

BOARD NOTICE 146 OF 2017**AUDITING PROFESSION ACT, 2005 (ACT NO 26 OF 2005), AS AMENDED – REGISTRATION OF REGISTERED AUDITORS AND REGISTERED CANDIDATE AUDITORS**

The Independent Regulatory Board for Auditors publishes the following information relating to the registration of Registered Auditors and Registered Candidate Auditors.

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**PROCESSES AND DOCUMENTS TO BE PRESCRIBED IN TERMS OF
THE AUDITING PROFESSION ACT, 26 OF 2005, AS AMENDED BY THE AUDITING PROFESSION
AMENDMENT ACT, 2 OF 2015**

A SUMMARY OF THE RELEVANT SECTIONS OF THE ACT

Section 6(1)(a), (c), (g)

6(1) The Regulatory Board must, subject to this Act

- (a) **prescribe** minimum qualifications, competency standards and requirements for registration of auditors and candidate auditors in addition to those provided for in this Act;
- (c) **prescribe** the period of validity of the registration of a registered auditor and a candidate auditor;
- (g) **prescribe** minimum requirements for the renewal of registration and re-registration of registered auditors and registered candidate auditors.

Section 37(1), (2)(b)

37(1) An individual must apply on the **prescribed** application form to the Regulatory Board for registration as an auditor or registered candidate auditor.

37(2) If, after considering an application, the Regulatory Board is satisfied that the applicant

- (b) has complied with the **prescribed** education, training and competency requirements for a registered auditor or registered candidate auditor;

Section 38(2), (3)

38(2) On application by a firm which is a partnership fulfilling the conditions in subsection 1(a) or a sole proprietor, on the **prescribed** application form, the Regulatory Board must register the firm as a registered auditor on payment of the prescribed fee.

38(3) The Regulatory Board must register a company as a registered auditor on payment of the **prescribed** fee if...

Section 40(1), (2)

40(1) A registered auditor or registered candidate auditor must apply in the **prescribed** manner to the Regulatory Board for the renewal of his or her registration.

40(2) A registered auditor or registered candidate auditor whose registration was terminated in terms of section 39 or cancelled in terms of section 51(3)(a)(iv) may apply for re-registration in the **prescribed** manner to the Regulatory Board.

DETAIL OF DOCUMENTS AND PROCESSES TO BE PRESCRIBED IN TERMS OF THE AUDITING PROFESSION ACT, 26 OF 2005

SECTION 6:

6(1) The Regulatory Board must, subject to this Act

- (a) ***prescribe*** minimum qualifications, competency standards and requirements for registration of auditors and candidate auditors in addition to those provided for in this Act;

Registration as a Registered Auditor

It is prescribed that the minimum qualifications, competency standards and requirements for registration of auditors in addition to those provided for in this Act are:

For candidates who wrote the Public Practice Examination (PPE):

1. The applicant must have successfully completed the PPE; and
2. The applicant must have successfully completed a recognised training contract in public practice.

For candidates who wrote the Assessment of Professional Competence (APC):

1. The applicant must have successfully completed the APC;
2. The applicant must have successfully completed a recognised training contract; and
3. The applicant must have successfully completed the Independent Regulatory Board for Auditors (IRBA's) Audit Development Programme (ADP).

If it has been more than three years since the applicant was last registered with the IRBA, successfully completed the PPE, successfully completed their training contract (in the case of applicants who wrote the PPE), or successfully completed the ADP, whichever is the later date, the applicant is required to submit with their application their CV, evidence of CPD undertaken for the past three years, and a short explanation of why registration is required. If the applicant is joining a firm already registered with the IRBA, the applicant must also provide a letter signed by the Senior Partner or equivalent of the firm confirming their position within the firm and their audit proficiency. The applicant may be required to undergo a proficiency assessment.

