



**ESTATE AGENCY AFFAIRS BOARD
OF SOUTH AFRICA**

REGISTRATION OF ESTATE AGENTS

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All registrations shall be performed on the MyEAAB Agents Portal accessible through the EAAB website through the link <https://www.eaab.org.za/myffc> . Emailed, faxed, posted or hand-delivered applications will NOT be accepted and processed.

The validity of a fidelity fund certificate and a registration certificate automatically expires on 31 December of the year of issue.

No fidelity fund certificate will be issued to an applicant who:

- i. Has at any time by reason of improper conduct been dismissed from a position of trust;
- ii. Has at any time been convicted of an offence involving an element of dishonest;
- iii. Is an unrehabilitated insolvent in respect of whom the trustee of the insolvent estate has not certified that the insolvent is a fit and proper person to assume a position of trust and to be issued with a fidelity fund certificate;
- iv. Is of unsound mind;

1. INTERN ESTATE AGENT

This is the entry level category of estate agents applicable to persons entering the estate agency profession for the first time.

Intern estate agents will be required to serve a continuous and compulsory 12 months internship period from the date of the first issue of an intern fidelity fund certificate.

In addition, intern estate agents will be required to successfully complete (or be exempted from) the Further Education and Training Certificate: Real Estate and also successfully complete the Professional Designation Examination (PDE 4).

The following are the requirements for registration as an internal estate agent:

- a. South African Citizens and Permanent Residents - Certified copy of a valid ID book;
Foreign Nationals – Certified copy of valid Passport and certified copy of work or business permit issued by the South African Department of Home Affairs;
- b. Letter of Employment signed by the principal of the estate agency firm, confirming employment of the applicant;
- c. Firm PIN Number of the estate agency firm that will be employing the applicant (the estate agency firm must be in possession of a valid Fidelity Fund Certificate);

- d. Individual seven-digit EAAB reference number of the mentor employed by the estate agency firm that will be employing the applicant (the mentor must be a full status estate agent or principal estate agent with a valid current Fidelity Fund Certificate and who was also in possession of valid Fidelity Fund Certificates in the 3 preceding years.)
- e. Payment of the relevant application fee of R529, 80 into the bank account indicated on the MyEAAB Agents Portal after the completion of the online application process.

2. ATTORNEY EMPLOYEE

This special class category of estate agents applies only to persons employed by an attorney or an attorney's professional company except as an attorney or an articled clerk, and who wholly or primarily carries out estate agency activities on behalf of such attorney or professional company. This special class of estate agents will not be issued with the normal fidelity fund certificates obtained by other estate agents but with registration certificates instead, the purpose of which is to provide in effect that such person has been registered with EAAB but is covered by the Attorneys Fidelity Fund and not by the Estate Agents Fidelity Fund.

Attorneys and their articled clerks are not required to apply for the registration certificate with EAAB under this category if they perform any estate agency activities in the course of; and in the name of; and from the premises of the attorney's practice, provided such activities are not performed in partnership with any person other than his/her attorney partner or through the medium of, or as director of, any company other than an attorney's professional company.

The following are the requirements for registration as an internal estate agent:

- a. South African Citizens and Permanent Residents - Certified copy of a valid ID book or smart card; or

Foreign Nationals – Certified copy of valid Passport and certified copy of work or business permit issued by the South African Department of Home Affairs;
- b. Letter of Employment signed by the attorney of the law firm, confirming employment of the applicant; and
- c. Payment of the relevant application fee of R529, 80 into the bank account indicated on the MyEAAB Agents Portal after the completion of the online application process.

3. FULL STATUS ESTATE AGENT

Intern estate agents who comply with the all of the following requirements will be issued with full status fidelity fund certificates.

- a. Successful completion of the compulsory 12 months internship period;
- b. Successful completion of (or exemption from) the Further Education and Training Certificate: Real Estate (NQF 4) or National Certificate: Real Estate (NQF 5); and
- c. Successful completion of the Professional Designation Examination (PDE 4).

4. PRINCIPAL ESTATE AGENT

Full status estate agents who comply with the all of the following requirements will be eligible to be issued with a principal fidelity fund certificate.

- a. Successful completion of (or exemption from) the National Certificate: Real Estate (NQF 5);
- b. Successful completion of the Professional Designation Examination (PDE 4); and
- c. Registration, within a period of two years after being issued with a principal fidelity certificate, for the Professional Designation Examination (PDE 5).

5. NON-EXECUTIVE PRINCIPAL

Application under this category should be emailed to exemptions@eaab.org.za.

