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**BOARD NOTICES • RAADSKENNISGEWINGS**

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**BOARD NOTICE 41 OF 2018****Fees and charges for the financial year 1 April 2018 - 31 March 2019  
in terms of the Architectural Profession Act, 2000 (Act No. 44 of 2000)**

The South African Council for the Architectural Profession (SACAP) is empowered in terms of Section 12 (1) of the Architectural Profession Act, 2000 (Act No. 44 of 2000) (the Act) to determine fees and charges payable to the Council.

The prescribed annual fee for the 2018-2019 financial year will be increased by 6%. All other fees and charges have been similarly adjusted.

The relevant prescribed fees are set out in the schedule below and come into effect on 1 April 2018.

**SCHEDULE****Interpretation:**

The South African Council hereby prescribes its schedule of fees for the period 1 April 2018 – 31 March 2019.

1. Annual Fees and charges as published herein, replaces Board Notice 47 of 2017.
2. All other corresponding and related fees and charges as published herein, replaces and supersedes the Board Notice 47 of 2017, published on 28 March 2017.
3. Persons registered with the Council in terms of the Act, are required to pay the applicable Annual Fee in April annually.
4. In terms of section 20 (1) (a) (iii) of the Act, the Council may cancel the registration of a Registered Person if he or she fails to pay the prescribed Annual fee or portion thereof, within 60 days of it becoming due or within such further period as the Council may allow, either before or after the expiry of the 60 days.
5. A Registered Person, whose registration had been cancelled in terms of clause 4 above, is liable to pay all arrear annual fees and outstanding fees and charges as well as a stipulated re-registration fee on application for re-registration.
6. The fees prescribed herein include 15% Value Added Tax (VAT).
7. All fees are non-refundable.
8. Payments received in excess of the required amounts shall be credited to the Registered Persons' account.
9. All payments must be made directly to the bank account of the SA Council for the Architectural Profession (SACAP), as indicated on the application form and/or invoice.
10. Registered Persons must ensure that the correct reference details are recorded during payment transactions. SACAP will not be held responsible for any inconvenience caused due to incorrect referencing on the part of the Registered Person.
11. Council will not be offering any form of rebates and/or discounts to Registered Persons for the current financial year.
12. Annual Fees as charged by SACAP are administration fees and thus do not differentiate between the categories of registration.
13. **Please note that invoices are generated automatically on SACAP's YM Portal. Therefore, all registered persons must access their invoices on their individual profiles on YM.**
14. **Please note that SACAP no longer sends invoices via Postal Services, e-mail or fax. Invoices can only be accessed from the YM Portal.**

**SCHEDULE OF ANNUAL REGISTRATION FEES**

Inclusive of 15% VAT

These fees are applicable in accordance with Section 12 (1) (c) of the Act.

CATEGORY OF REGISTRATION	DESCRIPTION	Financial Year 1 April 2018 - 31 March 2019 (R)
a. Professional	Annual Fees due and payable within 60 days from date of issue of invoice	R2 994.00
b. Candidate	Annual Fees due and payable within 60 days from date of issue of invoice	R1 279.00

