



March 2017

REGISTRATION REQUIREMENTS

Application for registration must be accompanied by the following:

1. An application form completed **and signed by both the applicant and the Commissioner of Oath** (form to be downloaded from our website www.sacpvp.co.za under "Registration").
2. Certified copy of ID or Passport & Visa (work permit) for non SA citizens.
3. Certified proof of enrolment for an accredited Property Valuation qualification for the current year (at least 3 subjects). These documents must be on the University letter head with a date stamp. An academic transcript must be attached if in the second or third year of study.
4. Certified copies of the qualification certificates and academic transcripts if the qualification has been completed.
5. Letter from a supervisor/mentor. This letter should confirm willingness to mentor the applicant. NB: The letter should be dated (current date) and have the original signature. **NB: Electronic and copy signatures will not be accepted.**
6. **A non-refundable application fee** must accompany the application form. (Contact the office or visit our website for the application fee).
7. Once the application has been processed and accepted, the applicant will be invoiced a registration fee and the current annual fee. Once this fees are paid in full, the application will be finalised and a registration letter, card and certificate be issued. **Please note a certificate will not be issued for applications finalised between January and March. The certificate will only be issued after the payment of annual fee in the financial year starting 1st April.**
8. Curriculum Vitae (CV) must be attached to your application form.
9. All documents must be posted, couriered or hand delivered.
10. All copies must be certified.
11. Note that faxed and emailed documents will not be accepted.

Banking details.

Name of Account: SACPVP
Name of the Bank: ABSA
Account No.: 21- 4028 - 5741
Branch: Menlyn
Code: 335 645
Type of Account: Cheque
Reference: 3/3 and your Initials and Surname

NB: Attach proof of payment (quote your name and surname) of the application fee to your application form.

Proof of payment for the registration and annual fee must be forwarded to accounts@sacpvp.co.za or faxed to 012 348 7528

Note that all correspondence to the Council should be in English.

For more information regarding registration with the Council contact Ms. Lerato Monyela on lerato@sacpvp.co.za .