

04 January 2026

PUBLIC NOTICE 5/2026

CALL FOR SECTORAL COMMENTS ON THE EXISTENCE OF SBPSA REMINDER

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INVITATION TO THE SECTOR TO COMMENT ON THE EXISTENCE OF THE SMALL BUSINESS PRACTITIONERS OF SOUTH AFRICA (NPO)

REGISTRATION OF THE SMALL BUSINESS PRACTITIONERS OF SOUTH AFRICA WITH THE SOUTH AFRICAN QUALIFICATIONS AUTHORITY (SAQA)

The SBPSA is a non-statutory body seeking registration as a recognised professional body by SAQA. This entity enjoys formal and lawful registration with the Department of Social Development (hereinafter, the "Department"), registration number 317-364. Following a public announcement (**attached**) circulated to various stakeholders on 11 January 2023, SBPSA received no comments in that regard, **and a final call is published under By-Law 61 (the pre-approved By-Laws are attached) for affected stakeholders to comment on its existence.**

SBPSA exists to meet the following primary essentials:

1. To professionalise the small business environment by, inter alia, awarding small business-suited designations.
2. To help consolidate information within and about the sector in one place.
3. To help stimulate compliance and practical compliance knowledge.
4. To help regulate small businesses that are involved in the training of TVET students.
5. To integrate affected parties.
6. To ensure that the right Financial Information Professional is employed for the job.
7. To provide coordination of small business-related activities.
8. To help monitor and provide bookkeeping and reporting services to the government (all spheres) on assets it donates to small businesses.
9. To help with bookkeeping and reporting of Spaza Shops.
10. To train small directors and shareholders about their responsibilities.
11. To help with Continuous Professional Development: <https://elearning.sbpsa.org/eLearning/smallbiz>

Volume 0 is also attached to this Notice and provides a broad overview of our work.

The following stakeholders are our primary stakeholders and are expected to comment:

No.	Stakeholder's name	Reason for inclusion
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Members: Ms. Faith Mtyida-Ngadi (**Chairperson**); Mr. Sabata Ludidi AGA (**SA**) (**Deputy Chairperson**), Dr. Masibulele Phesa CA (**SA**), **RA (Treasurer)**; Dr. Noncedo Khewu (**Secretary**), Mr. Chumani Ngele CA(**SA**), **RA, CD (IoDSA) (Deputy Secretary)**.

Website: www.sbpsa.org **WhatsApp:** 078 158 6534 **Fax:** 086 482 3276 **Email:** info@sbpsa.org

1.	Members of the community at large	SBPSA is an entity with an official address. It operates with, amongst, and together with the people of South Africa. It is for this reason that members of the public are an essential component of our existence, and henceforth, their response is important to us.
2.	The Department of Trade, Industry and Competition (The DTIC)	<p>For our purposes, we identify the DTIC as an essential component of our existence. They are important for driving economic growth, industrialization, and job creation by facilitating investment, fostering international trade, and supporting small businesses. It creates a competitive, fair marketplace, enforces corporate regulations, and promotes inclusive economic participation.</p> <p>Key Reasons for their importance to SBPSA:</p> <ol style="list-style-type: none"> <u>Economic Growth and Transformation</u> The DTIC plays a critical role in developing the economy, aiming to achieve sustainable growth and reduce poverty through job creation. <u>Industrialization and Competitiveness</u> The DTIC supports diversification of the industrial sector by boosting the global competitiveness of local industries through various incentives. <u>Trade and Investment</u> The DTIC promotes exports, assists in finding international markets for local products, and attracts foreign direct investment. <u>Small Business Support (SMMEs)</u> The DTIC offers financial and administrative support to Small, Medium, and Micro-sized Enterprises (SMMEs) to increase their contribution to the economy. <u>Regulatory Framework and Consumer Protection</u> It establishes a fair, equitable, and regulated business environment, including enforcing company laws and consumer protection regulations. <u>Economic Empowerment</u> It drives the implementation of Broad-Based Black Economic Empowerment (B-BBEE) to ensure inclusive growth. NB: Essentially, the DTIC acts as a catalyst for industrial development and structural transformation within the economy.
3.	Banks and financial institutions	The reality is that small businesses often lack financial muscle, whether at inception, during operations, or at their deathbed. Banks and other financial institutions, as a result, are essential for small businesses by providing crucial financial infrastructure, including dedicated business accounts to separate personal finances, and access to capital through loans,



	<p>lines of credit, and equipment financing to fuel growth. These institutions help facilitate cash flow management, protect against fraud, and offer tailored services such as merchant payments, enabling small businesses to operate efficiently, manage risk, and expand.</p> <p>Key reasons why the SBPSA further views banks and other financial institutions as an important link for small businesses:</p> <ol style="list-style-type: none"> <u>1. Access to Capital & Financing</u> <p>Banks and other financial institutions provide crucial loans, SBA-backed loans, lines of credit, and equipment financing that allow small businesses to manage cash flow, invest in technology, and expand operations.</p> <ol style="list-style-type: none"> <u>2. Economic Support</u> <p>By supporting small businesses, banks, and other financial institutions contribute to local economic growth, job creation, and stability. As a result, banks and other financial institutions in South Africa seek to work with knowledgeable small and medium-sized enterprises (SMEs) primarily to mitigate credit risk, enable sustainable economic growth, and foster long-term, profitable banking relationships. This is the space the SBPSA seeks to close. Knowledgeable, financially literate, and formally registered SMEs represent a lower-risk investment than informal, unbanked businesses, enabling banks to efficiently deploy capital in a market that contributes significantly to GDP and employment.</p> <p>Here are further key reasons why South African banks collaborate with knowledgeable SMEs:</p>
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		<p>1. <u>Risk Management and Lower Default Rates: Superior Viability Assessment</u></p> <p>Knowledgeable business owners, particularly those with good record-keeping, allow banks better to assess the viability and sustainability of their business.</p> <p>2. <u>Mitigation of Financial Risk</u></p> <p>Financially literate owners can manage risks effectively, reducing the likelihood of loan defaults.</p> <p>3. <u>Reduced Administrative Costs</u></p> <p>"Going concern" SMEs that understand financial reporting require less intensive, costly mentoring from banks compared to start-ups.</p> <p>4. <u>Access to 'Missing Middle' Financing</u></p> <p>Banks and other financial institutions are looking to finance "missing middle" (small-to-medium) enterprises that are formalised and have the operational capacity to meet credit criteria.</p> <p>5. <u>Cross-Selling Opportunities</u></p> <p>Building relationships with informed SMEs allows banks to cross-sell services beyond lending, such as payroll, insurance, and transactional accounts.</p> <p>6. <u>Data-Driven Lending</u></p> <p>Knowledgeable SMMEs, especially those using modern accounting, provide the data needed for banks and other financial institutions to offer personalized services and specialized products.</p> <p>7. <u>Regulatory and Economic Support Supporting NDP Goals</u></p>
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		<p>Banks and other financial institutions are aligned with the National Development Plan (NDP) to stimulate economic growth and reduce unemployment by supporting the SMME sector, which makes up 91% of formalised businesses in SA.</p> <p>8. <u>Government-Backed Schemes</u></p> <p>Knowledgeable businesses are better positioned to leverage government-backed, low-interest loan schemes (like those involving Khula/SEFA), which banks use to reduce their risk.</p> <p>9. <u>Enterprise and Supplier Development (ESD)</u></p> <p>Banks and other financial institutions often need to fulfill empowerment requirements, and working with compliant, knowledgeable SMEs enables them to meet these targets effectively.</p> <p>10. <u>Technical Sophistication and Modernization Adoption of Digital Solutions</u></p> <p>Knowledgeable SMMEs are more likely to adopt digital banking, fintech solutions (like invoice financing), and mobile banking tools, which reduce transaction costs for the bank.</p> <p>11. <u>Integration into Value Chains</u></p> <p>Banks actively connect knowledgeable SMMEs to larger, established corporate clients, strengthening the overall economic ecosystem.</p> <p><u>In summary</u>, while banks and other financial institutions in South Africa are sometimes criticised for being risk-averse, they invest in knowledgeable, financially savvy SMME owners</p>
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		because they are more likely to survive and grow, creating a sustainable, profitable partnership for the bank.
4.	Tertiary institutions	<p>Most of the businesses we regulate start with Small Business Practitioners undertaking formal education at tertiary institutions. As a result, tertiary institutions are essential for small business development by providing crucial knowledge, financial literacy, and technical skills training to entrepreneurs. Even though they foster innovation and entrepreneurship through business incubators, research facilities, and by equipping students with the mindset for startup creation, there will be times when students must leave academia and face the harsh realities of the world. We seek to host the student when that time comes. Moreover, not all tertiary students envisage working in or with a small business environment in the future. Creating collaborations with tertiary institutions is essential for SBPSA. These institutions also bridge the financial knowledge gap, offering tailored support that helps small businesses overcome operational challenges and drive local economic growth.</p> <p><u>Key ways tertiary institutions support small business development include:</u></p> <ol style="list-style-type: none"> <u>Skills Development and Training</u> <p>Tertiary institutions provide generic, non-tailored workshops, training, and education to fill skill gaps necessary in the syllabus. Specifically, financial literacy and management, which are crucial for running small businesses effectively, are not monitored over time due to time availability and educational lifespan.</p> <ol style="list-style-type: none"> <u>Incubation and Infrastructure</u>



		<p>They ought to offer physical spaces (incubators), research laboratories, and technical support to help start-ups develop, often providing access to resources that small businesses cannot afford on their own. Some of the tertiary institutions have no incubator programmes at all. However, limited time, limited resources, a lack of experienced facilitators, and students' desire to pass are among the important challenges facing these incubators. Finally, facilitators lack touch with real issues the small business environment faces, and there is no coordination between small businesses and these tertiary institutions.</p> <p>3. <u>Fostering an Entrepreneurial Mindset</u></p> <p>Through curriculum development, career guidance, and experiential learning (e.g., real-life projects), SBPSA may help institutions cultivate innovative thinking and entrepreneurial skills in students and community members.</p> <p>4. <u>Research and Evidence-Based Policy</u></p> <p>They ought to contribute to economic development by conducting research on the SMME sector, informing policy, and creating evidence-based tools for better business planning. The major difficulty here is who one really talks to when they want to be in contact with the small business community. This limitation is important, and as it is, it shakes up South African Small Business Policy Management.</p> <p>5. <u>Networking and Support</u></p> <p>Tertiary institutions ought to often facilitate networking, mentorship, and connections to investors, assisting with the transition from</p>
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		<p>education to business ownership. However, tertiary programs are not entirely organised to spend more time with the outside community. Community engagements are specific, budget-oriented, and time-managed, with no follow-up.</p> <p>The time to officially monitor through accreditation of small business-related qualifications is essential, thereby improving offerings, improving teaching aids, research, and the quality of staff members at a tertiary level.</p>
5.	Companies and Intellectual Property Commission (CIPC)	<p>The CIPC is essential for South African small businesses as it provides legal recognition, creates a distinct legal entity (separating personal and business assets), and ensures statutory compliance. Registration enables access to business banking, government tenders, and funding, while protecting intellectual property (trademarks/patents). The only challenge is that small Business Practitioners have nowhere to learn about what CIPC stands to enforce. This is where the SBPSA comes in to continually inform small businesses about their compliance responsibilities, timing, options, and consequences.</p> <p><u>Key Reasons CIPC is Important to Small Businesses:</u></p> <p>1. Legal Legitimacy and Credibility</p> <p>Registered businesses (e.g., (Pty) Ltd) are viewed as more professional by customers, suppliers, and financial institutions.</p> <p>2. Protection of Personal Assets:</p> <p>It establishes limited liability, which shields the owner's personal assets from business debts and legal issues.</p>

		<p>3. Access to Funding and Opportunities</p> <p>Many investors, banks, and government tender processes require proof of CIPC registration to approve funding or contracts.</p> <p>4. Intellectual Property Protection</p> <p>CIPC manages the registration and safeguarding of trademarks, patents, and designs, preventing theft of unique business ideas or products.</p> <p>5. Regulatory Compliance</p> <p>It ensures the business complies with the Companies Act, which includes filing annual returns to avoid company deregistration.</p> <p>6. Banking and Taxation</p> <p>A CIPC registration is necessary to open a business bank account and to register for tax purposes with SARS. Failure to maintain CIPC compliance, such as failing to file annual returns, can result in the suspension of a business bank account or the deregistration of the company.</p>
	Department of Labour	<p>The Department of Employment and Labour is vital to small businesses by providing a legal framework that ensures fair, productive, and safe workplaces while promoting employee welfare. It regulates working conditions—such as hours, wages, and leave—helping to manage risks, improve productivity, reduce absenteeism, and ensure compliance with labour legislation. However, SMMEs are not trained at all in how to prepare and build a relationship early with the Department of Employment and Labour. Many SMMEs are not faced with hefty penalties for</p>



		<p>breaching DoL rules. SBPSA seeks to close this gap.</p> <p><u>Key reasons for its importance include:</u></p> <p>1. Regulatory Compliance</p> <p>It helps SMEs navigate labour laws, minimizing risks associated with non-compliance.</p> <p>Productivity and Safety</p> <p>Through initiatives like the Occupational Health and Safety Act, it promotes safer working environments, which reduces workplace accidents and diseases.</p> <p>Support Services</p> <p>The department offers services to improve productivity and competitiveness, such as those provided by Productivity SA.</p> <p>Access to Talent</p> <p>Platforms like the Employment Services of South Africa (ESSA) allow small businesses to find job candidates and access internships and apprenticeships.</p> <p>Risk Mitigation</p> <p>By fostering sound labour relations, it helps reduce labour-related conflicts.</p>
	Department of Small Businesses (DSBD)	<p>The DSBD is essential to small businesses by creating an enabling environment through targeted legislation, policy, and support structures. Even though it ought to facilitate growth by improving access to funding, providing mentorship, and reducing regulatory burdens, internal limitations hinder its ability to achieve this primary objective. The department drives economic growth and job creation by</p>

		<p>supporting SMMEs and co-operatives, but this is not coordinated; therefore, the SBPSA should step in.</p> <p><u>Key Reasons for Importance:</u></p> <p>1. Enabling Environment</p> <p>The DSBD develops policies and laws that make it easier for small businesses to operate and grow.</p> <p>2. Access to Support & Funding</p> <p>It connects entrepreneurs with financial incentives, such as loans and grants, along with mentorship programs.</p> <p>3. Capacity Building</p> <p>Through platforms like DSBDConnect and incubators, it helps formalize and support informal businesses, such as Spaza shops.</p> <p>4. Economic Impact</p> <p>The department recognizes that small businesses are crucial for economic diversification and local community development.</p> <p>5. Reducing Hurdles</p> <p>It addresses challenges related to compliance and regulations, facilitating a more sustainable business environment. By focusing on the unique needs of SMMEs, the department helps turn small enterprises into sustainable, competitive entities.</p>
	<p>South African Revenue Service (SARS)</p>	<p>SARS is crucial to South African small businesses by offering tax incentives, such as lower Small Business Corporation (SBC) tax rates and Turnover Tax, which reduce financial burdens and aid sustainability. Compliance is essential</p>

		<p>for unlocking funding opportunities, managing cash flow via e-Filing, and utilizing the Employment Tax Incentive (ETI) to hire staff. But who is really responsible for teaching SMMEs how to approach SARS correctly from the beginning?</p> <p><u>Key reasons for its importance include:</u></p> <p>1. Reduced Financial Burden SBCs with a turnover up to R20 million may qualify for lower corporate tax rates, while the first R95,750 of taxable income is exempt from tax for certain entities.</p> <p>2. Simplified Compliance The Turnover Tax system simplifies tax for micro-businesses with turnover under R1,000,000.00, replacing multiple tax types with one system.</p> <p>3. Access to Funding A valid Tax Compliance Status (TCS) is critical for securing business funding and tenders, as lenders use it to assess financial health.</p> <p>4. Job Creation Incentives The Employment Tax Incentive (ETI) helps businesses reduce Pay-As-You-Earn (PAYE) liability when hiring employees aged 18 to 29.</p> <p>5. Efficient Administration SARS eFiling streamlines tax submissions, reducing paper usage and offering faster processing, which aids cash flow.</p> <p>6. Accelerated Depreciation Qualifying businesses can write off assets faster, reducing taxable income.</p>
6.	Department of Administration	<p>SBPSA seeks to serve as a resource for all information-related needs of small businesses. As we speak, there is a small business supplier in each department, but we get hold of one when needed. Before engaging with small businesses, the government should ensure they register with us for information-sharing purposes. Also, those already in the database must be encouraged</p>

		to contact us and given specific time frames to do so.
7.	Department of Local and Corporate Governance	Small businesses are operating in small businesses. Municipalities and other structures have the smallest business database. SBPSA is a vital link within local government if it is correctly known and involved.
8.	Small businesses and training officers	Small businesses are our target customers for all the various reasons stated above. Further, small businesses that train TVET students must register with us, together with their training officers, to ensure alignment in the training and the qualifications of the training officer, thereby ensuring that students are better equipped to sit and pass qualifying exams to practise within the small business environment. Please see the By-Laws in this regard.
9.	Tertiary students	<p>Tertiary students should know more about the SBPSA because it cultivates a crucial, adaptable mindset (often called "small business literacy") necessary for navigating an uncertain, fast-changing, and automated future, rather than just teaching how to start a company. Beyond just launching businesses, small business education and continuous training foster essential skills like critical thinking, problem-solving, and resilience, making graduates more employable (or better employees) and capable of generating their own opportunities.</p> <p>Here are the key reasons why tertiary students should know more about entrepreneurship:</p> <p>1. Developing a Future-Ready Mindset</p> <p>Navigating Uncertainty:</p> <p>- Small business teaches students to thrive in unpredictable environments and adapt to new, shifting landscapes.</p> <p>2. Problem Identification & Solving</p> <p>SBPSA seeks to help students move beyond just solving problems to actually identifying them, fostering innovative solutions to real-world challenges.</p> <p>3. Resilience and "Grit"</p> <p>The small business journey, taught in these programs, builds grit—a combination of passion and persistence crucial for long-term success.</p> <p>4. Enhanced Employability and Career Flexibility Intrapreneurship</p> <p>The skills learned, such as proactivity and innovation, are highly valued within existing companies (intrapreneurship), making the graduates we interact with more desirable employees.</p> <p>5. Job Creation</p>