This category of estate agents is applicable to a member of the board of directors, duly registered as a director of the company concerned by the Companies and Intellectual Property Commission, of an estate agency company who is not strictly engaged in the day-to-day estate agency activities, as defined in section 1(vi) of the Estate Agency Affairs Act, of the company but who may, nevertheless, be involved in the policy-making and planning functions of the organisation so as to ensure compliance with the provisions of the Companies Act and who may, moreover, have been appointed due to, inter alia, knowledge, experience, competency, calibre and other relevant personal qualities.

Directors who are eligible under this category will be granted educational exemptions against the NQF Level 5 real estate qualification and/or the Professional Designation Examination and/or compliance with the EAAB's CPD programme. These education

exemptions will be non-transferable and will be of full force and effect only for so long as the applicant remains a non-executive director of the estate agency company in question.

The following are the requirements for registration as a non-executive principal:

- a. A letter, on the official letterhead of the estate agency company, duly signed by an authorised director or the Company Secretary of the company, requesting the EAAB to grant an educational exemption to the named director of that company on the basis that the applicant is a non-executive director of the company;
- b. A certified resolution of the estate agency company, duly signed by the Company Secretary or other authorised official of the company, resolving that the estate agency company apply to the EAAB for the grant of an educational exemption against the NQF Level 5 real estate qualification, the Professional Designation Examination and participation in the EAAB CPD programme, in favour of the named non-executive director and indicating, in addition, the capacity and functions of that non-executive director within the organisation; and
- c. A copy of the applicant's curriculum vitae which shall include a certified copy of the applicant's identity document;
- d. Proof of payment of the required assessment fee of R2 500, payable into the following bank account:

ABSA

ACCOUNT NAME: Estate Agency Affairs Board

ACCOUNT NO.: 405 203 3310

BRANCH NAME: Universal

BRANCH CODE: 632005

6. ESTATE AGENCY ENTITY

All firm registrations shall be performed on the MyEAAB Agents Portal accessible through the EAAB website through the link <https://www.eaab.org.za/myffc>.

Every director of the company must be in possession of a valid fidelity fund certificate, even if he/she is a non-executive director or does not otherwise perform any act as an estate agent.

All branches of the firm should also be registered and issued with separate fidelity fund certificate. A branch is defined as an office of that firm, that is not a separate legal entity, and which is located elsewhere than the firm's main office, where legitimate estate agency business is conducted for and on behalf of the estate agency firm in such a manner that the branch office remains involved in the estate agency activities of the firm. A branch office will typically, although not necessarily, have a branch manager who both reports to and take instructions from a designated officer of the main office of the estate agency firm.

The following are the requirements for registration as an estate agency firm:

- a. South African Citizens and Permanent Residents - Certified copies of valid ID for all directors/members/partners; or

Foreign Nationals – Certified copies of valid Passports and certified copies of work or business permits issued by the South African Department of Home Affairs for all the directors/members/partners;

- b. Company - CIPC Registration Certificate, indicating the full names of all the directors; or

Close Corporation – CC Registration Certificate, indicating the full names of all the members; or

Partnership – Signed letter of partnership agreement, indicating the full names of all the partners.

- c. All the directors/members/partners should meet the requirements for registration as an estate agent under one of the following categories:

Principal estate agent - At least one of the directors/members/partners should meet the following requirements of being the principal estate agent:

- a. Be in possession of a valid principal estate agent Fidelity Fund Certificate; or
- b. If currently registered as a full status agent, be in possession of an NC: Real Estate (NQF 5) qualification or an EAAB-issued NQF 5 Equivalency Exemption Letter.

Non-executive principal estate agent – All the other directors who do not meet the requirements of being principal estate agent and who are not strictly engaged in the day-to-day estate agency activities, as defined in section 1(vi) of the Estate Agency Affairs Act, of the company but who may, nevertheless, be involved in the policy-making and planning functions of the organisation so as to ensure compliance with the provisions of the Companies Act.

Intern estate agent – All the other directors who do not meet the requirements of being the principal estate agent or non-executive principal estate agent should register as intern estate agents.

- d. Letter from the bank, confirming that a trust account has been opened and designated as such in terms of section 32(1) of the Estate Agency Affairs Act No. 112 of 1976; and

- e. Letter from an auditor registered with the Independent Regulatory Board for Auditors (IRBA), confirming acceptance as the appointed auditor of the estate agency firm; and
- f. Letter of franchise, if applicable; and
- g. Payment of the relevant application fee.