Registration as a Registered Candidate Auditor

It is prescribed that the minimum qualifications, competency standards and requirements for registration of Registered Candidate Auditors in addition to those provided for in this Act are:

1. The applicant must have successfully completed a recognised academic programme at an accredited university; and
2. The applicant must have successfully completed a recognised core assessment programme; and
3. The applicant must have completed a recognised professional development and assessment programme.

It is prescribed that this means that the applicant must have qualified as a professional accountant with a professional body recognised by the IRBA.

- (c) ***prescribe*** the period of validity of the registration of a registered auditor and a registered candidate auditor;

Period of validity of the registration of a Registered Auditor

It is prescribed that the period of validity of the registration of a Registered Auditor, being both defined on a continuous registration basis and on an annual basis, is:

1. From the date of first registration until termination for whatever reason;
2. On an annual basis, from 1 April to 31 March of each year, provided the Registered Auditor pays the required annual fees and submits the required annual documents.

Period of validity of the registration of a Registered Candidate Auditor

It is prescribed that the period of validity of the registration of a Registered Candidate Auditor is:

The candidate shall be registered as a Registered Candidate Auditor until:

- the candidate has satisfied all the Audit Development Programme (ADP) requirements;
- the candidate has submitted a portfolio of evidence; and
- the IRBA has evaluated the portfolio of evidence and has reached a decision that the candidate has successfully completed the ADP

It is prescribed that the candidate will then be eligible to apply for registration as a Registered Auditor.

- (g) **prescribe** minimum requirements for the renewal of registration and re-registration of registered auditors and registered candidate auditors.

Requirements for renewal of registration and re-registration for Registered Auditors**1. It is prescribed that the minimum requirements for the renewal of registration are:**

- 1.1 Payment of an annual fee by a specified date, which fee is prescribed by the IRBA from time to time;
- 1.2 Completion and submission by a specified date of an individual Annual Return.

2. It is prescribed that the minimum requirements for re-registration are:

- 2.1 Payment of a registration fee, which fee is prescribed by the IRBA from time to time;
- 2.2 Completion and submission of Form 1 (Application by an Individual for Admission to the Register of Auditors) [see ANNEXURE A];
- 2.3 A determination by the IRBA of whether the applicant is a fit and proper person to practise the profession;
- 2.4 Compliance with all the requirements that would apply if the applicant were applying for registration for the first time as specified in section 37 of Act 26 of 2005;
- 2.5 If it has been more than three years since the applicant was last registered with the IRBA, successfully completed the PPE, successfully completed their training contract (in the case of applicants who wrote the PPE), or successfully completed the ADP, whichever is the later date, the applicant is required to submit with their application their CV, evidence of CPD undertaken for the past three years, and a short explanation of why registration is required. If the applicant is joining a firm already registered with the IRBA, the applicant must also provide a letter signed by the Senior Partner or equivalent of the firm confirming their position within the firm and their audit proficiency. The applicant may be required to undergo a proficiency assessment.

Requirements for renewal of registration and re-registration for Registered Candidate Auditors

There are no specific requirements for the renewal of registration or re-registration of Registered Candidate Auditors.

SECTION 37:

- 37(1) An individual must apply on the **prescribed** application form to the Regulatory Board for registration as an auditor or candidate auditor.

The prescribed application form for registration as a Registered Auditor is attached as **ANNEXURE A**.

The prescribed application form for registration as a Registered Candidate Auditor is attached as **ANNEXURE B**.

- 37(2) If, after considering an application, the Regulatory Board is satisfied that the applicant
- (b) has complied with the *prescribed* education, training and competency requirements for a registered auditor or registered candidate auditor.

The prescribed education, training and competency requirements are detailed in this document under **section 6(1)**.

SECTION 38

- 38(2) On application by a firm which is a partnership fulfilling the conditions in subsection 1(a) or a sole proprietor, on the *prescribed* application form, the Regulatory Board must register the firm as a registered auditor on payment of the prescribed fee.

The prescribed application form is attached as **ANNEXURE C**.