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		<p>Instead of waiting for jobs, students with an entrepreneurial small business training mindset can create their own or contribute to start-ups that are the primary engines of net job creation.</p> <p>6. Diverse Skillset</p> <p>Our small business education provides a "well-rounded" toolkit that includes financial literacy, marketing, strategy, and leadership.</p> <p>7. Leveraging Available Resources Safe Environment for Failure</p> <p>Universities often provide incubators, accelerators, and mentorship, allowing students to "fail early and often" with lower risk compared to doing so after graduation. However, these are only accessible during the tuition period and are marked by unlimited limitations.</p> <p>8. Access to Networks</p> <p>It is not possible for tertiary students to leverage networks to find co-founders, investors, and mentors.</p> <p>9. Economic and Social Impact Driving Innovation</p> <p>Our small business training and design is a catalyst for economic growth, driving innovation in industries and introducing new products and services.</p> <p>10. Social Change</p> <p>Many programs now focus on social entrepreneurship, training students to create ventures that solve societal issues like sustainability and poverty.</p> <p>11. Practical Application of Knowledge Bridging Theory and Practice</p> <p>We provide an opportunity to apply academic theories to real-world projects, making education more engaging and relevant.</p> <p>12. Understanding Business Fundamentals</p> <p>We teach necessary business skills like cash flow management, marketing, and legal setup, which are often not covered in traditional degrees.</p>
10.	Department of Higher Education and Training (DHT)	The DHT is a cornerstone in fixing small business knowledge. Students are registered for 18 months, and after that, in-service learning is required. With tough competition, DHT must ensure that students attend in-service training

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		with SBPSA-accredited training offices. SBPSA must also coordinate the registration, assessment, and upliftment of training officers. As such, tracking student progress during learning and training sits squarely with SBPSA, with DHT having access rights. This will also ensure smooth document management during this period. DHT will also benefit student performance on both parts 1 and 2 of the qualifying exams, with SBPSA providing essential feedback at each examination period.
11.	Provincial Economic Developers and Corporations	Development Corporations are critical to small business development by providing financial, technical, and strategic support to strengthen the Provincial economy. It is still a government department and has similar challenges in terms of resource capacity and technical expertise. Their processes are largely confined to the public sector, whereas all small businesses face distinct private-sector challenges. We are available to offload this from them with a more dedicated, sustainable, and focus-driven solution. To train, develop, and monitor. Provincial Corporation development remains essential to empowering SMMEs and cooperatives through enterprise finance, business support, and market access, fostering growth, creating sustainable jobs, and alleviating poverty.
12.	Accredited professional bodies for financial management and reporting in South Africa, including members of the LPC. -	SBPSA aligns itself with major accounting professional bodies. For instance, our position is that Chartered Accountants are best suited to sign the financial statements of any small business because of their knowledge, risk appetite, and training. We strongly believe that, after passing the FRC exams, all other accounting professions can work to support the Chartered Accountant up to the Trial Balance level. Further, we believe we can welcome any professional member with 4 years of practical experience to close tax returns. Failing which, the individual will only be allowed to calculate the tax due with supporting documents, but will not be able to file.
13.	Financial Services Conduct Authority (FSCA)	FSCSA helps distribute information to financial institutions, since we have no database for them. FSCA has been identified as an indirect stakeholder and an essential information centre for our purposes.
14.	Chambers of Commerce	Chambers of commerce also have databases for most small businesses. They are essential for small business development. They are also an information intermediary.
	Council of Churches	Churches have become conventional business entities. There is a growing need for churches to account for what they receive from ordinary congregants. Further, SBPSA lists a church as a potential registrant.
15.	South African Qualifications Authority	Similar to the FSCA, SAQA maintains a rich database of professional bodies that include

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		small businesses. SAQA, as a result, is an information distributor for our purposes.
16.	Department of Transport	This is because the SBPSA lists tax operators as potential registrants.

For our purposes, the above is considered a Small Business Sector and will serve as the distribution list.

All queries should be addressed to the CEO: rvuzane@sbpsa.org

Chief Executive Office

Small Business Practitioners of South Africa

04 February 2026



Small Business Practitioners
of South Africa

**SMALL BUSINESS PRACTITIONERS
OF SOUTH AFRICA
BY-LAWS
Version: 0.0**

Name of the document	SMALL BUSINESS PRACTITIONERS OF SOUTH AFRICA BY-LAWS
Policy version	0.0
Applicability	Wholesale
Custodian committee	Institutional Strategy and Development
Chief Executive Officer	Mr. Rolihlahla Vuzane CA(SA)
Signature: _____ Date: _____	
Custodian	Chief Executive Officer and Directorate: Operational Support
Chair of the Committee	
Signature: _____ Date: _____	
Chairperson of the Association	Ms. Faith Mtyida-Ngandi
Signature: _____ Date: _____	
Period of review	2 Years
Date of the review	
Next date of the review	

ABBREVIATIONS

CHE	Council for Higher Education.
CIPC	Companies and Intellectual Property Commission.
DoL	Department of Labour.
HEQSF	Higher Education Qualification Sub Framework.
NQF	National Qualifications Framework.
PLR	Prior Learning Recognition.
PLR	Prior Learning Recognition Criteria.
QCTO	Quality Council for Trades and Occupations.
SAQA	South African Qualifications Authority.
SARS	South African Revenue Service.
SBPSA	Small Business Practitioners of South Africa.
RETEC	Research, Education, Training, and Ethics Committee.
SBT	Small Business Tribunal.

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DEFINITIONS:

The list of definitions stated here will have to be read together with the definitions, as noted on Volume 1, the PLR Policy, the CPD Policy, the Transformation Policy, the Board Charter, the lease agreement, the financial statements, the foreign qualification policy; the Policy and Criterion of Membership; the Code of Professional ethics; the Disciplinary policy; the appeals policy; the competency framework and the Committee Charters,

Name	Definition
Active membership	A person or juristic person found in the roll register of members who is in good standing with the By-Laws of the Association.
Accounting period	The financial year starting on the 1 st of March each year ends on the last day of February each year.
Accredit	The process SBPSA undertakes with the affected applicant to facilitate the applicant obtaining accreditation with the Association.
Accreditation Committee	A Committee that recommends that the Board accredit an institution.
Accreditation Policy	A document that must guide and be followed when an accreditation has to be undertaken.
Administration team	A team of employees led and reporting to the Chief Executive Officer.
Affidavit	A document that is either obtained from a legal practitioner or a police station, taken under Oath, confirming a particular point.
Aggrieved party	A person dissatisfied with one or two occurrences and wishes to institute an action, or is unaware that an action can be initiated to resolve their dissatisfaction, or chooses to let their dissatisfaction slide.
Association	SBPSA as a collective.
Appeal	A step taken after the appellant has considered the results of the initial application and now makes a formal dispute against those initial results to the senior government body that they are not satisfied with a particular outcome against themselves or another party.
Appellant	Refers to a person who initiates the appeal process.
Appeal process	A collective process of attending to an appeal, including the provision of the outcome.

Appeal process fee	An amount as stated on the Association's Fees Manual that the appellant pays to the Association for the appeal application to be considered.
Appeal reference number	A number that is affixed by the Association on the motivational letter as a reference to having considered or for which a particular appeal needs to be referred.
Application	A person who takes a conscious and active step by making the Association aware that he wants to belong to it as an active member.
Applicant	A person who initiates a process of becoming an active member of the Association.
Application fee	An amount as stated on the Association's Fees Manual that the applicant pays to the Association for their application to be considered.
Application form	Will include either an electronic or paper-based instrument that the applicant would fill out as a requirement for his application to be considered, based on the selections and appropriate choices made, accompanied by a valid supporting document.
Application reference number	A number that the Association affixes on the application form [for manual applications] or on the application's register or on the Assessment Result of the applicant as a reference to having considered or for which a particular application needs to be referred to.
Annual General Meeting	Stated in Clause 6 the Association's Constitution.
Annual Financial Statements	A formal, structured financial report providing a comprehensive overview of the Association's financial performance and health for the accounting period. They typically include four main components: the balance sheet, showing a snapshot of assets, liabilities, and equity; the income statement (or profit and loss statement), detailing revenues, expenses, and profitability; the statement of cash flows, tracking cash inflows and outflows; and the statement of changes in equity, illustrating shifts in ownership equity. These statements are used by stakeholders like investors, lenders, and management to make informed decisions about the Association's financial position and future prospects.
Audited Financial Statements	A document defined in Volume 1 which has been audited by a person qualified as an external auditor registered with the Independent Regulatory Board of Auditors.

Allocation of payment	A conscious step taken by the Association to assign the payments the Association receives to the right course of income.
Assessment	An action of considering an application or appeal against a predetermined criterion.
Audit and Risk Committee	A board committee that provides oversight of the Association's financial reporting, internal controls, compliance, and risk management processes, ensuring the integrity of financial information and the effectiveness of risk mitigation strategies. According to the Association's By-Laws, this committee, is composed of independent non-executive directors, and one Board member who reviews financial statements, oversees internal and external auditors, and monitors the implementation of risk management policies to protect the organization from potential harm and maintain stakeholder confidence.
Auditor's remuneration	The amount agreed upon to be paid by to the external auditors by the Board members at the AGM.
Auditor	A firm or an individual appointed by the Board at the AGM or at a Special Meeting to examine the financial statement of the Association for a given accounting period.
Authorized Share	The shares that the company is born with. These shares must be issued at an AGM firm before they can be sold. A company with 100% authorised shares means that it does not belong to or is not owned by anyone.
Authorized Interest	The interest that the close corporation is born with. This interest must be issued at an AGM firm before it can be sold. A close corporation with 100% authorised interest means that it does not belong to or is not owned by anyone.
Board of directors	A governing body that sets the strategic direction, hires and oversees executives, and protects the interests of the Association stakeholders. The Board members have a fiduciary duty to act in the best interests of the Association.
Board Committees	Specialized sub-groups of the main board of directors that focus on specific areas, such as the Audit and Risk Committee, to provide in-depth expertise and advice, divide workload, and improve overall governance and strategic oversight. These groups, composed of board members with relevant expertise, perform preparatory work and offer recommendations, although the full board typically retains final decision-making authority.
Business	The Association or a Small Business Operation.

Business Registration Certificate	A certificate issued by the CIPC confirming the registration and existence of a business company.
By-law	A set of Rules governing both the Association and its members, including the trainees thereto.
Candidate	A synonym of an applicant or appellant, in relation to that application.
Capital	The money provided to the business to meet long-term or short-term financial requirements of the business, noted as a dividend guarantee to the interest holder or the shareholder, or money that is borrowed from someone or a financial institution for the same purpose, but for which it bears interest.
Chartered Accountant	A person registered with the Association and is authorised because of this status to prepare and sign the financial statements of the active SBOs.
Chief Executive Officer	The highest-ranking executive at the Association, mainly responsible for setting strategic goals, making major corporate decisions, and leading the Association towards its vision. They are the main point of communication between the board of directors and corporate operations, serving as the public face of the company and ensuring its overall success. Key responsibilities include financial and operational leadership, managing operations and resources, and fostering a strong company culture.
Code of Professional Ethics	A formal set of guidelines that outlines the Association's core values and expected conduct, serving as a moral framework for professionals to make decisions with integrity, responsibility, and honesty. It establishes clear standards of behaviour in the workplace, guides professionals in addressing ethical dilemmas, and helps uphold the integrity and reputation of both the individual and their organization.
Combined Assurance Report/Template	A document suggested by the SBPSA to its SBO for qualitative reporting.
Chairperson, chairman/woman, or chair	A presiding officer of the Association's board or committee meeting.
Committee	The committee of the Board.
Company	A legal entity representing an association of legal people, whether natural, juridical, or a mixture of both, with a specific objective.
Company members	A group of individuals sharing a common purpose and uniting to achieve specific, declared goals.
Company secretary	A senior officer of a company responsible for its efficient administration and legal compliance, acting as a key advisor to the board of directors on their duties and responsibilities. Their duties include maintaining

	statutory registers, recording board minutes, ensuring compliance with corporate governance rules, and acting as a liaison between shareholders and the company. This role is mandatory for public companies and state-owned enterprises in South Africa, but private companies can appoint one voluntarily.
Competency	An ability to do something successfully or efficiently.
Competency Framework	A structured tool that defines the necessary knowledge, skills, behaviours, and attributes employees/trainees need to perform effectively in their roles and contribute to the Association's objectives. It serves as a guide for talent management, outlining the expectations for each job, standardizing performance, and providing a common language for communication across HR functions. Key benefits include improving recruitment, performance evaluation, professional development, and succession planning.
Compliance calendar	Appendix A included as part of Volume 4 of the Small Business Common Language Guide.
Continuous Professional Development	An intentional and ongoing process of learning that professionals undertake to maintain and improve their skills, knowledge, and abilities in their professional context. It can involve a mix of formal activities like courses and workshops, as well as informal methods such as mentoring and self-study, with the goal of enhancing career advancement, ensuring effectiveness, and staying aligned with evolving industry standards.
Correspondence	A process of writing and responding to each other.
Customer	All the active members of the Association.
Department	A directorate whose Senior Official is given a status of being a director within the Association.
Departmental organogram	A document approved by the Board indicating how each department is structured.
Director	A person who leads and oversees the Association's directorate and holds various responsibilities within the context of the Association's vision, mission, and values.
Designation	A distinguishing name, title, or label given to a person or thing, indicating its purpose, status, or function.
Disciplinary Action	A formal or informal corrective measure taken by the Association in response to an active member's failure to meet performance expectations or behavioural standards, which violates the Association's policy, rules, or bylaws. It can range from a verbal warning to a final warning, suspension, or termination of membership. The goal is to inform the active

	member of the issue, allow them to improve, and ensure a fair, consistent, and productive workplace.
Donation	A voluntary and gratuitous transfer of something, such as money, goods, or services, to the Association without expecting anything in return, often with a philanthropic intent. Donations to the Association ought to be in the form of cash, gifts-in-kind (goods or services), or time, and they support charities, humanitarian efforts, or medical needs.
Donating	The process of giving (money or goods) to the Association for a good cause.
Donation certificate	A formal document from a registered Public Benefit Organisation (PBO) that acknowledges a donation and allows the donor to claim a tax deduction in South Africa under Section 18A of the Income Tax Act, up to a limit of 10% of their taxable income. These certificates are essential for the donor to receive the tax benefit and for the PBO to attract funding.
Electronic Application	A digital submission of required information and documents to an organization through a web-based system, online portal, or a dedicated platform. This method offers convenience and efficiency, allowing applicants to apply for services such as visas, ID cards, or water-use licenses, track their progress, and receive notifications without visiting physical locations.
Evidence	The available body of facts or information indicating whether a belief or proposition is valid.
Finance, Human Resources, Integrated, and Sustainability Committee	A committee of the Board overseeing the Association's strategy and performance across financial, human capital, integrated reporting, and environmental, social, and governance (ESG) aspects. Its purpose is to ensure these areas are managed cohesively to create long-term value for the organization and its stakeholders, integrating financial health with responsible people management and sustainability practices.
Financial Competence	An individual's ability to effectively understand, manage, and apply financial knowledge to make informed decisions that support their personal financial well-being. It goes beyond just knowing financial facts (financial literacy) to include the actual execution of sound financial behaviour, incorporating skills, motivation, and confidence
Financial Record Clerk	A person defined in Volume 1 of the Small Business Common Language Guide.
Financial Statements	A document defined in Volume 1 of the Small Business Common Language Guide.

Foreign candidate	A person with a qualification obtained outside the borders of the Republic, with a passion or desire to be admitted as an active member of the Association through an application process.
Foreign qualification	An educational or vocational certification awarded by a nationally recognized institution in a country other than South Africa. In South Africa, the South African Qualifications Authority (SAQA) evaluates foreign qualifications to determine their equivalence to the South African National Qualifications Framework (NQF), which is necessary for employment or further education. This evaluation process assesses the accreditation of the issuing institution, the authenticity of the qualification, and its alignment with the national system.
Founder in relation to a Close Corporation	A "founder" is a person who starts and establishes a new close corporation or someone who causes a close corporation to be formed. This can also be the same person who acquires the interest of the close corporation.
General Journal	A daybook or subsidiary journal in which transactions relating to adjustment entries, opening stock, depreciation, accounting errors, etc., are recorded. The source documents for general journal entries may be journal vouchers, copies of management reports, and invoices
General ledger	A bookkeeping ledger in which accounting data are posted from journals and aggregated from sub ledgers, such as accounts payable, accounts receivable, cash management, fixed assets, purchasing, and projects. A general ledger may be maintained on paper, on a computer, or in the cloud.
Going Concern Certificate	A certificate issued by SBPSA to the SBO confirming that an entity is a Going Concern for a foreseeable future.
Government grant	any money received from any government enterprise for a particular well-defined purpose.
Greed	An overwhelming, excessive, and often negative desire for more wealth, power, status, or material possessions than one needs, and can also apply to other things like food or attention. It is characterized by an insatiable urge for more, distinguishing it from normal ambition or the pursuit of necessities. Greed is a concept often associated with negative connotations and has been historically identified as one of the seven deadly sins in Christian theology, believed to lead to other sins and immoral behaviour.
Head office	The address that is indicated on the registration document of the Association.

