



ESTATE AGENCY AFFAIRS BOARD
OF SOUTH AFRICA

MyEAAB Online Portal - AUDIT COMPLIANCE

20 May 2014

The Estate Agency Affairs Board in its further endeavours to streamline processes for our stakeholders has introduced further enhancements to the MyEAAB online portal on our website www.eaab.org.za for the submission of the estate agency firms annual audit report. This will further assist in improving our efficiency levels and service delivery. This will also allow users to view and manage their annual audit reporting and it is therefore extremely important that as the estate agency firms auditors will be processing and submitting audit reports on behalf of the estate agency, that they familiarise themselves with the four sections included in the online submission of the reports that need to be completed before submitting the audit reports.

HOW TO REGISTER ON THE MyEAAB ONLINE PORTAL FOR AUDIT REPORT COMPLIANCE

[Click here for the steps on how to register on MyEAAB Auditors Portal](#)

Click on “Auditors Portal” on the right of the landing page, then register as an Auditor and follow the steps;

- Once you have completed these steps check your email for a user name and password then login back to complete the audit report submission.
- The full audit requirements remain, irrespective of the type of entity or the amount of activity on the account/s:
- Section 32(4) of the Act, requires the auditor to transmit a report forthwith after completion to the EAAB, in the format determined by the board (refer to revised audit report form, as introduced in September 2011) and it is important to ensure that the auditor does in fact confirm the conclusion of the audit of the accounting records, including the annual financial statements, as is required in the revised audit report form.

It therefore remains the responsibility of the estate agent to ensure compliance in this regard, as they are to receive a copy of the relevant audit report from the auditor, upon completion.

INFORMATION THAT IS REQUIRED WHEN SUBMITTING AUDIT REPORTS

- Audit Report Type
- Financial year
- Agency Type
- Agency Pin Number
- Firm FFC number
- FIC Number
- Contact Details and Address
- Audit Year
- Audit Signed Date
- Audit Completion Date
- Accounting Framework
- Audit Opinion
- Reportable Irregularity reported or not
- Financial Year End
- Contraventions
- Interest calculation
- Comments
- Trust account details

AUDIT REPORT DEADLINES

In respect of the 2012 audit - The prescribed 4 months in terms of legislation (together with the non-recurring 3 month extension for the 2012 period), required the audit requirements to have been complied with **within 7 months from the end of the firm's financial year end.**

In respect of the 2013 audit - The prescribed 4 months in terms of legislation (no extension for the 2013 period or thereafter), required the audit requirements to have been complied with **within 4 months from the end of the firm's financial year end.**

In respect of the 2014 audit - The prescribed 4 months in terms of legislation (no extension for the 2014 period or thereafter), require the audit requirements to be complied with **within 4 months from the end of the firm's financial year end.**