- 38(3) The Regulatory Board must register a company as a registered auditor on payment of the *prescribed* fee if...

The fee is determined and prescribed by the IRBA from time to time.

SECTION 40

- 40(1) A registered auditor or registered candidate auditor must apply in the *prescribed* manner to the Regulatory Board for the renewal of his or her registration.

Renewal of registration for Registered Auditors

In order to renew his or her registration with the IRBA on an annual basis it is prescribed that a Registered Auditor must:

1. Pay an annual fee by a specified date, which fee is prescribed by the IRBA from time to time; and
2. complete and submit an individual Annual Return by a specified date.

It is further prescribed that if the Registered Auditor fails to pay his annual fees by the specified date, the Registered Auditor's registration automatically lapses in terms of section 39(5).

It is further prescribed that if the Registered Auditor fails to submit his complete Annual Return by the specified date, the Registered Auditor's registration may be cancelled in terms of section 40(2) read with 39(3) for failing to meet the annual renewal requirements.

Renewal of registration for registered candidate auditors

There are no specific requirements for the renewal of registration of Registered Candidate Auditors.

- 40(2) A registered auditor or registered candidate auditor whose registration was terminated in terms of section 39 or cancelled in terms of section 51(3)(a)(iv) may apply for re-registration in the *prescribed* manner to the Regulatory Board.

Re-registration for Registered Auditors

The prescribed manner of re-registration for Registered Auditors is as follows:

1. Payment of a registration fee, which fee is prescribed by the IRBA from time to time;
2. Completion and submission of Form 1 (Application by an Individual for Admission to the Register of Auditors) [see **ANNEXURE A**]

3. A determination by the IRBA of whether the applicant is a fit and proper person to practise the profession;
4. Compliance with all the requirements that would apply if the applicant were applying for registration for the first time as specified in section 37 of Act 26 of 2005
5. If it has been more than three years since the applicant was last registered with the IRBA, successfully completed the PPE, successfully completed their training contract (in the case of applicants who wrote the PPE), or successfully completed the ADP, whichever is the later date, the applicant is required to submit with their application their CV, evidence of CPD undertaken for the past three years, and a short explanation of why registration is required. If the applicant is joining a firm already registered with the IRBA, the applicant must also provide a letter signed by the Senior Partner or equivalent of the firm confirming their position within the firm and their audit proficiency. The applicant may be required to undergo a proficiency assessment.

Re-registration for Registered Candidate Auditors

The prescribed manner of re-registration of Registered Candidate Auditors is as follows:

1. Payment of a registration fee, which fee is prescribed by the IRBA from time to time;
2. Completion and submission of Form 5 (Application by an Individual for Admission to the Register of Registered Candidate Auditors) **[see ANNEXURE B]**
3. A determination by the IRBA of whether the applicant is a fit and proper person enter the Audit Development Programme (ADP);
4. Compliance with all the requirements that would apply if the applicant were applying for registration for the first time as specified in section 37 of Act 26 of 2005.

ANNEXURE A

FORM 1

INDEPENDENT REGULATORY BOARD FOR AUDITORS

(Established under Section 3 of Act 26 of 2005)

APPLICATION BY AN INDIVIDUAL TO THE REGISTER OF REGISTERED AUDITORS

(For application in terms of Section 37(1) and Section 40(2))

I hereby apply to be registered as an auditor and I submit the following information in support of my application:

1. Name in full: (please use block letters)

(a) Title: _____

(b) Surname (and Maiden name if applicable): _____

(c) Forename(s) as per ID: _____

(d) Nickname: _____

2. Addresses: (Please circle the → next to the address where you would like to receive your individual correspondence. Please complete all the address details.)