Independent review	A limited assurance engagement where the practitioner performs primarily inquiry and analytical procedures to obtain sufficient appropriate evidence as the basis for a conclusion on the financial statements as a whole, expressed in accordance with the requirements of ISRE 2400 (Revised). An Independent Review is performed by a practitioner who was not involved in the preparation of the financial statement. Independent reviews are not required for owner-managed profit companies, but can be performed voluntarily if the public interest score is less than 350 and the financial statements are independently compiled, or if the public interest score is less than 100. An independent review can also be performed voluntarily for CC's, but the cost versus benefit needs to be considered.
Independent reviewer	A person identified in terms of Regulation 29(4) of the Companies Act, No. 71 of 2008.
invoice	A commercial document the Association provides to its active members, itemizing services and requesting payment for a transaction. It includes details like contact information for both parties, item descriptions, quantities, prices, the total amount due, and payment terms. Invoices serve as both a financial record and a legal document, establishing a buyer's obligation to pay.
Invoicing of members	A process of making the active members aware of what they owe the Association for.
Interest Holder	A natural person or a juristic person with proof of acquisition of the close corporation's interest. 1670630887
Juristic person	A person other than a natural person.
Legal representative	A qualified person in a status of being a member with LPC, either as an attorney or an advocate standing in for someone else.
Logo	A graphic mark or emblem that represents a brand or company, promoting identification and recognition for its audience. Logos can be text-based (wordmarks), graphic symbols (pictorial marks), or a combination of both, and are crucial for establishing a unique brand identity. Effective logo design involves defining brand identity, seeking inspiration, choosing a logo type and style, selecting colours and fonts, and ultimately creating a unique visual.
Log book	A document used by educational institutions and training programs to record and verify the practical skills and knowledge a student acquires during their work experience. It serves as an official record of activities, providing evidence of

	competency for progression, and is typically reviewed and signed by both the student and their Training Officer. Logbooks can be physical or digital and are essential for documenting practical training to meet qualification requirements.
Management accounts	A summarised version of the financial statements excluding notes prepared in accordance with the Trial Balance, indicating the performance of that month, with reference to other months in a year.
Manual Application	A process of making use of a paper to make a membership request to the Association.
Membership certificate	A document with a seal awarded to the applicant as a confirmation that the member qualifies for active membership under a specific designation that is permitted to perform specific functions within the association.
Membership registration number.”	A unique identifying number assigned to a person or organization upon registering with a specific group, club, or professional body. This number confirms your affiliation and is used for record-keeping and accessing member-only services. It demonstrates that an individual has the necessary credentials and is in good standing with their governing body, and is often required for a member when dealing directly with the Association or is provided to the public so that public can verify the member’s membership with the Association.
Member in relation to a Close Corporation	A person who is involved the day to day running of the close corporation and could either be an interest or not.
Membership fees	An annual, recurring payments that individuals or organizations make to maintain their membership to the Association covering the costs of benefits and services provided, like CPD.
Members of the Association	Active members of the Association appearing on the member’s roll register.
Meeting	When two or more people come together to discuss one or more topics, often in a formal or business setting, but meetings also occur in a variety of other environments. Meetings can be used as form of group decision-making and as a setting for sharing of information or intelligence
Misconduct	Any behaviour that is inappropriate, unlawful, or violates established rules, norms, or duties, especially by a professional or someone in authority.
Motivational letter	A formal document used mostly during the PLR and Appeal process, explaining one's position to be considered against a certain amount of facts.

Natural person	A person who does not qualify to be juristic person.
Organogram	A visual diagram of the Association's structure, showing the relationships between personnel, departments, and roles, often depicting hierarchical reporting lines and the chain of command.
Oath taking	A formal promise or declaration that signifies a deep commitment to a course of action, a set of principles, or the truth of a statement. It is a legally and morally binding vow often made in a public or ceremonial setting. The practice of oath-taking dates back centuries and holds significant meaning in legal, political, professional, and religious contexts.
Oversight body	The Board of directors that monitors and holds the administration so that they are accountable for their actions and decisions. Their primary functions include detecting and preventing abuse, ensuring legality and constitutionality, protecting the Association's rights and liberties, overseeing public funds, and making governance more transparent and trustworthy.
Pastor	A spiritual leader in a Christian church who serves as a shepherd for their congregation, providing guidance, teaching, counselling, and leading worship services. The term comes from the Latin word for "shepherd" and is often associated with Protestant denominations, though the concept of spiritual care is universal in Christianity. Pastors fulfil a variety of roles, including biblical exposition, spiritual formation, providing support during crises, and overseeing church activities.
Penalty	A punishment or consequence imposed for breaking a rule or a by-law.
Preparation of financial statements	A crucial part of the accounting cycle, representing the end product of the financial reporting system. These statements are prepared by the Chartered Accountant and are vital for assessing a company's financial health, guiding decision-making, and meeting regulatory requirements.
Prior Learning Recognition	A formal process where institutions assess and acknowledge an individual's existing knowledge, skills, and competencies gained through formal, non-formal, and informal learning, including life and work experience. This process can grant access to qualifications, award credits, or provide exemptions, acting as an alternative route for those who do not meet standard entry requirements, and is a key

	component of lifelong learning and education systems, such as South Africa's National Qualifications Framework
Professional Misconduct	An unethical or illegal conduct by the Association's professional that violates SBPSA's ethical code, legal standards, or the expectations of their profession, resulting in potential disciplinary action, legal consequences, or loss of professional registration.
Proof of payment	A document, such as a receipt, bank statement, or transaction confirmation, which serves as evidence a payment was made to the Association or to the member by the Association. It typically includes details like the Association's and the member's names and account numbers, the transaction date, the amount paid, and a transaction or reference number. It can be obtained by accessing one's online banking or mobile banking app to view your transaction history or by requesting a copy from the person making the payment.
Psychology	A scientific study of the mind, behaviour, and experience, encompassing thoughts, feelings, and actions in both humans and animals. It is a diverse field that applies scientific methods to understand human experience, ranging from brain functions and development to social behaviour and mental health. Psychologists conduct research and apply their findings to various areas, such as treating mental health conditions, improving learning and development, and fostering emotional stability.
Qualification	A skill, knowledge, experience, or official certification that makes a person suitable for a particular job or activity.
Qualified Lecturer	A person who hold a relevant academic qualification in their subject, often possess a professional teaching qualification in South Africa. They are also expected to demonstrate relevant professional expertise, a research record, and potentially a teaching portfolio or evidence of community engagement, with specific requirements varying by the institution and sector.
Qualified Training Officer	A professional who designs, implements, and evaluates training programs for employees to acquire necessary skills and knowledge. This role typically requires a relevant tertiary qualification. Key responsibilities include facilitating learning, assessing competence, coordinating with SETAs and QCTO-accredited providers, and ensuring training aligns with organizational goals and South Africa's skills development priorities.

Quarter	A year of the Association divided into three specific months beginning with March and ending with March.
Register of members	An official, legally required record that lists all the members of the Association. These registers ensure transparency, facilitate shareholder communication, and help prevent fraud by providing a clear, up-to-date record of the Association's membership.
Regulatory framework	A structured system of laws, regulations, guidelines, and standards designed to govern the behaviour and operations of SBOs, and their SBPs within the Small Business environment ensuring safety, market integrity, consumer protection, and sustainable development.
Related parties	In financial accounting and business, related parties are individuals or entities with a relationship that gives one party the ability to control or significantly influence the management or operating policies of the other. The existence of these relationships can affect the Association's financial position and profits, even if no transactions occur, because the company's decisions may be influenced.
Research, Education, Training, and Ethics Committee	An independent body that reviews and approves research to protect the rights, safety, and welfare of participants. Such committee ensure that research is conducted ethically by providing oversight, setting guidelines, conducting training, and maintaining ethical standards for researchers and institutions. They often rely on established national and international regulations and promote ongoing research integrity through education and capacity-building initiatives for researchers.
Rules of Professional Conduct	Ethical guidelines defining a profession's standards of behaviour, mandatory actions, and prohibited actions, often established by the Association. These rules cover aspects like client communication, avoiding conflicts of interest, maintaining confidentiality, competence, diligence, and upholding the integrity of the legal system or professional practice.
Share	A unit of ownership in a company. When you buy shares, you become a part-owner of that business, known as a shareholder. Companies issue shares to raise capital, which is money used to fund operations and expansion.
Share Certificate	A physical, signed document from a company that provides legal proof of a shareholder's ownership of a specific number of shares. Key details typically included are the shareholder's name and ID, the company's name and registration number,

	the quantity and type of shares owned, and a unique certificate number. Issuing a valid share certificate requires adherence to the Companies Act of 2008 and proper recording in the company's Share Register.
Share Valuation Certificate	A report detailing the estimated market value of shares, which can be required for Estate Duty or Capital Gains Tax purposes in South Africa. It is a formal document, often generated by an expert, that explains the factors and assumptions used to determine the share's value, ensuring it's robust enough for scrutiny by the South African Revenue Service (SARS). For unlisted shares, SARS requires their approval for Estate Duty valuations, and taxpayers must retain their own valuation documents.
Share issue	A process by which a company sells or distributes shares to investors, including insiders and institutions, in exchange for capital. Companies issue shares primarily to raise funds for various purposes, including expansion, debt reduction, investing in research and development, or as part of strategic partnerships.
Shareholder	An individual or organization that owns at least one share unit in a company, making them a partial owner and a shareholder. Shareholders are entitled to receive a share of the company's profits through dividends or through an increase in the share's value. They also possess rights, such as the ability to vote on certain company matters, review financial records, and receive a portion of the company's assets in the event of liquidation, though they are typically not personally liable for the company's debts.
Shareholding	A process of owning shares in a company. A shareholder, this can either a person, company, or institution that holds one or more shares of a company's shares. When someone invests in a share in a company they automatically become a part owner, and like them, the business has multiple owners who are called shareholders. As a result, shareholding involves both rights and responsibilities. Shareholders can benefit from increased share value or dividends, which are portions of company earnings typically distributed quarterly. They also have voting rights on certain company matters. However, a key risk is the potential loss of their investment, especially if the company becomes bankrupt. In liquidation, common shareholders receive assets last, after creditors and preferred shareholders.

<p>Shareholder's agreement</p>	<p>A shareholders' agreement is a legally binding, private contract among the owners of a company that details their rights, obligations, and how the business will be operated, going beyond the basic rules set by the company's governing documents and relevant laws. This crucial document protects both the company and its shareholders, clarifies ownership and share transfer rules, establishes decision-making processes, and provides mechanisms for dispute resolution and managing difficult situations like shareholder death or disability.</p>
<p>Shareholder's Register</p>	<p>An official, legally required document that lists all the shareholders of a company, along with the number and class of shares each shareholder holds, and the dates of share issuance or transfer. This register serves as an accurate and comprehensive record of share ownership, helping companies to track shareholders, manage communications, ensure regulatory compliance, and facilitate share transfers. It is typically maintained by the company at its registered office and is accessible for inspection by shareholders and other authorized persons for a nominal fee. This nominal fee differs from company to company.</p>
<p>Small Business</p>	<p>An entity defined as a Small Business in this document.</p>
<p>Small Business Community</p>	<p>A small business network of entrepreneurs and small business owners, SBPSA, TVET Colleges, Training Offices, Training Officers, small business ombudsman, the municipalities, and Cogta, DHET, small enterprise development and finance agency (SEDFA), who connect to share resources, knowledge, and mutual support. These communities can exist both locally and online, and they play a vital role in fostering economic growth and strengthening the social fabric of a community.</p>
<p>Small Business Practitioners of South Africa</p>	<p>A professional body focused on monitoring, professionalization, mentoring, and regulating the professional standards of small businesses with the aim to assist small businesses with business administration and compliance in South Africa. Its goal is to strengthen the small business sector by improving compliance, accountability, and professional standards.</p>
<p>Soft skills</p>	<p>Personal attributes, character traits, and communication abilities that describe how a trainee is expected to work, works, and interact with others. Unlike tangible skills, soft skills are transferable across different jobs and industries, making them crucial for a positive work environment,</p>

	collaboration, and career advancement. Key examples include communication, teamwork, problem-solving, adaptability, and leadership, which influence how effectively you perform in a role and contribute to an organization.
Social, Stakeholder, and Digital Transformation Governance Committee	A board-level committee that provides oversight for an organization's social and ethical responsibilities, stakeholder relations, and digital transformation initiatives. Its purpose is to ensure ethical business practices, uphold good corporate citizenship, and strategically guide the integration of technology to create long-term value for stakeholders. Such a committee assists the Association's board in fulfilling its responsibilities, promoting transparency, and ensuring that the organization operates in a sustainable and responsible manner.
Stakeholders	Any person, group, or organization with a vested interest in a business or project and can affect or be affected by its decisions and outcomes. They are crucial to a company's success and are generally categorized as internal or external, and further by their level of interest and influence.
Student Development Chain	The coordinated efforts and integrated system of resources, programs, and support that foster a student's overall growth and success during their educational journey, encompassing academic, personal, social, and professional dimensions. This integrated "value chain" ensures that all aspects of the educational experience work together to create a supportive environment, leading to improved student retention, enhanced well-being, and the development of well-rounded, self-sufficient individuals.
SBPSA TVET Training Forum	The coordination of available stakeholders and resources that facilitates collaboration and protects trainees, thereby ensuring the credibility and reliability of the TVET education system.
South African Qualifications Authority	A statutory body responsible for overseeing the development and implementation of the National Qualifications Framework (NQF). It ensures that South African qualifications meet national standards and are internationally comparable.
Supplementary explanation	Additional information or context provided to clarify, complete, or enhance a primary explanation or body of information. The term "supplementary" indicates that something is serving as a supplement—acting as an additional component to support, improve, or fill in a deficiency in the original material.
Tangible Skills	The skills outlined in the trainee's logbook.

Termination letter	A letter that formally notifies a member of the profession of their dismissal and outlines the reasons for the decision, the effective date, therefore, final compensation, and other important details. A well-written letter provides clarity, maintains a professional tone, and offers legal protection for the company.
Trainee	A person, often a recent graduate, who is employed by a company to learn and develop the skills required for a specific job or profession. Trainee programs offer hands-on experience under the guidance of professionals, enabling individuals to acquire practical knowledge and prepare for future, more senior roles.
Training office	A location for learning or a professional entity that offers training, like SBPSA-accredited training office for a variety of designations.
Training Officer	A person responsible for identifying an organization's training needs, designing and implementing training programs, and evaluating their effectiveness to improve employee skills and organizational performance. Their duties include assessing trainees, developing training materials, facilitating learning, and ensuring that the workforce is competent and aligned with strategic goals.
Transaction	An interaction or exchange between two or more parties that involves the transfer of money, goods, services, or information. The specific meaning of "transaction" depends on the context, such as finance, business, or information technology.
Transactional log	A record-keeping file listing all the entity transactions for the month. It logs each transaction's start, end, and the modifications performed, ensuring the database's integrity and allowing it to resume operations after a crash by redoing or undoing operations as needed.
Transformation Policy	A strategic plan that outlines how an organization or government will implement broad and fundamental changes to address historical injustices, promote inclusivity, and create a more equitable society. In South Africa, it encompasses economic, social, and environmental dimensions, aiming to diversify ownership, uplift historically disadvantaged groups, create jobs, and foster sustainable development.
Trial balance	An internal accounting report that lists the balances of all general ledger accounts at a specific point in time. The primary purpose is to confirm the mathematical accuracy of your bookkeeping by ensuring that the total debits equal the

	total credits. It is a fundamental step in the accounting cycle, used to prepare a company's formal financial statements, such as the income statement and balance sheet.
Trust Account bank account	A bank of first instance for SBPSA purposes.
TVET	A comprehensive system of education and training that provides students with practical skills, technical knowledge, and occupational competence to enter employment or further their studies in various economic and social sectors. In South Africa, TVET colleges offer practical training in fields like engineering, business, and agriculture, and play a vital role in developing skilled artisans for the country's workforce. The aim is to bridge the gap between education and the world of work, preparing individuals for specific occupations and contributing to economic growth.
TVET Lecturer	A person who teaches students in a vocational college, preparing them for specific careers in the workplace. Key qualities include a relevant teaching qualification, extensive industry experience, the ability to teach practical skills, and a strong understanding of the national TVET curriculum. They are expected to create a learning environment that reflects workplace realities and often engage in Work-Integrated Learning (WIL) initiatives with students.
Turnover	an amount of revenue the entity makes after the deduction of returns.
Unfavourable effects	A negative outcome, harmful consequences, or detrimental results that arise from an action, event, or substance.
Users of financial statements	Includes the persons stated on Volume 7 of the Small Business Common Language Guide.
Unemployment	A state of not being employed.
Valuer	A skilled professional who assesses the worth of small business assets or businesses for various purposes, from sales and financing to insurance and legal matters. Valuers, in this regard, are tasked with interpreting market forces, researching economic trends, and possessing a deep understanding of their specific field to provide an independent, defensible, and well-reasoned opinion of value.
Valuation certificate	An official document detailing the estimated market value of an asset, typically property, but also other items like vehicles or jewellery, for purposes such as financial planning, insurance, collateral for loans, or legal compliance. It is produced by a qualified and impartial professional (a Valuer)

	after a thorough inspection and analysis of the item, its condition, location, and Relevant market data.
Valuation process	An activity to determine the current or projected economic value of an asset, like a business or property, by gathering financial data, analysing market conditions, forecasting future performance, and applying appropriate valuation models to arrive at an accurate estimate of worth. This process is used for various purposes, including mergers, acquisitions, sales, tax reporting, and securing loans.
Verification	A process of establishing the truth, accuracy, or validity of something. The term's meaning can differ depending on the context in which it is used.

