee is non-refundable with the recognition period valid for 5 years	R8 744.00
Renewal fee for recognition	Fees Subject to Annual Review	R4 984.00
<b>8. APPLICATION FOR SPECIAL CANDIDACY EXEMPTION</b>		
Step 1	Application for Registration as Candidate (Special Conditions)	R1 526.00
Step 2 (if step one is successful)	Assessment of the Portfolio, by the Assessment Panel	R3 355.00
Step 3 (if step 2 is successful)	Professional Practice Examination	R2 947.00
	Registration as Professional	R2 643.00
<b>9. RECOGNITION OF PRIOR LEARNING (RPL), SPECIAL CONSENT AND LIMITED SPECIAL DISPENSATION ASSESSMENT</b>		
<b>A. APPLICATIONS FOR ASSESSMENTS</b>		
<b>Professional Senior Architectural Technologist (PSAT) to Professional Architect (PrArch)</b>		
Phase 1 – Application fee		R559.00
Phase 2 - Authentication		R7 269.00
<b>Professional Architectural Technologist (PAT) to Professional Senior Architectural Technologist (PSAT)</b>		
Phase 1 – Application fee		R559.00
Phase 2 - Authentication		R3 914.00

<b>Professional Architectural Draughtsperson (PAD) to Professional Architectural Technologist (PAT)</b>	
Phase 1 – Application fee	R559.00
Phase 2 - Authentication	R2 237.00
<b>Limited Special Dispensation</b>	
Phase 1 – Application fee	R0.00
Phase 2 - Authentication	R0.00
<b>B. APPEAL AGAINST OUTCOME</b>	
Appeal against outcome of the assessment to be upgraded from <b>Senior Architectural Technologist (PSAT) to Professional Architect (PrArch)</b>	R6 456.00
Appeal against outcome of the assessment to be upgraded from <b>Professional Architectural Technologist (PAT) to Professional Senior Architectural Technologist (PSAT)</b>	R5 812.00
Appeal against outcome of the assessment to be upgraded from <b>Professional Architectural Draughtsman (PAD) to Professional Architectural Technologist (PAT)</b>	R5 164.00

**NB: PLEASE NOTE THAT ALL THE FEES ARE NOT REFUNDABLE**