→ (a) Your physical address: _____

→ (b) Your postal address: _____

→ (c) Your firm's postal address: _____

→ (d) Your firm's docex address (if applicable): _____

3. Telephone number: (_____) _____ Fax number: (_____) _____

Cell number: (_____) _____ E-mail address: _____

4. Identity number: _____ Ethnic group * _____

(Please attach a copy of the front page of your Identity Document)

5. I was registered as a trainee accountant with the Board from _____ to _____

per registration number _____

(Please attach a copy of SAICA's confirmation of discharge of training contract letter)

6. I passed the Public Practice Examination in (month) _____ (year) _____

If you have been granted exemption through an accredited professional body, please contact Registry for further assistance.

OR

I successfully completed the IRBA's Audit Development Programme in (month) _____ (year) _____

7. If it has been more than three years since you passed the Public Practice Examination (date of writing), or successfully completed the Audit Development Programme, or completed your training contract in public practice, or since you were last registered with the IRBA, whichever is the later date, then your application, for purposes of section 37(2)(d), must be accompanied by:

7.1 an up to date CV detailing your professional history;

7.2 evidence of CPD undertaken for the past three years;

7.3 a short explanation of why registration is required.

If you are joining an existing firm or the Auditor-General, please also submit a letter from the Senior Partner or equivalent of the firm confirming your position and your audit proficiency.

Your application will be assessed to determine whether a proficiency assessment is required.

If you are requested to attend an interview, an additional fee of _____ in respect of the year ending 31 March ____ is applicable.

ANSWER "YES" OR "NO" TO QUESTIONS 8 TO 14 INCLUSIVE

8. Are you resident in the Republic of South Africa? _____
9. Have you at any time been removed from an office of trust because of misconduct related to a discharge of that office? If yes, please provide details on a separate page. _____
10. Have you at any time been convicted, whether in the Republic or elsewhere, of theft, fraud, forgery, uttering a forged document, perjury, an offence under the Prevention and Combating of Corrupt Activities Act, 2004, or any other offence involving dishonesty? If yes, please provide details on a separate page. _____
11. Are you for the time being declared by a competent court to be of unsound mind or unable to manage your own affairs? If yes, please provide details on a separate page. _____
12. Are you an unrehabilitated insolvent, have you entered into a compromise with your creditors, or have you been provisionally sequestrated? If yes, please provide details on a separate page. _____
13. Are you a member of a professional body? _____
- 13.1 If you answered yes to question 13, please state the name of body and your membership number: _____
- 13.2 If you answered no to question 13, have you made arrangements for your continued professional development? If so, please provide details on a separate page. _____
14. Have you previously been registered as an auditor with the IRBA or its predecessor body? _____
- If yes, what was the reason for the termination of your registration? _____

(If termination was as a result of disciplinary action by the IRBA's Disciplinary Committee, please provide on a separate page cogent and comprehensive reasons as to why you should be re-registered, with specific reference to any changes in circumstance since date of termination.)

PUBLIC PRACTICE INFORMATION

15. Are you in public practice or do you intend to be in public practice within the next 12 months? _____
16. Do you intend performing assurance work? _____

Please note the following with regard to public practice:

- To assist you in answering the above questions, a document titled "Definitions of public practice, professional services and assurance" can be found in the Registry section of the IRBA website at www.irba.co.za.
- If you are an employee who earns a salary, you are not in public practice.
- **All assurance work must be performed through a firm, even if you intend practising as a sole proprietor.**
- **If you are registering as an employee of an existing firm and you intend performing assurance work, please provide a letter from the firm confirming that they are aware you are registering as an assurance Registered Auditor.**

TAX PRACTITIONER INFORMATION

17. Are you registered with SARS as a tax practitioner? _____
18. If you answered yes to question 18, please provide the following information:
Tax practitioner number: _____ Personal income tax reference number: _____
19. If you answered yes to question 18, do you wish to be recognised as a tax practitioner with the IRBA as your Recognised Controlling Body in terms of Section 240A of the Tax Administration Act, 2011? _____
20. If you answered no to question 20, please provide the name of your Recognised Controlling Body? _____

I certify that the above information is true and correct in every detail, and I undertake to comply with the Code of Professional Conduct, as published from time to time, by the IRBA, as well as the CPD policy of the IRBA as published, with amendments, if any.**

I attach proof of payment in the amount of R _____ in respect of the year ending 31 March _____

The IRBA's banking details are:

Bank: Standard Bank
Branch: Eastgate
Branch Code: 018505
Account Number: 221290532

Please note we cannot start processing your application without confirmation of payment.