The following By-Laws must be understood in relation to the Association's Constitution. The following are the bylaws governing SBPSA operations:

1. Board members

The following are the Board members:

1. **Chairperson:** Ms. Faith Mtyida-Ngandi
2. **Deputy Chairperson:** Mr. Sabata Ludidi AGA (SA)
3. **Treasurer:** Dr. Masibulele Phesa CA (SA), RA
4. **Secretary:** Dr. Noncedo Khewu
5. **Deputy secretary:** Mr. Chumani Ngele CA(SA)

The association is governed by the Constitution, By-Laws, Board Charter, and the policies it makes. These are all available on the website under the page “**Resources.**”

2. Membership

Membership within the Association is joined through approved registration. A single member can have multiple membership numbers within the association. To become a member, we should first mention that our Association has a trainee body section and a complete membership section. We offer a variety of membership positions within our organisation, designed to cater to different skill sets and career paths. Depending on the role you wish to play in the small business environment, you must affiliate with the correct designation. Designations have different qualification paths,

all leading to distinct sets of responsibilities. To register as a member, employ the following steps:

Step 1: Visit: [www. sbpsa.org](http://www.sbpsa.org);

Step 2: Click on Membership

Step 3: Select and follow the prompts to what you wish to be or what is associated with it.

3. Certificates of membership

All membership certificates of the Association shall be issued in the form prescribed by the Board from time to time and shall remain the property of the Association, operating concurrently with the member's active membership with the Association. As such, it is a requirement of this Association for each member or trainee to receive a certificate, as the case may be, but in the event of suspension, removal, or cessation of membership, such certificate shall be delivered to the Chairperson of the Board within the prescribed period stated on the termination letter.

4. Death of Member, Associate, or trainee

Given the Board's satisfaction with the death of any member or trainee, their name shall be listed as "deceased" on the roll register of members.

5. Member particulars

5.1 It is a must that each member or trainee provide the Association with:

- (a) their email address; and
- (b) physical address

and shall notify the Association of any change thereof within a reasonable time. The Association accepts that the details as they appear on the register are those of the member or trainee until a change request is made in writing by that member or trainee.

5.2 All notices, research information, announcements, including other communication types as informed by these by-laws, will be provided to a member or trainee at the address that exists on the register at the time the correspondence has to be issued by the Association.

5.3 The Association may elect to use the best communication possible, considering challenges with physical postage, to notify the member or trainee, and the member or trainee accepts that, under the circumstances, such option will be an appropriate method of notification and is at all times taken to constitute a valid service.

6. Disciplinary Action

In accordance with the Member Disciplinary Policy, disciplinary proceedings will be initiated each time a member breaches the membership rules governing the affected designation. There will also be disciplinary action taken when:

- a) The member uses the designation when, in fact, the membership has expired.
- b) It brings the association into disrepute.
- c) The member charges outside the pricing guide.
- d) When the member practices outside their SOW.
- e) Does not comply or adhere to the pricing guidelines.

A Member Disciplinary Policy outlines a company's rules for members' conduct, providing a framework to address misconduct and ensure fair, consistent consequences for breaches of standards. It details expected behaviour, sets clear boundaries, and often follows a progressive, step-based approach that can include written warnings and, in severe cases, termination of membership. The primary goal is to correct behaviour and maintain a well-managed relationship between the association and its members by creating certainty and fairness.

7. Fees

According to this By-Law, SBPSA publishes to the Small Business Community any changes relating to the Association's fees. After the initial publication, fees must be reviewed annually. A reviewed pricing guideline must be available for use on or before December 1st each year. The costs will increase annually at the rate stated in the pricing guideline. Furthermore, members of this community who have paid a fee may apply to the Association to have their accounting fees adjudicated.

8. CPD

CPD is compulsory. Membership is for an indefinite period and therefore does not have an expiration date. The association requires that each month carry a "2 Certificate" CPD. That is, two competencies must be obtained each month. CPD for the previous month must be done on or before the 5th of each month. A penalty of R2,500.00 must be paid within two months after a non-compliance CPD letter has been issued; otherwise, the association reserves the right to revoke membership

without instituting any disciplinary proceedings. This penalty is charged each time a need arises.

9. Website

9.1 The Association must have a website and the following social media platforms:

- a. Facebook. [Sbpsa Sbpsa]
- b. X. [sbpsa1]
- c. Instagram. [Sbpsa2024]
- d. **LinkedIn**. [Small Business Practitioners of South Africa]

All notices and announcements must be made available on one or all of the platforms mentioned above.

9.2 The website will indicate the approved entity organogram. [<https://www.sbpsa.org/>]

9.3 The website will state who the board members are.

9.4 The website will state the management team as it is at any particular moment in time.

10. Chief Executive Officer

The Board delegates to the Chief Executive Officer the responsibility to appoint and/or remove such executives and employees of the Association, subject to and in accordance with the Labour Relations Act 66 of 1995 and all other employment relevant legislation, regulations, policies, and procedures that are applicable, provided that:

- a) The appointment and/or removal of the Chief Operating Officer (“COO”) and Chief Financial Officer (“CFO”) must be done in consultation with the Board.
- b) All appointments are done in accordance with a Board-approved organisational structure that aligns with the Association’s Strategy.
- c) All terms and conditions are subject to the Delegation of Authority (“DoA”)
- d) The powers and duties of the Chief Executive Officer in terms of the Constitution and By-laws may be delegated by the Chief Executive Officer to MANCO in accordance with the Association’s Delegation of Authority (“DoA”).

- e) Subject to the Constitution and By-laws, the Chief Executive Officer may delegate any of his functions to another MANCO member of the Association.
- f) Irrespective of any delegated function, power, or duty, the operational function of the Association remains the responsibility of the Chief Executive Officer.
- g) Any delegation by the Board does not divest the Board of the responsibility concerning the exercise of the delegated power or performance of the delegated duty.

11. Head office

The head office must, in accordance with the Board's consideration, always be located in one of the disadvantaged provinces, and it is there that the CEO and staff members will be based. Currently, the following is the address of the association:

- **The Small Business Practitioners of South Africa**
- **Block A**
- **23 Deville Road**
- **Mthatha**
- **Eastern Cape**
- **South Africa**
- **5099**

12. Board Committees

The board committee is reflected in the organogram. The chairperson and their board, in consultation with the CEO, may alter, reduce, or combine the functions of the Board Committees at the start of each new term of the Board. The board and its committees will operate under ToRs or a Charter. The following are the current committees of the Board:

- a) Research, Education, Training, and Ethics Committee
- b) Rural and Urbanisation, Support Development Committee
- c) Social and Ethics Committee
- d) Audit and Risk Committee
- e) Accreditation Committee
- f) Integrated and Sustainability Committee
- g) Digital Transformation Governance Committee
- h) Nominations Committee

i) Remuneration Committee

A Committee is constituted of three members and will have only one Board member. The Chairperson is always a non-committee member. The Chairperson of the Board, or a member nominated by those present at the meeting, shall preside at all meetings of the Board. The Board wishes to amend the composition of each committee structure or change its functionality.

13. Prior Learning Recognition

In line with the PLR policy, a candidate applying for PLR must be assessed in accordance with that policy. The SBPSA must develop, review, apply, and implement a policy known as “Prior Learning Recognition” in connection with the South African National Framework, to provide alternative access pathways to the Small Business Profession. As a result, this By-Law gives candidates the right to apply for specific designation levels within the Association, provided they present sufficient and valid evidence. As such, the process would involve:

- a) Identification of a particular designation for affiliation;
 - b) Pay a non-refundable fee;
 - c) Make an application to the association in a prescribed manner;
 - d) Wait for the results;
 - e) Appeal to the SBT the result of the RETEC with sufficient motivation;
 - f) Pay a minimum fee for the appeal;
 - g) Make the RETEC appeal in a prescribed manner, and within the specified period;
 - h) Appeal to the Board the result of the SBT with sufficient motivation;
 - i) Pay a minimum fee for the appeal; and
1. Make the SBT appeal in a prescribed manner to the Board.

It should be noted that the Board's decision is final for the SBPSA's operations. The decisions of SBPSA can then be enforced by law governing similar instances within the Republic of South Africa. SBPSA must consider, without exception, the submission of evidence of prior learning recognition within all the Small Business Profession registration processes by taking into account “all the necessary previous learning and experience of the candidate, irrespective of how that experience was so obtained,

against the learning outcomes required for a specified qualification and the acceptance for qualification of that which meets those requirements.

The documents to be sent to SBPSA for review must be combined into a single attachment containing a motivation letter and sent to memberships@sbpsa.org. Each application record must include the application reference number, which should also be communicated to the candidate.

The committee will meet quarterly to consider PLR applications and other agenda items.

Foreign candidates must submit their documents to SAQA. SBPSA will only verify with SAQA any record listed on the candidate's name, provided the candidate attaches SAQA's confirmation.

For Chartered Accountants, entry to the FRC is made through a formal application process. There will be no need for RPL processes or for writing assessments.

An application form, supported by proof of payment and academic qualifications, is sufficient.

14. Annual financial statements (AFS), Annual Integrated Report (IR), and audit

- a) The Board shall ensure that sufficient and adequate internal controls and procurement processes exist.
- b) records to be kept appropriately of all transactions undertaken in the name of the association; and annual financial statements and an annual integrated report (where applicable) to be prepared. Such financial statements shall be audited by a Member or firm appointed by the Members at the annual general meeting. The Board shall approve the remuneration of the auditor on recommendation by the Audit and Risk Committee after it has consulted with the CEO, and shall be disclosed in the annual financial statements; and
- c) The Institute's financial year will end on the last day of February each year.

15. Registers of Members, Associates, and Trainee Accountants

- a) The Association shall maintain registers in which shall be recorded the name of each person admitted to membership, or who is registered as a trainee. In the event of any person ceasing to be a member or trainee for any reason whatsoever, their name shall be marked with the term “terminated” from the register.
- b) The Association may publish a searchable list of members and trainees from time to time within the limitations of its regulatory framework. Such information may also be available by verifying the persons above from the following address: <https://www.sbpsa.org/search/members>

16. Rules or Code of Professional Conduct

The Board shall have the power to prescribe and amend, from time to time, rules and codes of professional conduct applicable to members or trainees. Members must comply with the Code of Professional Conduct.

In our ranks, we have a separate department called “Professional Misconduct Investigation”. Professional misconduct is common in most professions and is undoubtedly one of the most challenging things to prove. Indeed, we would want evidence before we can consider continuing the investigation. You will have to follow the following steps to deal with misconduct:

Step 1: Visit: [www. sbpsa.org](http://www.sbpsa.org);

Step 2: Click on Contact Us

Step 3: Select an email: investigations@sbpsa.org

Step 4: Specify the issue and provide evidence of the occurrence.

17. Registration of training officers and offices

As part of the regulation, to identify and align the stakeholders within the small business, training Officers and officers must register with SBPSA so that there is alignment on what the trainees are trained in, how they are trained and assessed, and the qualifications of the trainer and the suitability of the small business practice. Please see Appendix E in this regard. According to this By-law, trainees pursuing either a TVET Financial and Business Management Diploma must be taught by a qualified

lecturer, a lecturer who complies with SBPSA CPD, must be trained and assessed with the SBPSA TVET assessment tool, must be trained by a qualified Training officer, the qualified Training Officer must be an SBPSA member, and the training office must be suitable for training the trainee. Application form must be completed to be admitted as a training officer, and once approved, Appendix I will be issued. This will protect the trainee. It seeks to provide the trainee with credibility and assurance that both education and training are part of the quality guarantee the trainee deserves. As a result, a step must be taken to:

- a) Know the right trainee to be trained.
- b) Accredite the Training Officer;
- c) Approve the Training Office, and
- d) Collaborated with the Department of Education so that we all know and understand each other's tasks in the trainee development chain.

As a result, it will be possible to establish and maintain an SBPSA TVET training forum that facilitates collaboration and protects trainees, thereby ensuring the credibility and reliability of the TVET system. Current Training Officers will need to be provided with a specified period to register and comply with the requirements. After that date, all new training Officers will be required to register in advance before they can work with trainees. Please see Appendix F for a specimen accreditation certificate for an office. Appendix J is the application thereto. As a result, failure to comply will incur a penalty of R5,400.00 per enrolled trainee. Trainees are also responsible for ensuring that, before they enrol, their trainer and office are listed on the SBPSA website, or that training will be non-existent, for the purpose of obtaining the required Diploma. The Training Officer for N6 Financial Management (logbook code: 67040) should either be:

- FRC ^(RSA) or
- SBA ^(RSA) or
- Chartered Accountant or
- Registered Auditor registered with IRBA.

Further, the Training Officer for N6 Business Management (logbook code: 67036) should either be:

- SBP ^(RSA) or

- SBA^(RSA).

A chartered accountant is allowed to train 15 trainees in either Business or Finance Management. Where there is an additional FRC^(RSA) in the office, three more Financial students may be accepted. Further, where there is an SBP(RSA) within the office, a further three students for Business Management may be accepted. Where a chartered Accountant is also an SBA^(RSA), a further 7 trainees may be accepted.

18. The SBPSA is eligible to register the following entities or entities with the following factors:

For our purposes, a small business includes:

- a) One that has a yearly turnover of R300,000.00 or more but not exceeding R50,000,000.00 during the current year, or R150,000,000.00 over the preceding 5-year period;
- b) Is a church or any religious institution of any kind where more than three congregants donate money to the church or its pastor in one way or another;
- c) Is doing business with a state or any similar entity that can be perceived as such;
- d) Is a registered VAT Vendor or is likely to register for VAT, or was a VAT vendor in the previous six months;
- e) Employs three or more employees in any given financial year or part thereof;
- f) It is a private education institution under the basic education segment.
- g) Receives a continuous government grant for whatever purpose, no matter how small, from the state or any business of the state;
- h) Is a taxi operator;
- i) Receives the majority (that is, >90%) of its income from donations or one customer;
- j) Was or is funded by investors situated outside the country in the current year or any of the three preceding years;
- k) Was funded by a financial institution using a loan or other financial arrangement in the current year or any of the preceding three years;
- l) Operates a trust account of whatever form; or
- m) Do non-South Africans operate an entity?

Any person falling outside the categories mentioned above may still apply and register with the SBPSA.

19. Non-payment of membership(subscription) fees

After three months of non-payment, you will be automatically disqualified, and you will need to restart the process. No process can be restarted where a member owes fees. The association has the right to decline a membership application. You will have to apply as a new applicant.

20. Registration of TVET lecturers and their institutions

To align stakeholders, TVET lecturers responsible for N6 Financial and Business Management must register with the Association to understand the practice's requirements and the level of evolution of their subjects.

21. Transformation policy

The entity has a transformation policy that guides the Constitution of the Board, staff, and membership. The SBPSA's transformation policy should be read in conjunction with the RPL policy. These two policies must be read together with the CPD policy. Furthermore, the professional body must indicate activities that ensure representation of the country's demographics and support transformation. If there is no transformation, the Board must explain the entity's quarterly report.

The available transformation policy in our organization highlights the following important issues:

- a) Not all SBPs are required to have formal education requirements if they have been practicing in entities with a record of five years' worth of financial statements. They should apply to enter the profession using an RPL policy. Under this category of registration, board exams are automatically exempted.
- b) This also applies to all other designations the Association has introduced.
- c) Our interaction language is English.

All races in all parts of the country are welcome to join our membership.

22. Education of Shareholding

Yes, we conduct educational and validation work for shareholders or other interested parties. A shareholder is a person who has bought the issued shares of a company, and an interest holder is someone who has purchased an interest in a close corporation. Here, we maintain a register of all shareholders and interest holders, as there are none elsewhere. To the best of our knowledge, CIPC maintains only a register of directors, not one of shareholders. Additionally, we assist in valuing these shares or interests, enabling business owners to determine if their company's value has increased or decreased and the reasons behind this change. Valuations are done at the end of three years from the previous valuation. Our valuation reports also provide an opportunity to advise shareholders or interested parties on the improvements they need to make to support their businesses. For the first time, the certificates now provided to shareholders have a specific meaning, enabling them to manage their wealth effectively. Our website can verify the identities of the business's shareholders. There is no longer any confusion about who is or was a company's shareholder.

As a result, we have established, for the first time, a process for issuing shareholding certificates. This is done to establish credibility, value, reliability, and provide positive assurance. This is done with the company that is claimed to have exchanged for shares, as well as with the broader stakeholder society¹. Our share certificate involves the following three reliable and trusted professionals:

- a) The applicant applies to us using a dedicated platform to validate their shareholding in a particular company or close corporation.
- b) A trained SBPSA professional evaluates the application using the following documents

Attach a three-month certified clear identity documents:

¹ The company is entitled to know who owns its shares; SARS wants to know the owners of the companies, some suppliers would want to know too, the financiers are interested in knowing who owns the company, municipalities, government departments, such as the Justice and correctional services, in particular the office of the Master of the High Court would be interested on who owns what and how much in a company, regulators such as the LPC, and the CIBD are equally interested in knowing who owns a particular company.

- * **Smart IDs** must be duplicated on both sides on one page. This is to verify the applicant's details. Married applicants must also attach relevant documents from the Home Affairs that support their new surnames. All documents must be accurate; any discrepancies will delay the processing of your application—business.
- * **Registration Document (the so-called “CK”)**: For verification purposes. The persons listed on the company registration documents will be required to make an affidavit regarding their knowledge of the business's shareholders.

Each shareholder must make their application on the application platform. For each required item, all documents must be sequentially numbered and attached as a single bundle, without mixing them. This will help to fast-track the process. Once all of this has been done, a certificate will be issued within 5 days, depending on the circumstances. SBPSA has a duty to publish a list of shareholding companies registered on its website for the general public, so that no one can claim to own shares in a company that they do not own. Where there are disputes between any parties, the aggrieved party will have to inform SBPSA in writing, and SBPSA will communicate such by copying the defendant. As a result, the certificate will not be recalled. From there, it is up to the parties to decide how they will deal with the issue. A final communication or determination will have to be communicated to SBPSA by the legal representatives in their joint capacity, and the correct certificate will be issued to the proper individual upon SBPSA's satisfaction.

