



ESTATE AGENCY AFFAIRS BOARD
OF SOUTH AFRICA

Deregistration of Estate Agents

DEREGISTRATION OF ESTATE AGENTS

1. INDIVIDUAL ESTATE AGENTS

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

Applications for deregistrations by principal estate agents will only be processed if there is written consent from the remaining principal estate agents of the estate agency entity, in the case of estate agency entities with more than one principal, and if an application for the deregistration of the estate agency entity is also submitted, in the case of estate agency entities with one principal.

Any individual estate agent who ceases to act as such should apply for deregistration.

The following are the requirements for deregistration as an individual 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 requesting deregistration, stating the reasons and duly signed by the estate agent;
- c. Firm PIN Number of the estate agency firm from which the estate agent is requesting deregistration;
- d. CIPC document indicating removal as a director, in the case of principal estate agents.

2. ESTATE AGENCY ENTITY

All estate agency entity deregistrations shall be emailed to registrations@eaab.org.za for processing.

No entity deregistration shall be finalised unless the estate agency entity is compliant and is not disqualified. All deregistration applications from disqualified estate agency entities will be forwarded to the Claims Department first before they are processed.

The following are the requirements for deregistration as an estate agency entity:

- a. A letter from the bank, confirming the closure and relevant exact closure date in respect of the trust account/s;

- b. IT3b certificate(s) or bank letter confirming the interest earned on the trust account from date of last audit report to date of closure of trust account;
- c. Payment of any outstanding levies, claims recoveries, interest on trust funds and/or penalties (if any);
- d. Affidavit from the principal, indicating that:
 - i. There are no other open trust accounts in the name of the estate agency firm;
and
 - ii. All trust creditors have been paid in full.
- e. Letter from the principal(s) of the agency, requesting deregistration as an estate agency from the EAAB;
- f. South African Citizens and Permanent Residents - Certified copy of a valid ID book of the principal(s);

Foreign Nationals – Certified copy of valid Passport and certified copy of work or business permit issued by the South African Department of Home Affairs for the principal(s).