Date

Signature of applicant

* This information is requested in order to gauge the profession's success in becoming more representative of the people in South Africa.

** The IRBA's Code of Professional Conduct and CPD policy are available on our website at www.irba.co.za.

You may email us your application form and supporting documentation to registry@irba.co.za, but please also post the original documents to P O Box 8237, Greenstone, 1616.

FOR IRBA USE ONLY		
	Date	Signature
Registrations Manager approval and letter signed		

ANNEXURE B

FORM 5

INDEPENDENT REGULATORY BOARD FOR AUDITORS

(Established under Section 3 of Act 26 of 2005)

APPLICATION BY AN INDIVIDUAL TO THE REGISTER OF REGISTERED CANDIDATE AUDITORS

(For application in terms of Section 37(1))

I hereby apply to be registered as a Registered Candidate Auditor (RCA) and I submit the following information in support of my application:

1. Is this your first application to be registered as an RCA? _____
2. If the answer to question 1 is no, please provide your previous registration number. _____
3. Name in full: (please use block letters)
 - (a) Title: _____
 - (b) Surname (and Maiden name if applicable): _____
 - (c) Forename(s) as per ID: _____
 - (d) Preferred name: _____
4. Addresses: (Please circle the → next to the address where you would like to receive any individual correspondence that is not sent by email. Please complete all the address details.)
 - (a) Your physical address: _____
 - (b) Your postal address: _____
 - (c) Your firm's postal address: _____
 - (d) Your firm's docex address (if applicable): _____
5. Telephone number: (_____) _____ Fax number: (_____) _____
 Cell number: (_____) _____ Email address: _____
6. Identity number: _____ Ethnic group * _____
 (Please attach a copy of your Identity Document)
7. If you do not have a South African Identity Document, please provide the following details:
 Passport number: _____ Country of issue: _____
 Date of issue: _____ Date of expiry: _____
8. I was registered as a trainee accountant from _____ to _____
 and my registration number was _____.
9. I passed the Assessment of Professional Competence (APC) on _____ (date)

ANSWER "YES" OR "NO" TO QUESTIONS 8 TO 14 INCLUSIVE

10. Have you at any time been removed from an office of trust because of misconduct related to a discharge of that office?
 If yes, please provide details on a separate page. _____
11. Have you at any time been convicted, whether in the Republic or elsewhere, of theft, fraud, forgery, uttering a forged document, perjury, an offence under the Prevention and Combating of Corrupt Activities Act, 2004, or any other offence involving dishonesty? If yes, please provide details on a separate page. _____

12. Are you for the time being declared by a competent court to be of unsound mind or unable to manage your own affairs? If yes, please provide details on a separate page. _____
13. Are you an unrehabilitated insolvent, have you entered into a compromise with your creditors, or have you been provisionally sequestrated? If yes, please provide details on a separate page. _____
14. Are you a member of a professional body? _____
- 14.1 If you answered yes to question 14, please state the name of body and your membership number: _____

FIRM INFORMATION

15. Name of registered audit firm that will offer the Audit Development Programme (ADP) _____
16. Has the above-named firm been subject to and undergone an IRBA firm inspection in the past three years? _____
17. Full name and surname of Oversight Registered Auditor (ORA) _____
18. ORA's IRBA registration number _____
19. ORA's Identity Number _____
20. ORA's email address _____

FIRM'S JOB PLANNING TOOL

21. Firm's Job Planning
(Please attach a copy of your firms' job planning documentation or use the provided template. The job planning template should indicate the clients that you have been allocated for either a six-month or twelve-month period – refer to the ADP Booklet for more details in this regard)

I certify that the above information is true and correct in every detail, and I undertake to comply with the Code of Professional Conduct, as published from time to time, by the IRBA.**

I enclose a cheque, or proof of payment, in the amount of R_____ in respect of the application fee.