**SCHEDULE OF OTHER FEES AND CHARGES**

Inclusive of 15% VAT

SCOPE OF WORK	DESCRIPTION	Financial Year 1 April 2018 - 31 March 2019 (R)
<b>1. REGISTRATIONS (Administration Fees)</b>		
These fees are applicable in accordance with Section 12 (1) and 19 (1) of the Act		
a. Candidates - Section 12(1) (b) and 19(1) (b)	Initial registration – once off	R1 181.00
b. Professionals Re-Registration - Section 12(1) (i) and 20(4)	Re-registration after suspension for non-payment of Annual Fees	R2 510.00
c. Candidate Re-Registration - Sections 12(1) (i) and 20(4)	Re-registration after suspension for non-payment of Annual Fees	R1 694.00
d. Upgrades	Successful passing of PPE and/or obtaining further academic qualifications	R2 046.00
e. Registration application: Recognition of Foreign Qualifications - Section 12	Registration of person who have International qualifications	R8 910.00
f. Registration Appeal - Section 35 - Sections 12(1) (h) and 24	<b>Appeal against:</b> <ul style="list-style-type: none"> <li>• Category of registration;</li> <li>• Registration declined;</li> <li>• Cancellation of registration;</li> <li>• Period of internship</li> </ul>	R2 177.00
<b>2. REGISTRATION - CONFIRMATION LETTERS</b>		
Note: Confirmation of Registration – required for tender or plan submissions etc		
a. Confirmation Letter (7 working days turnaround time),	<b>Includes:</b> <ul style="list-style-type: none"> <li>• Confirmation of Registration</li> <li>• Letter of Good Standing</li> <li>• Letter in Support of Visa / Application</li> </ul>	R850.00
b. Confirmation Letter – Additional Charge per person.		R94.00
c. Confirmation Letter – Urgent (4 days turnaround time)	<b>Includes:</b> <ul style="list-style-type: none"> <li>• Confirmation of Registration</li> <li>• Letter of Good Standing</li> <li>• Letter in Support of Visa Application</li> </ul>	R1 554.00
d. Confirmation Letter – Additional Charge per person.		R149.00
<b>3. CERTIFICATES – Section 14(c)</b>		
a. Registration Certificate	Hard copy certificate issued upon application, in addition to electronic certificate available on YM. Fee does not include cost for delivery of certificate.	R500.00

<b>4. RENEWAL OF REGISTRATION - Section 22</b>			
<i>Note: Continuing Professional Development (CPD) Board Notice 43 of 2017</i>			
a. Renewal - Section 22(3)(a)	Renewable every 5 years in terms of Conditions Relating to Continuing Professional Development and Renewal of Registration (CPD)		R650.00
b. Exemption from CPD Conditions	Exemption for 1 calendar year based on special conditions (CPD)		R1 428.00
c. Extension of Period for Compliance (CPD)	Extension for a calendar year to comply		R1 467.00
d. Renewable Fee after failure to comply with CPD requirements – Rule 8 sub-rule 8.3.	Failure to comply after the year extension granted		R10 600.00
<b>5. PROFESSIONAL PRACTICE EXAM (PPE) –</b>			
<i>Note: Registration requirements in terms of the Practical Training and Examination Policy – Section 12 (1) (e)</i>			
a. Application to write the PPE – Standard Venues (Subject to certain conditions)	Written at identified venues within South Africa		R2 057.00
b. Application to write PPE Non-standard venues (subject to certain conditions)	Written at any other venue not listed as Standard Venue		R4 657.00
c. Re-Mark (per paper)	Remark permitted - once per exam		R823.00
<b>6. RECOGNITION OF VOLUNTARY ASSOCIATIONS - Section 25</b>			
<i>Board Notice 86 of 2016.</i>			
a. Application fee for recognition (Initial fee) – Section (25)	Application Fee is non-refundable with the recognition period valid for 5 years		R6 767.00
b. Renewal fee for recognition	Fees Subject to Annual Review		R3 857.00
<b>7. RECOGNITION OF PRIOR LEARNING (RPL) ASSESSMENT</b>			
<b>A. APPLICATION</b>			
Description	Fee payable (VAT Included)	Fee payable for Self-assessment Step 1	Balance payable for Authentication Step 2
a. To be upgraded from Professional Senior Architectural Technologist to Professional Architect	R9 994.00	R499.00	R9 494.00
b. To be upgraded from Professional Architectural Technologist to Professional Senior Architectural Technologist	R8 994.00	R449.00	R8 545.00
c. To be upgraded from Professional Architectural Draughtsperson to Professional Architectural Technologist	R7 992.00	R400.00	R7 595.00
<b>B. APPEAL AGAINST OUTCOME</b>			
Appeal against outcome of the assessment to be upgraded from Senior Architectural Technologist to Professional Architect			R4 997.00
Appeal against outcome of the assessment to be upgraded from Professional Architectural Technologist to Professional Senior Architectural Technologist			R4 498.00
Appeal against outcome of the assessment to be upgraded from Professional Architectural Draughtsman to Professional Architectural Technologist			R3 997.00

**NB. PLEASE NOTE THAT ALL THE FEES ARE NON-REFUNDABLE**