23. Each directorate must have its organogram

There is an organogram that exists within the institution at each departmental level. These are available on the entity's website. The following are established directorates:

23.1 Chief Executive Office;

The company secretary acts as a link between the board and the administration.

- a. Chief Financial Officer;
- b. Managing Director: Tax Affairs and Education;
- c. Chief Information Officer;
- d. Chief Operating Officer;

- e. Director: Performance Management;
- f. Director: Sales and Marketing;
- g. Director: Institutional Support;
- h. Director: Accreditations and training;
- i. Director: Cooperative Services and HR;
- j. Director: Research and Institutional Advancement;
- k. Director: Legal and Compliance

The Board has a duty to revise the organogram annually.

24. Related Parties

The following are identified as related parties of the Association:

- a) The Board members;
- b) Small Business Practitioners of South Africa NPC;
- c) Small Business Practice of SA (Pty) Ltd;
- d) Responsible Driver's Association NPC;
- e) Kunokhar Chartered Accountants and Tax Practitioners Inc.; and
- f) Small Business of South Africa Journal NPC.

25. Small Business Calendar

Members must adhere to their compliance calendar. SBPSA is required to guide this process. Additionally, SBPSA will need to ensure that the Combined Assurance Template is publishable within the quarterly report. Members who attend the CPD will have this information, or, upon request, it will be sent to them via email. This information can be requested from: info@sbpsa.org

26. Bank accounts

The main Bank account is:

To SMALL BUSINESS PRACTITIONERS OF SA NPC

Confirmation of account details

Account number		1327220520	
Account holder	SMALL BUSINESS PRACTITIONERS OF SA NPC	Account name	SMALL BUSINESS PRACTITIONERS OF SA NPC
Registration number	202233735408	Branch code	198765
Account type	Current Account	Branch name	MTHATHA RRB
Account opened	10/09/2025	SWIFT code	NEDSZAJJ

Donations are made to the following account:

To Small Business Prac Of Sa (Pty) Ltd

Confirmation of account details

Account number		1323127380	
Account holder	Small Business Prac Of Sa (Pty) Ltd	Account name	Small Business Prac Of Sa (Pty) Ltd
Registration number	202560734407	Branch code	198765
Account type	Current Account	Branch name	MTHATHA RRB
Account opened	06 August 2025	SWIFT code	NEDSZAJJ

Suppose the Association has an issue with its bank account. In the meantime, until the issue is resolved, the bank account mentioned above may be used by the “Small Business Practitioners of South Africa NPC” for the specific purpose. Currently, the Association is using the aforesaid bank account.

27. Making payments to SBPSA

There are three ways to effect payment. Applications are paid through PayFast, an online payment system. There are several options available for you to choose from. Importantly, please remember the option you used. Monthly subscriptions can be paid by either EFT or cash deposits, which are typically made at ATMs. These are the three ways in which SBPSA can be paid. You are also required to use an appropriate reference, such as [Membership number] or [Identity number], for new entrants so that we can allocate the payment to you without any challenges.

The proof of payment must be sent to: [finance@sbpsa.org]. It must clearly state the name and address of the person to whom it is paid.

28. Donations to SBPSA

We are a non-profit organization that depends mainly on donations, government grants, and membership fees. With a broad range of performance plans and objectives, we would be delighted to provide the funds to help us move forward. There are two types of donations: specified donations and pool donations. The only difference between the two is that specific donations are conditional, meaning they come with specific conditions on how they can be used and what should happen to the remaining funds. Typically, those who donate to us with particular conditions also include a letter of motivation. The latter contains no such restrictions and would not apply to any remaining funds; the cash deposit is, in itself, a final donation. Regardless of the donation type, the donor must attach proof of payment to the donation. To donate, the following steps are critical:

Step 1: Visit www.sbpsa.org

Step 2: Click “Donate to us” at the bottom of the webpage

Step 3: Decide whether you would want to donate to us, a natural or juristic person

Natural persons will be required to attach the following documents in addition to the donation motivation and proof of payment:

- Passport in the case of a foreigner;
- Identity document in the case of a South African; and
- Married certificate in the case of married individuals.

In all instances, it is essential to complete all relevant fields. For companies/trusts/body corporates / close corporations, business registration documents must be attached. These documents are designed to help us identify our key donors effectively.

29. Board fees

The following are the board fees. They are payable at the end of the month following the month in which the meeting was held.

- ✓ **Chairs and Committee Chairs R4,500.00**

- ✓ **Deputy** R4,000.00
- ✓ **Members** R3,500.00

The fees increase by 5% each year, while they are reviewed at the beginning of each new Board tenure. Independent members may be called to volunteer for the association.

30. Our existence

Once we bring the required knowledge and awareness to the environment, we:

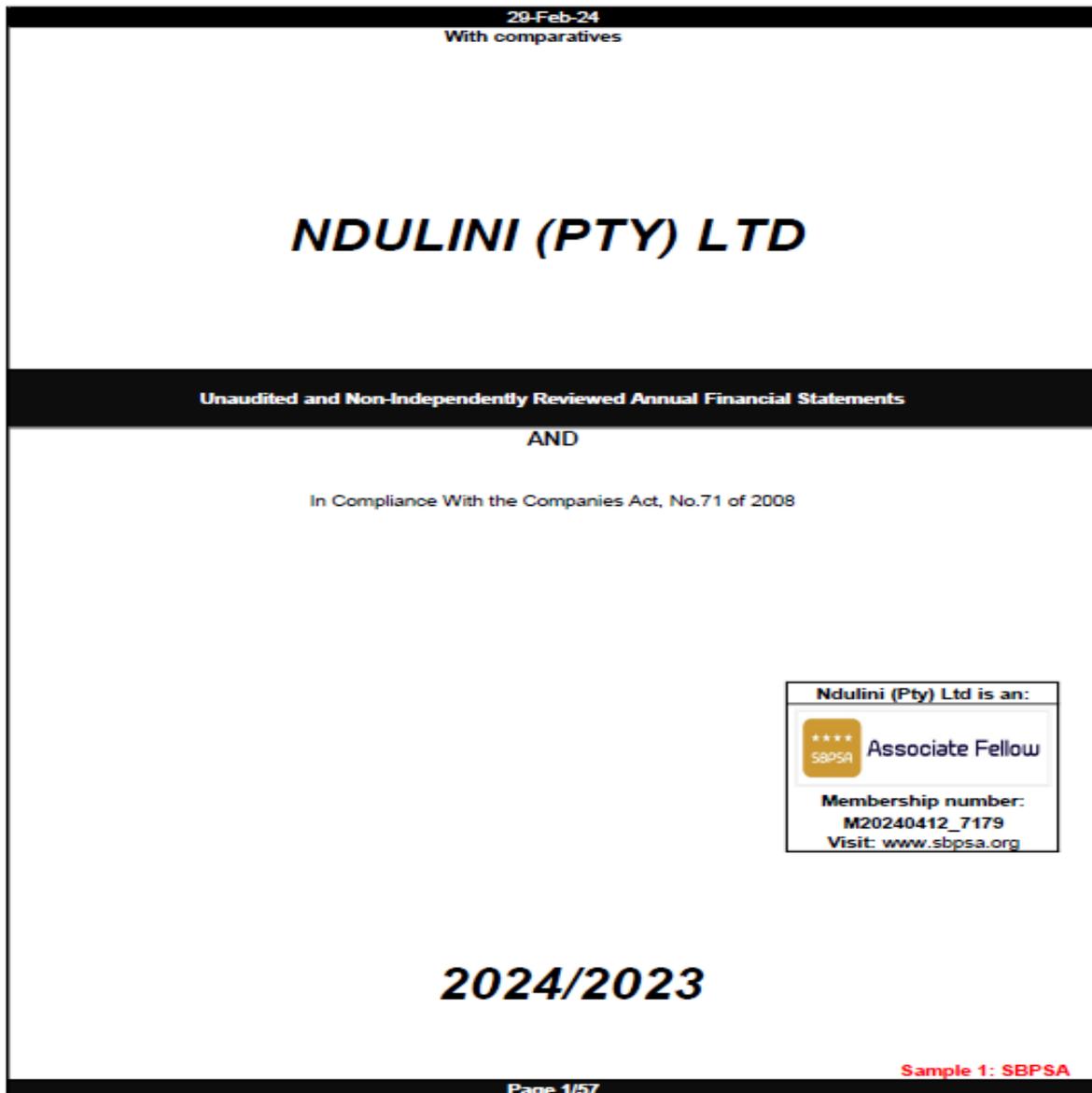
- a. Introduce uniformity and a common language.
- b. Bring all businesses, in various forms, together onto a single, progressive platform.
- c. Professionalize the environment so that it can achieve the dignity it deserves.
- d. Establish responsibilities and duties that help create an environment that fosters career opportunities.
- e. Provide compliance.
- f. Propose an alternative financial statement layout that communicates meaningfully to a broad range of financial statement users.
- g. Suggest a “Combined Assurance Template” that helps all our members be evaluated on a similar, verifiable basis. In this way, businesses can set defined growth paths to meet our standards and can identify and assess themselves against a predetermined set of required business foundations.

Furthermore, research indicates that the small business sector is the most significant contributor to the economy. We believe that our method is the only one that can protect this sector from adverse and unfavourable effects, additionally, our method is generational. In other words, we do not want businesses to remain small forever, we do not want businesses that are run to harm others, we do not operate business negligently and with greed, we do not encourage uninformed business transactions, we help by putting in place appropriate measures to effectively deal with creditors like CIPC, SARS, and the DoL. Finally we do not want businesses that die with their owners. In this way, we aim to ensure that we become a leading player in providing hope in this sector, reducing unemployment, and making the small business sector a

career destination for young professionals. We want to be remembered as the first to provide a structure, a regulatory framework, and professionalism in the industry.

31. Relying on our Financial statements

The SBPSA canvases are not typically found in traditional business methods. There are three other methods. First, the face of the financial statements of the operators that comply with/seek to/are in the process of and are, with our recommendations, will have this logo on their financial statements:



Secondly, you can verify the entity's standing as a member of our organization on our website using its business registration number. Thirdly, between pages 3 and 4, the

financial statements will indicate the following personnel with their respective membership numbers:

1. Financial Records Clerk [Name and Surname and membership number]
2. Financial Records Clerk [Name of the business], even though we do not accredit enterprises for the Financial Records Clerk's work.
3. Chartered Accountant [Name and Surname and membership number]
4. Chartered Accountant [Name of the business], even though we do not accredit businesses for purposes of Chartered Accountancy work.
5. Details of both the individual [Name and Surname and membership number] auditor and the auditing firm where the firm is audited.
6. Details of both the individual [Name and Surname and membership number] business valuer.

Details of the responsible Psychologists [Name, Surname, and membership number].

32. Valuation and going concern

The SBOs must be evaluated at or before the end of the two years following their registration with us. However, the going concern certificate must be issued on or before the end of the 15th month following the end of the reporting period. There are specific designations within our association that are authorized to perform this kind of work.

33. Registration of trainees and trainees with SBPSA

Trainees are highly encouraged to register with us as "Trainee SBP" or "Trainee FRC". Here, trainees will benefit from interacting with existing and emerging businesses, gaining valuable market insights, and addressing real-world challenges.

34. The Association must be contactable

There are several ways to reach us, all via email. Depending on the information you need, the following email addresses may be necessary. We also request that, once you have written and sent an email to us, you refrain from starting a new email to discuss the same issue. Our writing strategy is to address an issue in one email. It is

essential to track communication from start to finish. The following e-mail addresses can be used to contact us.

- For all other queries, please contact: info@sbpsa.org
- For all queries related to memberships, please contact: memberships@sbpsa.org

- For all queries related to Learning and development, contact: landd@sbpsa.org
- For all queries related to accreditations, please contact: accreditations@sbpsa.org
- For all queries related to the misconduct of members: investigations@sbpsa.org
- For all queries related to affiliations, please contact: affiliations@sbpsa.org
- For all queries related to allocations, please contact allocations@sbpsa.org
- For all queries related to Trainee issues, please contact: traineebody@sbpsa.org
- For all queries related to claims, please contact: claims@sbpsa.org
- For all queries related to shareholders: shareholders@sbpsa.org
- Proof of payments: finance@sbpsa.org

Please note that our WhatsApp number is: 078 158 6534

35. Public formation

Each year, until SAQA formally accredits the Association, it will publish its existence as part of SAQA's accreditation process. It is required that the SBPSA establish a "Small Business Submit" where minor business issues are publicized with the intention of encouraging business growth, and providing direction.

36. Combined Assurance Template

SBOs that register with the SBPSA are no longer required to publish only the financial component; they will also seek to address the qualitative aspect by applying the Combined Assurance Template.

37. Financial statements records

Members of the Association will have to show a monthly record of:

- 1) Vouchers, slips, and other formulated documents, such as Figure 5.
- 2) Transaction logs,
- 3) Journal journals,
- 4) General ledger,
- 5) Trial balance,
- 6) Management accounts, and
- 7) The financial statements.

For purposes of managing their financial affairs. There must be evidence of this, and relevant documents must support financial statements.

38. Assessment of candidates for soft and tangible skills

The Department of Education will need to be advised on how to align the logbooks with small business practices, so that trainees are taught what addresses the needs of the small business community. While SBPSA has the duty to assist in this regard, it also has a duty to develop the trainee's soft skills. Commerce, by nature, requires that those who will work in a commercial world are equipped with these skills. SBPSA should develop such a soft skills program and communicate it to all stakeholders involved. Upon completion, the trainee will not graduate with tangible skills alone, but with a combination of both tangible and intangible skills.

39. Accreditation of small business subjects and modules

With respect to Business Management, institutions must apply for accreditation of their subjects with SBPSA. Accreditation will address the relevance of the subject to the development of small businesses in South Africa. The aim is to ensure that small businesses take courses that help them succeed in the small-business arena.

40. Facilities that enable membership

The following are resources you would need:

- Computer / smart cellphone to attend CPD classes,
- Computer / smart cellphone to attend and read slides,
- Computer / smart cellphone to complete CPD assessments,
- Cellphone to get SBPSA messages.



- Sector codes for application purposes

The following are the SBPSA sector classification codes-

Number	Class	Industry Name	Subclass
1	A	Finance	1600
		Beauty & Hair Salon	1920
		Medical Specialists	2100
		Consultants	2200
		Admin Consultants	2210
		Education Services	2300
		Organisations & Associates	2410
2	B	Fruit Packing	0612
		Brewery	0641
		Coffee, Tea & Tobacco	0650
		Broadcasting	1730
		Funeral Parlour	1940
3	C	Opencast mining	0420
		Fisheries	0610
		Fruit & Veg Processing	0613
		Bakery & Snacks Mnfr	0622
		Material Prod Mnfr	0720
		Printing & Soft Paper	0900
		Chemical & Plastic Mnfr	1020
		Glass Manufacturing	1200
		Food Retail	1511
		Clothing Retail	1520
		Hardware, Textiles, etc.	1540
		Builder's scrap & metal	1542
		General Dealer	1550
		Transport Agency	1720
		Municipal Services	1800
		Hospitality Services	1900
Management Career Agent	1960		
Hospitals - Veterinary	2110		
4	D	Sugar & Tea Farming	0018
		Coal Mining	0411
		Drilling & Boring	0505
		Water Works	0521
		Drinks Mnfr & Bottling	0640
		Pesticides & Explosives	1000
		Pharmaceuticals	1030
		Rubber Byproducts	1050
		Leather Works	1105
		Cement & Lime Mnfr	1210
		Jewellery & Optometry	1400
		Electrical Appliances	1532
		Aerial Service	0701
		Telecommunication	1745
		Laundry	1910
		Entertainment	2000
		Sports & Clubs	2010
Parks & Nature Reserves	2320		

Number	Class	Industry Name	Subclass
5	E	Chrome/Electroplate	1410
		Horse Stabling	2020
6	F	Grease Manufacture	1025
7	G	Meat Products	0600
		Dairy Products	0610
		Milling	0621
		Food Manufacturing	0630
		Distillers & Winery	0642
		Textile Manufacture	0700
		Plastic Products Mnfr	0712
		Woodworks	0810
		Rubber Manufacture	1052
		Warehousing & Storage	1723
		Postal Services	1750
8	H	Mixed Farming	0116
		Sawmilling	0801
		Soft Wood Manufacture	0811
		Hard Paper Manufacture	0910
		Petroleum	1041
		Hides, Skin & Stripping	1100
		Bricks & Tile Manufacture	1220
9	I	Rock Drill & Blasting	0502
		Circus	2011
10	J	Livestock Farming	0111
		Tillage & Forestry	0114
		Bldg & Elect Construction	0500
		General Services	0501
		Civil Construction	0512
		Heavy Electric Maintenance	0531
		Glass Work	1201
		Commuter Transport	1710
		Goods Transport	1711
		Shipping	1722
Security Service	1970		
11	K	Ocean Fishing	0300
		Underground Mining	0400
		Quarrying & Crushing	0440
		Steel Construction & Erection	0530
		Concrete Works	1211
		Marble & Granite Mnfr	1230
		Tar, Asbestos, Bitumen	1420

Number	Class	Industry Name	Subclass
12	L	Cotton Wool	0701
		Fireworks	1005
		Iron & Steel Manufacture	1300
		Foundry Manufacture	1301
		Minor Steel Products	1331
		Engineering	1340
		Electric Cable Manufacture	1350
		Motor Car Assembly	1360
		Motor Car Garaging	1361
		Autobody Repairs	1363
		Transnet	1715
		Power Station	1820
		Correctional Services	1975
		13	M

41. Separation of Work

On February 10, 2024, SBPSA approved the Separation of Works (SoW) for its members. Please find these under resources on the website.