The IRBA's banking details are:

Bank: Standard Bank
Branch: Eastgate
Branch Code: 018505
Account Number: 221290532

Please note we cannot start processing your application without confirmation of payment.

Please sign:

Date

Signature of applicant

Date

Signature of ORA

* This information is requested in order to gauge the profession's success in becoming more representative of the people in South Africa.

** The IRBA's Code of Professional Conduct is available on our website at www.irba.co.za.

You may e-mail us your application form and supporting documentation to , but please also post the original documents to P O Box 8237, Greenstone, 1616.

ANNEXURE C

FORM 2

INDEPENDENT REGULATORY BOARD FOR AUDITORS

(Established under Section 3 of Act 26 of 2005)

APPLICATION BY A FIRM FOR ADMISSION TO THE REGISTER OF AUDITORS

(For application in terms of Section 38(2)) and Section 40 (2)

The Independent Regulatory Board for Auditors
 P O Box 8237
 GREENSTONE
 1616

This firm hereby applies to be registered as an auditor and submits the following information in support of its application:

Full name of firm (head office): _____

Any acronym or abbreviation by which the firm is also known: _____

Type of firm (either a sole proprietorship, partnership or incorporated company): _____

Company registration number (if applicable): _____

Postal address of firm (including province): _____

Street address of firm (including province and postal code if you receive postal delivery to this address): _____

Docex address (if applicable): _____

Telephone number: (_____) _____ Fax number: (_____) _____

Firm's e-mail address: _____

Firm's website address (if applicable): _____

Registered Auditors in the firm

Full names of RAs in firm	IRBA registration no	Status in firm (ie. partner / director / managing partner / managing director / sole practitioner / employee / consultant	Is this RA assurance or non-assurance?	Is this RA attached to the head office or a branch? If branch, please indicate which branch.

Accounts contact person

Name: _____

E-mail address: _____

Direct telephone number: _____

Direct fax number: _____

Branches:

For each branch, please provide the following information. If your firm has more than one branch, please photocopy this page or use a separate sheet.

Name by which branch is known: _____

Telephone number of branch: _____

Fax number of branch: _____

E-mail address of branch: _____

Postal address of branch (including province): _____

Physical address of branch (including province and postal code if you receive postal delivery to this address):

Broad Based Black Economic Empowerment status of firm

Please select one of the following to indicate the category of your firm's B-BBEE status. Is your firm:

1.	A Start Up Enterprise (a recently formed or incorporated Entity that has been in operation for less than 1 year)	Yes	No
2.	An Exempted Micro Enterprise	Yes	No
3.	A Qualifying Small Enterprise to which the QSE scorecard applies	Yes	No
4.	An Enterprise to which the Generic Scorecard applies	Yes	No
5.	An Enterprise to which a Sector Code Scorecard applies	Yes	No

If you selected 3, 4 or 5 above, have you obtained a Rating of your B-BBEE status from an accredited Verification Agency or approved RA or a member of an Approved Professional Institute? _____ Yes / No _____

If yes, please attach a copy of your Verification Certificate and Scorecard.

Please indicate the level of your B-BBEE status as reflected on your Verification Certificate by selecting the equivalent level:

B-BEE status	Please select
Level 1	
Level 2	
Level 3	
Level 4	
Level 5	
Level 6	
Level 7	
Level 8	
Non compliant	

The following documents must be attached to this application:

- Business plan;
- Quality (ISQC) Manual of the practice you intend to start;
- Name and RA number of RA identified as the practice's Quality Reviewer; and
- Copies of agreements entered into with the Quality Reviewer

Date

Signature

Capacity

FOR IRBA USE ONLY		
	Date	Signature
Registrations Manager approval and letter signed		