



ESTATE AGENCY AFFAIRS BOARD
OF SOUTH AFRICA

RENEWAL OF FIDELITY FUND CERTIFICATES AND REGISTRATION CERTIFICATES

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

Every estate agent must apply for a fidelity fund certificate or registration certificate for the succeeding year not later than 31 October of every year. Renewal payment received after 31 October will attract monthly penalties of R450 for firms, branches, principals and non-executive principals and R240 for interns, full status agents and attorney employees.

Renewal Fidelity Fund Certificates will only be issued on successful allocation of the renewal payment by EAAB. Estate agents should therefore use the correct seven-digit reference number when making payment of the individual renewal fee and the correct Firm PIN number (starting with the letter "F") when making payment of the firm and branch renewal fee.

Interns and Full Status estate agents will only be able to be issued with their Fidelity Fund Certificates after all the principals of the estate agency firm under which there are employed have successfully been issued with the Fidelity Fund Certificate for that particular calendar year.

Renewal Fidelity Fund Certificates will only be issued if the estate agency firm is not disqualified in terms of section 27 of the Estate Agency Affairs Act.

All issued renewal Fidelity Fund Certificates will be available for download and printing by the estate agent from the MyEAAB Agents Portal. EAAB will not print and post a Fidelity Fund Certificate.

1. INDIVIDUAL ESTATE AGENTS

- a. Individual estate agents should renew using the "Renew individual FFC" link on the MyEAAB Agents Portal accessible through the EAAB website through the link <https://www.eaab.org.za/myffc>.
- b. The renewal amount will be indicated at the end of the process after completing all the steps under the "Renew individual FFC" link on the MyEAAB Agents Portal;
- c. The issued renewal fidelity fund certificate will be available for download and printing by the estate agent on the MyEAAB Agents Portal on the "Individual FFC History" link once the renewal fee has been received by EAAB and successfully allocated.

2. ESTATE AGENCY ENTITY

- a. Principal estate agents should renew the firm and branch fidelity fund certificates using the "Renew firm FFC" link on the MyEAAB Agents Portal accessible through the EAAB website through the link <https://www.eaab.org.za/myffc>.

- b. The renewal amount will be indicated at the end of the process after completing all the steps under the “Renew firm FFC” link on the MyEAAB Agents Portal;
- c. The issued firm and branch renewal fidelity fund certificate will be available for download and printing by the estate agent on the MyEAAB Agents Portal on the “Firm FFC History” link once the renewal fee has been received by EAAB and successfully allocated.