SBPSA is an organization with a definite set of rules and procedures. First, by becoming a member, you confirm that you will abide by specific standards. In our line of work, only a Chartered Accountant may sign off on the financial statements. This is because Chartered Accountants are well-prepared and highly educated in matters of drafting and preparing financial statements. This stance is taken firstly to protect all stakeholders, depending on the accuracy and reliability of the financial information. Secondly, it is acknowledged that financial competencies are not readily available. Therefore, people must respect the financial profession and only perform duties for which they are competent. Admittedly, we have no control over events outside the profession. With us, the designation: FRC^(RSA) is responsible for the safekeeping of information and bookkeeping manuals, which are later submitted to Chartered Accountants in a prescribed manner for them to draft and prepare the financial statements.

The second question deals with running a business. Admittedly, someone who is not a member is allowed to run their business. We train our professionals to behave in a specific manner when engaging in business transactions. All issues that affect SoW, must be communicated to the clients .

Considering that there are more professionals registered with us, none of our home-grown designations are eligible to prepare the financial statements. Only an FRC^(RSA) can perform the tax return calculations and prepare supporting document bundles for the accounting line items. The only person who can prepare and sign off on the financial statements is a Chartered Accountant or another approved professional, such as a CIMA. Tax returns can be closed by a Chartered Accountant or CIMA. This works on the assumption that the person has passed a four-year degree with financial accounting and taxation as compulsory subjects.

42. New trainees

Our membership is split into two categories: the built-in and built-out members (designations).

42.1 Built-out members

Built-out member are individuals who are already members of specific existing professional bodies. These would include Chartered Accountants, Professional Psychologists, Certified Management Accountants, or Registered Auditors. We do not train in these areas, and it will be vital for you to visit their websites to find out more about what exactly one should study to become one of those. We only accept these professionals in our ranks for a particular and essential purpose.

42.2 Built-in members

Our target market comprises TVET colleges and university trainees who find small business opportunities appealing. We are not concerned with what you want to start; we only come into existence when you want to start a small business, and we assist you in professionalizing it to the best of our ability. With that said, it must be clear that we are an organization comprising professionals from various fields, as they are involved in small businesses. At TVET colleges, our primary focus is on Financial Management and Business Management. Trainees with N6 Financial Management would first write their FRC^(RSA) Board exams immediately after passing their N6 Financial Management, then enter into an 18-month internship with an accredited small business training facility, and thereafter, sit for the DT exams. Once all of these requirements have been met, the trainee will be entitled to use the designation FRC^(RSA). At this point, the trainee will be required to work with Small Business

Operators, Chartered Accountants, and Registered Auditors. Small Business Operators have a qualifying path similar to that of an FRC^(RSA), but they focus on business management aspects. After completion of their path, qualifying small business operators will be allowed to use the designation SBO^(RSA). We would also like to mention that we offer RPL exemptions. In other words, even if you do not hold a formal qualification, you could still be an SBO^(RSA); however, there is a separate exemption from Board exams which must be applied and paid for, and otherwise they still need to be sat for and passed. For the Board exams exemption to be approved, the age and other prevailing circumstances as they relate to the application will be taken into account. We understand that many other people have been practicing as accountants and may hold formal qualifications. Should there be no Chartered Accountants, they are not allowed to use the word “Accountant” since this is reserved only for Chartered Accountants. That group will be allowed to sit and pass the FRC^(RSA) designation. All of their work will be distinct from what a Chartered Accountant is given the privilege to do in our line of work. For this, please refer to By-Law 42, as stated above.

43. Individual taxes

Our prestigious TPI^(RSA) designation is intended for taxpayers who wish to demonstrate their commitment to good citizenship by ensuring they understand and fulfil their tax obligations. This goes beyond our task of explaining income tax source codes. In our way, mastering a tax obligation means several essential activities:

- 1) understand the South African tax cycle;
- 2) Understand how your contract of employment impacts your taxation affairs. Here, a reference will be made between your contract of employment and the ITA34.
- 3) understand the difference between the ITR 12 return and the EMP 201 return;
- 4) understand how the Income, taxable income or loss are calculated;
- 5) understand when the ITR 12 return has to be filed, and the taxpayer obligations with regards to that;
- 6) understand how the EMP 201 return is calculated, and the responsibilities that come with it;
- 7) understand the structure of the return itself;

- 8) understand different types of assessments that C: SARS may raise for an individual;
- 9) understand and interpret essential documents dedicated to you as a taxpayer;
- 10) understand critical periods that guide the happening of events in relation to tax obligations. For instance:
 - 10.1 by when will you be allowed to submit your tax return?
 - 10.2 what is meant by the tax season?
 - 10.3 what is expected of you and your employer during a tax season?
 - 10.4 what documents are required? and
 - 10.5 how to prepare these for purposes of the tax season, etc?
- 11) understand what you must do when you are not happy with your tax assessment,
- 12) understand how a return can be submitted to C: SARS;
- 13) understand different methods of paying C: SARS;
- 14) understand the responsibility a taxpayer has for ensuring that the correct amount is paid to C: SARS, and is paid on time;
- 15) Understand the different types of appeal channels available to you as an individual,
- 16) understand the supporting documents you must keep and produce to C: SARS when submitting your return, and after you have submitted a return;
- 17) understand different methods of paying C: SARS and how to enter into a tax payment arrangement with C: SARS; and
- 18) understand the difference between a penalty and an interest with reference to your return.

All of this, together with some practical issues that we will encounter upon completion, is aimed at increasing the level of information, enhancing tax compliance, fostering responsive and responsible citizens, improving tax administration in South Africa, and helping taxpayers make informed decisions. Together, we hope to make a positive impact on the South African compliance system. When you have successfully obtained this designation, it means you are both tax aware and conscious, and you perfectly understand your tax affairs. Clearly, the advantages and benefits that arise from this designation are essential for those who wish to move South Africa forward and make

it a better place for all. This designation may also help you to negotiate better deals with SARS when making a payment arrangement in the future and to uphold one's future outlook.

44. Accreditation

We offer several accreditations and since we now have specific designations, it is our responsibility to accredit academic institutions that provide courses leading to these designations. Particular criteria must be met to obtain accreditation. The aim is to ensure that trainees study at institutions that are correct and DHET-registered institutions. This should protect the trainee from investing time and money in non-existent institutions. Secondly, once the trainee has learned and passed their courses and is now eligible for the in-service position, SBPSA has a responsibility to ensure that the training office is registered as a small business training facility in addition to being registered as an SBO, in some instances. For the office to be accredited by the SBPSA, application for 2022/03 must be submitted to SBPSA. This is to ensure that the 18-month trainee training is authentic, verifiable, monitored, compliant, and that the trainee benefits from the facility in all ways. It is important that there should be a coherent system that encompasses the process from when the trainee begins their academic journey, through registration for an internship, and finally, when the trainee is registered with the DHET as a completed candidate. In this way, we are building an accurate system that tracks a trainee's progress, allowing us to see how many trainees have been successful, dropped out, or are stuck at a particular stage in the process.

45. Member identification

There are two ways to identify as a member. The first one is the one mentioned above, where you verify the professional using our system. The second one is based on allocation. When we allocate a professional to you, we will send you a fact sheet that summarizes the professional's crucial experience and personal details. Hence, you are at ease when working with them without any challenges or doubts. Additionally, all our members are required to introduce themselves in accordance with this summary each time they are in professional contact with you. A certificate of membership will also accompany the summary fact file.

46. Termination

SBPSA has a list of members who subscribe to it. These members differ in their professional / affiliation origin. Some individuals come with their standing affiliation, while others obtain it through the association with us. Regardless of the entity's origin, the members are all bound by the SBPSA Code of Professional Ethics (SCPE), a code from which they must not deviate. Depending on the severity of the grievance against this Code, a member may be fined a specific sum of money, suspended for a specified period, or disqualified with an option for reinstatement after a new application has been made to us. As such, all disqualified members are listed on the list of disqualifications, along with the reasons for such decision. By clicking on the “terminations” on our website, the details will be available. This list is updated each time a disqualification occurs.

47. Board courses

Study materials and Board courses are made available by SBPSA to all its candidates after they have met specific requirements. What is most important is that you comply with the rules governing examinations in the profession.

48. Practicing Outside SBPO ^(RSA)

The TPB^(RSA) designation is intended for businesses that do not qualify or who do not qualify as SBOs. These are typically businesses that have not yet started or are less than 18 months old. We focus on three regulators here, CIPC, DoL, and SARS. For SARS, we look at the following issues:

- 1) understand the South African tax cycle,
- 2) Understand how the contract of employment affects your taxation affairs. Here, a reference will be made between the two and the ITA34. The director's taxation is also examined in this section.
- 3) understand the difference between the ITR 12 return, the ITR 14, the EMP 201 return, and the EMP 501 return.
- 4) understand how the Income Tax is calculated;
- 5) understand when the ITR 12 return has to be filed;
- 6) understand how the EMP 201 return is calculated;

- 7) understand the structure of the return itself;
- 8) understand different types of assessments that C: SARS may raise;
- 9) understand and interpret essential documents dedicated to you as a taxpayer from C:SARS;
- 10) understand critical periods that guide the happening of events. For instance:
 - 10.1) by when you will be allowed to submit your tax return,
 - 10.2) what is meant by the tax season, what is expected of you and your employer during a tax season,
 - 10.3) what documents are required, and
 - 10.4) how to prepare these during the tax season, etc.
- 11) understand what you must do when you are not happy with your assessment;
- 12), understand how a return can be submitted to C: SARS;
- 13) understand different methods of paying C: SARS;
- 14) understand that different types of appeal channels are available to you as a juristic person;
- 15) understand the supporting documents you must keep and produce to C: SARS when submitting your return, and after you have submitted a return;
- 16) understand how to enter into a tax payment arrangement with C: SARS; and
- 17) Understand the difference between a penalty and an interest.

All of this, together with some practical issues we will encounter upon completion, is aimed at increasing the level of information, enhancing tax compliance, fostering responsible and responsive citizens, improving tax administration in South Africa, and helping taxpayers make informed decisions. Together, we hope to make a positive impact on the South African tax compliance system. When you have successfully obtained this designation, it means you are both tax aware and conscious, and you perfectly understand your tax affairs of the Republic. Clearly, the advantages and benefits of this designation are essential for those who wish to move South Africa forward and make it a better place for all. For CIPC, we examine the calculation of revenue, the interpretation of the CK document, and the completion of the IR Section 33 return under the Companies Act. For DoL, we look at UIF, COIDA, and SDL calculations, as well as the submission of returns.

49. Development within the profession

There are various reasons for this. First, the small business sector, as the largest employer in South Africa, needs to be capacitated to create more businesses. Secondly, most people in business today operate virtually, either by occupation or through an open system. An occupation is a profession in which someone has specialized training to provide a service to society, such as a lawyer, accountant, or engineer. An open system is characterized by the ability to operate without formal qualifications. These persons would still lack substantive small business principles that we have identified as challenges for small businesses today. Thirdly, most small businesses are owned and operated by one person, which makes it extremely difficult to cope with desperate situations in which the owner is affected by one or more life events. Fourthly, how enterprises are operated today requires a method of building public and stakeholder confidence that small businesses are a responsible, ethical, well-informed, and progressive sector. Ultimately, to turn a small business into a formal career path.

50. Operating a training office [SBP]

Your firm will need to be accredited by SBPSA if it starts training TVET, and any person who embarks on it for the purpose of qualifying for a Diploma through the completion of any part of the 18 months' internship or a similar program. You are permitted to do that after your year of monitoring if you did not join via RPL. Even there, you are allowed to train two candidates. This implies that the more qualified SBPs your business has, the more candidates you can train.

51. Trainees other than our focus trainees [First RPL]

Trainees who studied outside N6 Business and Financial Management would not qualify unless they are getting an SBP with RPL. The criteria are based on RPL or university education. RPL applies to individuals who have been operating a business for the past five years and have a record of operations during that time. In other words, any year in which the company was indicated as “dormant” with any regulator does not count. There is nothing wrong with employing a small business practitioner in your entity to ensure that the business avoids compliance and business risks in the meantime.

52. SBPSA Designations and their explanation

Our designations have been carefully crafted to address the critical needs of the small business sector. Please read this By-law in conjunction with the RPL and the Transformation policy. A brief explanation of what all of the stand for is now undertaken:

SBP^(RSA) Confirms that the candidate has been trained to manage their small business. This person has practical business knowledge and is capable of managing the following business aspects:

1. General business governance;
2. Business health;
3. Nurturing the business form of ownership laws and regulations;
4. The role and meaning of the business tax obligations;
5. Disposal of small business knowledge;

6. Management of-

- 6.1 Value Added Tax,
- 6.2 Business Finances (Share Capital and Business),
- 6.3 Business Assets (Current and Non-current),
- 6.4 Business Employee Affairs,
- 6.5 Business Revenue,
- 6.6 Business inventory and consumables,
- 6.7 CIPC affairs,
- 6.8 Business Expenditure

7. Responsibility for the business books of accounts-

- 7.1 Journals,
- 7.2 General ledger,
- 7.3 Management accounts,
- 7.4 Financial statements

After 6 months of registering as either an SBA or an SBP, members must submit a designation TLP(RSA) registration.

(b) TLP^(RSA) A group of trained labour professionals equipped with the necessary knowledge of employment laws to understand both employer- and employee-related law obligations within the employment relationship.

(c) TLPP^(RSA) - This designation is given to an office to train candidates on employment laws.

(d) SBO^(RSA) This is an office that is professionalised enough to meet the requirements or seeking to professionalise its operation by following SBPSA guidelines, and is or will be willing to train Small Business Practitioners. For an SBO^(RSA) to be designated as a training office, it must submit a separate application to the Association for that purpose. There are six different levels of SBO^(RSA) that we will find:

1. Beginner This operation has just been approved, and there is no business process yet, but the willingness is there, and one of the competencies has been achieved. Secondly, no FRC or chartered accountant is overseeing the business's finances. Thirdly, the entity is not yet using the pricing guide. Fourthly, the Combined Assurance Template has not been applied. Fifthly, the entity has not achieved more than 50% of the CR indicators, as stated on the Combined Assurance Template. Sixthly, the entity is not compliant with our reporting procedures, as required by SARS, the DoL, and the CIPC. Lastly, the SBO^(RSA) is not managed by the SBP^(RSA).

2. Awareness From the beginner's stage, the SBO^(RSA) has successfully achieved **two** of the seven competencies very well.

3. Knowledgeable - From the beginner's stage, the SBO^(RSA) has successfully achieved **three** of the seven competencies very well.

4. Competent - In the beginner's stage, the SBO^(RSA) has successfully achieved **four** of the seven competencies very well.

5. Advanced - From the beginner's stage, the SBO^(RSA) has successfully achieved **five** of the seven competencies very well.

6. Champion - From the beginner's stage, the SBO^(RSA) has successfully achieved **six** of the seven competencies very well.

7. Expert From the In the beginner's stage, the SBO^(RSA) has successfully achieved **seven** of the seven competencies very well.

The Chartered Accountant is automatically allocated to the SBO^(RSA). However, where the SBO already has its own Chartered Accountant, the latter must be registered with SBPSA. The consequence is that the SBO^(RSA) will have to be deregistered if this part is not solved within three month of registration.

(d) FRC^(RSA) - This is a group of trained bookkeepers responsible for safeguarding the business's account records. This incumbent has a competent knowledge of the following:

1. General business governance;
2. Business health;
3. Nurturing the business form of ownership laws and regulations;
4. The role and meaning of the business tax obligations;
5. Disposal of small business knowledge;

6. Record keeping of-

- 6.1 Value Added Tax,
- 6.2 Business Finances (Share Capital and Business),
- 6.3 Business Assets (Current and Non-current),
- 6.4 Business Employee Affairs,
- 6.5 Business Revenue,
- 6.6 Business inventory and consumables,
- 6.7 CIPC affairs,
- 6.8 Business Expenditure

7. How to deal with the following business books of accounts-

- 7.1 Journals,
- 7.2 General ledger,
- 7.3 Management accounts,

7.4 Financial statements

(e) SBA^(RSA) This is the person who has both the FRC and SBP designations. This designation confirms that the incumbent can 1) take professional steps about their business, and) is allowed by SBPSA to provide valid professional advice to clients on the following issues (and all other competencies cited as volumes in Volume 0), as they relate to the management of small businesses:

1. General business governance;
2. Business health;
3. Nurturing the business form of ownership laws and regulations;
4. The role and meaning of the business tax obligations;
5. Disposal of small business knowledge;

6. Management of-

- 6.1 Value Added Tax,
- 6.2 Business Finances (Share Capital and Business),
- 6.3 Business Assets (Current and Non-current),
- 6.4 Business Employee Affairs,
- 6.5 Business Revenue,
- 6.6 Business inventory and consumables,
- 6.7 CIPC affairs,
- 6.8 Business Expenditure

7. Responsibility for the business books of accounts-

- 7.1 Journals,
- 7.2 General ledger,
- 7.3 Management accounts,
- 7.4 Financial statements

This incumbent, in addition to the competencies required for SBP(RSA), can illustrate or supplement each piece of advice with a figure that gives effect to the advice.

(e) SBV^(RSA) This is the person suitably qualified to value a small business, and subsequently its shares. Similarly, this is the same person who evaluates whether the company is a going concern.

(f) TPI^(RSA) This designation is given to individuals who have been trained and passed their tax affairs assessments.

(g) TPB^(RSA) This designation is applied for by businesses that do not wish to be SBOs but are willing and eager to excel in their regulatory compliance.

UIF Employees This is not a designation but a workforce that wants to know more about their UIF rights and benefits.

53. Events

Our institution is a highly engaged entity, and we have several events throughout the calendar year. It is not feasible to list all of these here, but they are all stated on our website. To find out more, please repeat the following steps on your browser:

Step 1: Visit: [www. sbpsa.org](http://www.sbpsa.org);

Step 2: Click on events.

Step 3: View the program for the year.

Alternatively, you can send an email to: info@sbpsa.org to find out more about what we are up to for this year.

54. Income received in advance and unknown deposits

To prevent a client's money from being lost, the SBO must operate a separate trust account in which the client's money is placed. This is an account of first instance, which is where monies are deposited then earned through the performance of services or the provision of goods. This is to acknowledge **four** things:

- a) That it is incorrect to keep in one place monies earned and monies not yet earned.
- b) In the event the client is deceased, it may be difficult for the executor to recover the money from the accountant, yet it will be much easier if it is placed in a separate "Trust Account." This will now create a new relationship between accountants and the estate executors, where the accountant will need to

confirm whether the accountant's trust account owes any money to the deceased estate.

- c) All monies in the business account must be supported either by an invoice or the operation of an agreement.
- d) The SBPSA's internal audit department must, on application by the FIP, audit the accountant's trust account on a 12-month basis, and a report is issued to the client and the SBPSA's legal and compliance department for both noting and action to the extent required. Please see Appendix G in this regard.
- e) Once the legal and compliance directorate is satisfied that the business trust account was held responsible, they will issue the client a "**Certificate of Good Business Conduct**". Please see Appendix H in this regard. In return, it is expected that the accountant's entity must issue the **clients** and **suppliers** a "**Certificate of Good Business Conduct**." As a result, it is against our standards for any SBO to accept clients without the "Certificate of Good Business Conduct" and may lead to the SBO and its directors being listed as "**non-compliant**" to and notified about the new status of the FRC, SBA, rather not allowed to get into commercial and financial transactions with SBPSA members operating without the "Certificate of Good Business Conduct"

The SBO must submit its trust account for audit immediately upon receipt of the bank statement for the last month of its financial year, which is applied differently for "**in-community**" and "**out-of-community**" individual clients. It will also be accompanied by an audit fee, which is ½% of the total amount stated as prepaid income before utilization in the bank trust account. This amount does not affect the overall prepaid income, as it is purely a formula not that it must be deducted from the client, only it indicates how it is calculated. As a consequence, where this is not adhered to, there will be a 5% penalty based on the current year's amount stated as revenue. This information is all provided to the Association by the SBO's Chartered Accountant. It is a requirement that this account remain active on the entity's behalf to the extent the entity is still affiliated as a member with the SBPSA.

The Bank Trust Account is not liable for its expenses, such as the bank charges, but the primary account is. Where there is interest, it will need to be transferred to the business account at the end of each month. Unknown income must be reported to the trust account, along with proper and positive identification of the customer.

New applications must make the application to the Association using Form 2022/05. New applications will be charged R350.00 for the certificate of good standing. This is because the % rule will not be applicable since there is no deposit on their newly registered trust account.

55. Engagement with the client

It is the responsibility of the SBPSA FRC, SBA, Chartered Accountant to furnish the client with the following documents before an engagement is commenced:

- 1) Engagement letter,
- 2) The SBPSA membership letter,
- 3) Certificate of Good Business Conduct,
- 4) The Oath taken;
- 5) Firm designed “Unknown Income Resolution Policy”; and
- 6) The Pricing Guide.

The customer will need to log in to the SBPSA and verify whether they have been enlisted as active members in the membership roll. Once the SBPSA FRC, SBA, or Chartered Accountant has been successfully approved, he must apply for the Certificate of Good Business Conduct so that he can start practising and engaging with clients for purposes of commercial exchange transactions.

The effect of this By-Law is that the SBPSA accountant or FRC must keep a record of all new clients and existing clients. There must be proof that existing clients have been notified about the entity’s working conditions, and that the clients were:

1. Written to and notified about the new status of the FRC, SBA, or the Chartered Accountant.
2. The date when each client was informed must be provided.
3. The notification must state the change implications to them and that they are applied 2 months after this change.
3. Clients will be billed according to the new pricing guidelines, which are applied differently between “in-community and out-of-community” prices.
4. Clients in that communication will be given seven days to reply.
5. Then the pricing guide, if agreed, must be signed by the client and the accountant.
5. The Certificate of Good Business Conduct must also be sent to the client.

6. The SBPSA membership must be part of the documents sent to the client.

Any failure to comply may result in a fine of up to R10,000.00 and listing as an offender on the SBPSA website.

If they do not subscribe, their contracts, when ended, must not be renewed.

56. Inspection

All institutions that SBPSA accredits will be subject to compliance inspections to ensure that standards are maintained. The inspection is announced in advance, and the inspection letter will be sent to the affected affiliate within two months after the inspection has been made. The inspection has to be performed within six months after the first approval. It will then be an annual event. Where the inspection mandates for improvement, the improvements must be effected within eight months from the day of the letter of improvement.

57. Trainees within the SBPSA Society

SBPSA emphasizes that trainees must not be automatically dismissed or have labour-related laws applied to them. The consequence of applying labour-related laws to trainees will be that many trainees will be rejected. As an alternative, the cost awareness campaign should adopt a reprimanding approach that empowers individuals to take control of their actions while understanding the consequences. These awareness rules might never replace the effect of what the trainee may have caused, but they give an idea to them that every action has a consequence, as return, the Clause does not stop an SBO who has been affected by a severe trainee's action:

57.1 Training period: At the beginning of the training contract, the Training Officer and the trainee must have a session where they both discuss these rules, the start and end dates of the training contract. Such a discussion will need to address instances where the contract period may be extended. When the trainee is formerly engaged, an engagement letter must be issued within a month. Similarly, where a trainee is dismissed, a dismissal letter must be issued together with the reasons for such a dismissal. **There are no cost implications in this regard.**

57.2 Trainees are prohibited from being late to work. Trainees must be seated at the office by 08:00, at the latest 08:15. Note that 08:00 is not an arrival time, but rather the start of work time. Any trainee who arrives later than 08:15 will be billed R1.75 per minute. This means that training officers must have a proper mechanism in place to verify the time at which trainees arrive at the office. This will still apply even if the trainee has reported the incident to the relevant authorities. Trainees need to understand that employers incur financial losses due to trainees arriving late to work. The purpose of this rule is to make trainees aware that time is of the essence and must be respected. The employer must charge the trainees daily, and the trainees must reimburse their training offices at the end of each weekend.

57.3 Taking lunch: Trainees are reminded that lunch is strictly one hour or as agreed with the employer. It is not permitted that all trainees take their lunch hour together. When there is more than one trainee, they must be divided into two groups, with the first group going for lunch from 12:00 to 13:00 and the second group from 13:00 to 14:00. It is essential to note that at 13:00 or 14:00, the trainees are expected to be seated and continue with their work. Anyone who arrives late from lunch will also be billed **R1.75 per minute**. These are not the times for the trainee to stop what they were doing, but are the times for the work to commence. There is an exception: **trainees are prohibited from taking their lunch when there is pressing work; they are required to follow the instructions of the Training Officer in this regard**. If a trainee lies about the time of arrival on the attendance register, that trainee will have to **pay an amount of R500.00** for dishonesty. We should remember that time is significant in the accounting and small business profession, and it cannot be lied about. At 16:00, the training officer must assess the progress of each trainee. These records will be maintained in each trainee's counter book, per client and per task, and cross-referenced to the script. The counter book must reflect the work to be done the following day and will state closed and open tasks. There may be instances where the trainees, based on the workload and the instruction of the Training Officer, have to leave later than 18h00. It is the responsibility of the Training Officer to ensure that, in this regard, the trainees are safe and that food or a voucher is provided for them. We should further

remember that trainees work as a team. When a trainee is held up attending to their clients, the other they cannot go and wait outside; instead, they should assist the one so that the work is completed. We should remember that all clients belong to the office, not the trainees, and the trainees belong to one office.

57.4 Dress appropriately: Trainees are required to wear formal black and white with no exceptions in all seasons of the year. In that they must be presentable. Male trainees are required to wear either a red or a black tie. Male trainees must wear shirts that are tucked in, formal trousers with a belt, and formal shoes. For ladies, please refrain from wearing crop tops, miniskirts, nail polish, or artificial lashes. The hair must remain black or natural at all times. Palms are not worn at the office. It is permissible for the female trainees to wear headgear. However, bucket hats or caps, skinny jeans, and sneakers are not allowed unless on a Friday or agreed upon with the Training Officer. **Any contravention of these rules will result in a trainee being charged R200.00 for each count.**

57.5 Planned targets: Trainees are required to work on planned targets. Trainees and their Training Officers must agree on what the trainee is doing and the competence they are addressing. Trainees cannot perform tasks that are not known to their training Officers. Where a trainee is found to have contravened this rule, **the trainee will have to be fined R15.00 each time this occurs.**

57.6 Outside work: Trainees are not required to assist other clients or their own clients at the expense of the Training Office. **If it is found, the trainee will have to be dismissed with immediate effect.**

57.7 Sick leave: Should a trainee be absent from work because they are sick, a medical certificate will be required if he is absent on Monday, Thursday, or for two days in each week. **Where there is no such certificate, a week will be added to the trainee's training contract.** This means that the Training Officer must keep detailed trainee records that will allow this to be executed with reasonable care.

57.8 Listening: Trainees must learn to listen and pay attention during their training contract period. Trainees must record or write learning opportunities as they train. Trainees must seek help or assistance from others, as training by nature

at SBPSA is a collective effort. This is because an official penalty is imposed for an accounting error, a mistake that has been explained or well taught, or where the concept is well presented. **Where the trainee contravenes this rule, an amount of R7.00 must be charged.** This means that it is the trainee's responsibility to organise their work, familiarise themselves with what they have been taught, and ensure that they have easy ways to remember it. The exact amount will be charged if the trainee does not record what they learn.

57.9 Professional behaviour: Training offices are professional offices; therefore, all trainees are required to conduct themselves in a professional manner that includes the use of appropriate office language and behaviour. This is another way for trainees to distinguish between the tertiary environment and the work environment, ensuring they understand what is required to maintain professional obligations. As such, it should be understood that in all forms of professional involvement and communication, vulgar language is prohibited. Obscene or inappropriate language will result in a fine of **R500.00 being paid by the trainee.**

57.10 Working Facilities: All the trainees will be required to have a working smartphone cell phone and a computer at all times. The trainee must make means to ensure. A trainee who has no cell phone or computer may take leave from the training and resume it afterwards. **The implication is that the training contract will be extended.** It is not a requirement for the Training Office to finance any of the working facilities; these must be provided and maintained by the trainee.

57.11 Training hours and timesheets: Trainees are required to ensure that they spend most of their time training and working at the Training Office. Social media visits and social calls should be kept to a minimum. This is why the Training Offices must maintain a staff timesheet that helps trainees record the time spent on clients and identify any allocated idle time. **Where a trainee is unable to account for how they have used their time, a charge of R50.00 will be applied for each time the time is not being to be accounted for.**

57.12 After working hours, trainees must clean and tidy their workstation desk: For each paper left on the desk or an object with papers, **each paper will cost R0.20. Items without papers will cost R0.50.** It is also the

responsibility of the trainees to ensure that both the kitchen and the entire training is left clean and in good order. Where these are left dirty, **each trainee will be charged R20.00 for that day.**

57.13 Annual leave: Trainees are required to take only the leave they have accumulated over time. Simple absenteeism is not permitted. If a trainee is absent without leave, it will not result in an extension to the training contract; however, the trainee will be required to pay R350.00 to the training officer for the day **taken without permission.**

57.14 Unaccepted horizontal behaviour: No harassment, either physical or verbal, by trainees against one another. This includes bullying and intimidating other trainees. **Where this is found or attested, the offending trainee will have to pay R1,500.00 to the offended trainee and R1,000 to the training officer.**

57.15 Capital letters: Do not use capital letters during or within the sentence. Further, do not continue a sentence with a Capital letter after a comma or a semicolon. **Where this has been found, an amount of R0.30 will be charged for each capital letter.**

57.16 Scripts: Trainees must never work on a client to whom they are not allocated and for whom there is no script. Scripts should be updated as soon as the work is completed, indicating the time it took to complete the job and by whom. That work must be costed in accordance with the pricing guide. Updating your script includes recording phone calls made to clients, emails and WhatsApp texts sent to clients, documents printed (indicate the number of pages printed), and all other items performed for the client's benefit. **Where a script is not updated, the trainee will be charged R5.70 for each entry not included on the script.**

57.17 Internal printing: When trainees print internal documents, they must always use black and white print and back-to-back paper, unless the documents are for external use (for clients), print in colour and on one side, or in a case where you've been instructed to print in black and white only, then you will do so. **Printing an internal document in colour will result in a trainee paying R15.00 for each paper printed or the amount stated on the pricing guide.**

- 57.18 Teamwork:** The Training Officer is encouraged to group the trainees and assign them tasks that they will complete individually. This will help them gain a collective result while they realise their individual potential.
- 57.19 Reception work:** The Training Officer is responsible for rotating trainees into reception work. These may include answering incoming calls, making outgoing calls, organizing the office diary, receiving parcels, and so on. Newly joined trainees must undergo this procedure unless it is the only option available. The Training Officer must instruct the trainees on the office's preferred phone etiquette and other office protocols. **Failure to apply the protocol as stated will result in a charge of R10.00 for each mishap.**
- 57.20 Office closure procedures:** When the office shuts down at the stipulated time or at any other time when the office has to be closed, the trainees must ensure that doors and windows are properly closed, printers and lights are switched off, and the main gate is closed. **Failure to follow any of these rules will result in each trainee being required to pay R200.00 to the Training Officer.**
- 57.21 New knowledge:** When a trainee has worked with the Training Officer and new knowledge has been shared with them, that particular trainee should revise the information, request training, and share with the rest of the group in the presence of the Training Officer. There is no cost for making mistakes when sharing, but there is a cost if the trainee fails to organise training within 2 days of the day the knowledge was shared with them. As a consequence, the Training Officer must have a training Appendix and its purpose. **Trainees who do not follow this rule will be charged R50.00 for failing to organise the training.**
- 57.22 Wi-Fi:** Where it can be found that the trainee has misused the Wi-Fi for activities outside the office benefit, **then the Wi-Fi Bill for that month will be incurred by the offending trainee in full.** Similarly, if the trainee breaks anything in the office, the trainee must pay for it in full.
- 57.23 Trainee reviews:** After completing each task, the trainee must ensure that their work is peer-reviewed, then submit it to the Training Officer for review before sending it to the client. Trainees should be taught to understand that perfecting their work involves taking some risk, as it may not always be

reviewed promptly. **However, where a review is required and was not done, the trainee must be charged R200.00.**

57.24 **Emails**: The trainee must ensure they are sent to the correct addressee. Emails must be read by two trainees (one of whom is the most senior) before they are sent to the client. **If this is not done, a charge of R1,000.00 will be incurred.**

57.25 **Excel documents**: The general recommendation is that where documents are prepared on Excel, the following instructions (or those prescribed by your Training Office) must be observed: Font style: Arial and Font size: 10 **Failure to do so will result in a fine of R4.50 for each unjustified error in text.**

57.26 **Word documents**: The general recommendation is that where documents are prepared on Word, the following instructions (or those prescribed by your Training Office) must be observed: Font style: Times New Roman Font size: 12. **Failure to do so will result in a fine of R4.50 for each unjustified error in text.**

57.27 **Letter or writing in Word containing paragraphs: When writing a formal letter or using a** firm's letterhead, the text in the body should be justified with single line spacing. Failure to do so will result in a fine of R4.50 for each unjustified area of the text.

57.28 **Abbreviated titles.** When writing using an abbreviation, each word must be followed by a full stop, e.g. *Dear Mr. E* and *I sent the email to Dr. Mazinyo*. **Each missing full stop is R4.50 on each abbreviated title.**

57.29 **Just standing outside or taking the chairs to sit outside is not allowed. No one is permitted to sit outside at the front office entrance under any circumstances, except in** the office. This offense is charged at R300.00

57.30 **Office-related security**: Trainees must never give away their training-related passwords to clients under any circumstances. All requests for login or password-related issues must be brought to the attention of the Training Officer. Trainees must never share any passwords with trainees who have left the office. **This is a serious offense and will result in immediate dismissal if found, as it diminishes the integrity of the office.** Trainees who have left

the office are prohibited from using any of the former training Officer's material without permission. **In such a case, and when found, such a trainee agrees that an amount of R20,000.00 will have to be paid to the former Training Officer.**

57.31 Completeness: When dealing with a document consisting of more than a single page, a completeness procedure for the totality of the document must be done. **Failure to complete the task or do it incorrectly will result in a fine of R5.50.**

57.32 Responding to clients: Clients must be talked to or reminded about tasks after two days. It is an accounting offense for a trainee to wait for a client for more than two days. **Trainees must demonstrate a record of engagement with their clients. Any engagement outside of 2 days will incur a charge of R200.00.**

57.33 Duty to remind: Where the trainee is working or performing a task with their Training Officer on any particular task, and the Training Officer requires that work be put on hold, it is the trainee's responsibility to check in with the Training Officer each day and each morning thereafter about resuming the work. It is the trainee's responsibility to ensure they diarise all tasks, not the Training Officer's. **As a consequence, where there is no adherence to this Clause, a penalty of R100.00 per day is payable.**

57.34 Writing of monetary amounts: Monetary amounts must be written as follows:

R0.00

R0.10c

R1.00

R100.00

R1,000.00

R11,100.00

R100,000.00

R1,000,000.00

R10, 100,000.00

Failure to do so will result in a fine of R50.00 for each error.

- 57.35 Professional appearance:** Where a trainee wears coloured nail varnish, , or where the hair is not black there will be a cost. Where there is transgression, it will cost R40.00 per nail, or R40.00 for each of the non-natural hair colours.
- 57.36 Closing Tax Returns at SARS:** We do not close any return on the system without the Training Officer's approval. **Where this rule is broken, the trainee will have to be charged R2,000.00.** Where the return calculation comes with a liability of any value, that cannot be filled without the client's knowledge. **Where this is not complied with, and the trainee closes the return with a liability effect without informing the client, the trainee will be liable for R3,500.00.**
- 57.37 Keeping clock-in time accurate and up-to-date:** Trainees are responsible for signing their attendance or clocking in the morning, during lunch, in the afternoon, or anytime they leave the office, for any reason—failure to sign or clock in constitutes dishonesty with time.
- 57.38 Bathroom:** Each time a bathroom is left dirty, and there is proof of who left it in that state, **R150.00 will be deducted from the Trainees account.**
- 57.39 Earphones:** In the office, trainees are not permitted to wear earphones under any circumstances. **Should you be found or seen with earphones, you will be charged R100.00.**
- 57.40 Using one hand:** Should the training Officer find you using one hand to work on your computer, you will be charged a fine of **R50.00 each time.**
- 57.41 Sleeping on duty:** Do not sleep during working hours. If you do, you will be **charged R50.00**
- 57.42 Checking e-mail: Trainees are required to check their e-mails every 20 minutes to ensure communication is addressed** promptly. **If this is not done, a charge of R50.00 will be incurred and payable to the Training Officer.** As a result, e-mails must be responded to within an hour. This must be done even if there is no specific answer, such as an acknowledgement.
- 57.43 Trainee diary:** The trainee must write in her diary the list of tasks assigned to her and mark them as done or in progress. Each item in progress must have a reason and barriers to its completion. All items in progress must be discussed daily with the Training Officer to ensure they receive guidance.

It is the responsibility of the trainee to engage the Training Officer on this rule, and not the other way around. **Any daily failure is recorded at a rate of R110.00 per day.**

57.44 **Prioritization**: When the trainee is assigned tasks, they must demonstrate the ability to reprioritize tasks by considering each task's deadline and its importance to the office and the client. The last task can take priority over the first one. These are the matters the trainee should consider during the task-planning stage. The trainee must notify the Training Officer and explain their thought process. **Failure to provide the Training Officer with this information within the acceptable period after the task was provided could result in a routine warning to the Training Officer or a fine of R20.00, where it can be ascertained that any of the prioritisation principles were not applied.**

57.45 **Client understanding**: It is the trainee's responsibility to understand the client, operational requirements, and business-related deadlines. These deadlines must be observed and align with the work to be done and the timing of the client information. Requests for information from the client must be made on time, and the client must be informed of each deadline, including how each piece of required information aligns with the specific deadline and the consequences of missing it. The trainee must demonstrate evidence of having completed the task and how it was maintained. **Such a failure will result in R25.00 being paid by each trainee for each instance of non-communication.**

57.46 **Telephone conversations**: The client may call in and make specific demands. It is the responsibility of the trainee to follow up each telephonic conversation and confirm its contents via email. This is done to provide clarity on the client's call, its purpose, and the necessary actions. This is why calls to and from clients must be recorded and analysed. The trainee will have to provide evidence of how this was achieved in all of their telephone conversations. **Failure to do so will result in a penalty of R12.00.**

57.47 **Homework**: The trainee should remember to write down what they have learned each day when assessing their competence. This is done to assist the trainee in understanding what remains to be achieved in their logbook

competencies. The best way is for the trainee to write down what they have learned at the end of each day. The trainee must discuss this with the Training Officer each morning so that the Training Officer can make corrections, suggest alternative approaches, or determine whether the trainee needs additional learning opportunities on that task to improve or refine their skills.

Where the trainee fails to do so, they will be fined R18.00.

57.48 Offices without a backup: Trainees must remember to send their work each day to their email so it is not lost. This is to ensure that work is not lost and that there is always a recent backup. Writing emails to clients about the progress of each task can be a valuable and professional exercise. The trainees must present evidence of this to their Training Officers in the morning. **Failure to do this will result in the trainee being charged R10.00 by the Training Officer.**

57.49 But how would the following illustration change your views **Never leave an Excel cell empty:** Trainees should remember to write R0.00 if a cell is empty. This is much better and sends a clear message to the Training Officer that the trainee understands their work. Leaving it blank creates unnecessary confusion. The Training Officer would not know whether the trainee intentionally skipped the cell, whether there genuinely is no money, or whether you have forgotten about it. In the following Excel sheet, we see that all the

1															
2	Kunokhar CTP Inc.														
3	2022 Billing Schedule														
4	26-Jan-22	26-Feb-22	26-Mar-22	26-Apr-22	26-May-22	26-Jun-22	Interim	26-Jul-22	26-Aug-22	26-Sep-22	26-Oct-22	26-Nov-22	26-Dec-22	Final	
5	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00
6	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00
7	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R4 125,00	R4 125,00
8	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00
9	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R2 700,00
10	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00
11	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00
12	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00
13	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00
14	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00
15	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00
16	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00
17	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00
18	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00
19	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00
20	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00
21	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00
22	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00
23	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00
24	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00
25	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00
26	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00
27	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00
28	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R4 125,00	R6 825,00
29	26-Jan-22	26-Feb-22	26-Mar-22	26-Apr-22	26-May-22	26-Jun-22	Interim	26-Jul-22	26-Aug-22	26-Sep-22	26-Oct-22	26-Nov-22	26-Dec-22	Final	

4.	Chinese	13	United States
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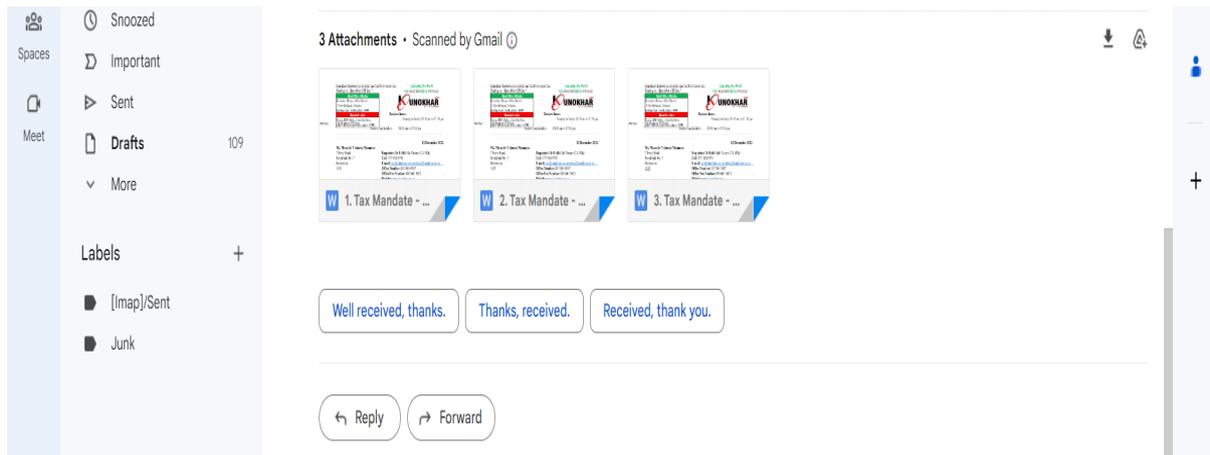
Do pay attention, though, to how we have written words inside the table. You would have noticed that when we write descriptions in a table, we start our sentences from the far left. **Failure to adhere to this rule will result in a fine of R2.00 for each mistake.**

57.51 **Comparatives:** The trainee may also be required to write comparatives on one or more tasks assigned by the Training Officer. In the following table, the year under review (2017) is always on the left, and the comparative figure (2016) is on the right. This is expressed as follows:

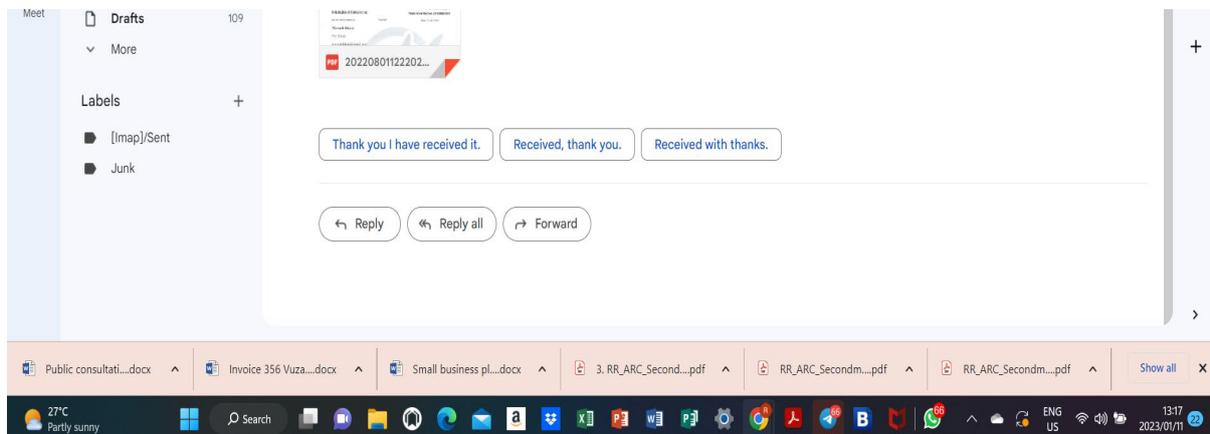
Unaudited/ Non Reviewed Annual Financial Statements Kunokhar Chartered Accountants and Tax Practitioners (Pty) Ltd 2015/452350/07		
Detailed Statement of Profit or Loss and Other Comprehensive Income		
	FINAL 2017	FINAL 2016
	R	R
Revenue	604 541,41	178 114,05
Less: Expenditure	-238 359,36	-467 554,09
Cleaning material	875,21	587,69
Rental expense	20 396,00	217 534,54
Water and electricity	-	1 244,74
Security costs	-	535,00
Advertising & Promotions	78 114,70	93 820,70
Office Re-imburement	345,65	85,10
Bad Debts	-	37 999,07
Computer Expenses	1 800,00	538,00

Please note that there is a systematic difference between what we have shown in point 58.49. There, the figures are written with 'R' in the beginning, for instance, R0.00 or R4,125.00. This is correct. We wanted to reflect something in a cell. Where 'R' is written on top, it may be difficult to write 'R0.00' in the cell subsequently. However, where this is the case, it is expected that the symbol may appear on the cell, and that is fine, depending on the format the trainee is following. **If the trainee does not attend to this appropriately, a fine of R18.00 will be imposed.**

57.52 **Attaching to an email:** When the trainee is required to attach a document to the recipient, you must email named documents as shown below:



The aim here is for the receiver to locate the documents without needing to open each one. By simply opening an email, the records indicate what it contains, making life much easier for the reader. Take, for instance, the following document. This must never be done because it is the opposite of what we want, and is done in a very disorganised manner:



The above document was scanned and sent to the recipient. Yet, the document must be checked, saved appropriately, attached, and then sent to the recipient, as we have seen above. This is wrong and must be avoided. **Failure to address this issue appropriately will result in a trainee being charged R11.60 for each inappropriately saved document.**

If the trainee refuses to pay, the following steps will be taken:

- (a) an oral warning,
- (b) a first written warning,

- (c) a second written warning, and
- (d) a final written warning, which may result in the expulsion of the trainee from the contract.

A trainee who has been dismissed from the Association on severe grounds will have to wait for three years to lapse before applying for re-admission. When making the re-admission application, the trainee will have provided:

- (1) A motivation letter on why the application must be positively considered.
- (2) Mitigating evidence, including approved steps and initiatives taken for redemption. How will re-joining help?

58. About Small Business Operations (SBO)

The status of the SBO^(RSA) with the Association remains in good standing, insofar as the SBP(RSA) is compliant with CPD and all returns have been filed at the time of contact with the Association.

59. Oath-taking

The following members will have to take an Oath with a legal practitioner upon registering with the Association:

- Chartered Accountants;
- FRCs;
- SBAs; and
- SBPs.

There must be a picture that is taken with the legal representation during the swearing ceremony. The legal representative conducting the swearing must be registered with us upon payment of R750.00. Legal preventatives must use the SBPSA Form 2022/05 to apply for our registration. Please see Appendix C in this regard. After each swearing, a fee of R200.00 will be made to the legal representative upon submission of a claim form. This must be done using the SBPSA Form 2022/04. Please see Appendix D for a specimen. The Oath certificate is always valid for six months. The next Oath must be taken with a different legal representative. Oath swearing must be done using 2022/06, which is Appendix K of this By-Law.

60. Liquidation and dissolution

Where a Board Resolution to wind up the Association having been passed in terms of the Constitution, the Board shall, by simple majority vote, appoint a liquidator or liquidators and may give such directions as to the method of winding up as they deem fit, provided that any funds and/or assets remaining after the payment of the debts and expenses of the Association and the costs of winding up shall be distributed to or amongst such kindred or related associations, bodies or institutions with objects similar to those of the Institute, as the Board shall decide, provided that such associations, bodies or institutions are themselves compliant with income tax exemptions approved by the Commissioner for SARS.

61. Public Notices

All notices to the general public and the members must be publicised on the institution's notice board "on the website", and on the institution's relevant platforms. Further, where e-mail available for the recipients, e-mails, in addition to the Public Notice must be delivered.

62. Amendments

The Board is required to consider, from time to time (annually) and especially on each new tenure (when the new Board comes in), amending these By-laws in accordance with the Constitution.

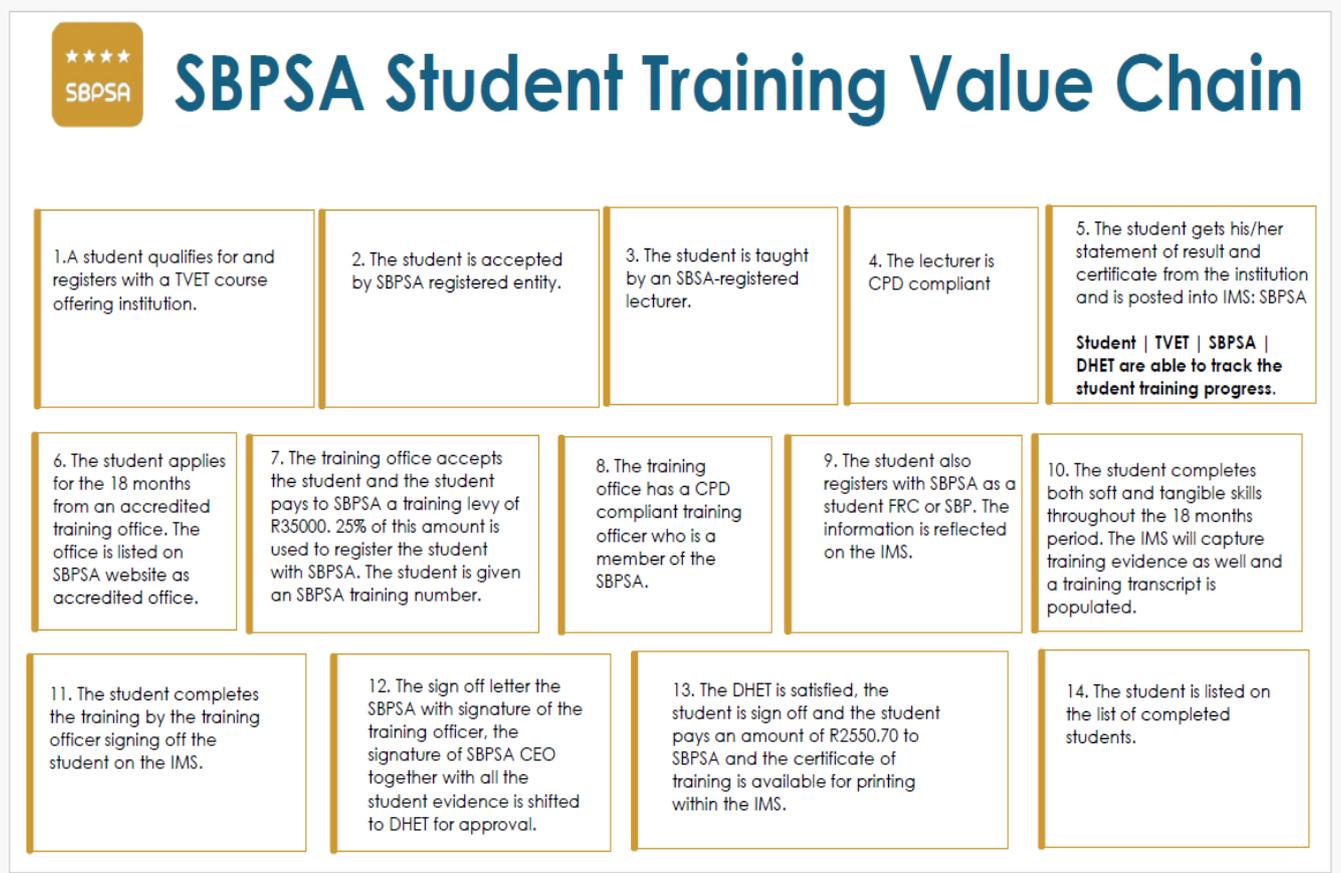
63. Effective date of the by-laws

These By-laws shall become effective from the date of adoption of these By-laws.

Signed on this day.....By: Rolihlahla Vuzane, the Chief Executive Officer of the Small Business Practitioners of South Africa, who warrants being duly authorised to sign on behalf of SBPSA.

Also by:....., Faith Mtyida-Ngandi, the Chairperson of the SBPSA, who warrants being duly authorised to sign on behalf of the entity above.

APPENDIX A: SBPSA STUDENT TRAINING VALUE CHAIN



APPENDIX B: CERTIFICATE OF GOOD BUSINESS CONDUCT



APPENDIX C: OATH AFFIRMATION



Small Business Practitioners of South Africa

OATH AFFIRMATION

Registration Form | SBPSA FORM 2022/05

Please email your application from to: claims@sbpsa.org

A. PARTICULARS OF THE REGISTRANT

Name of the legal firm CIPC Reg No

Address Number of Attorney Practicing

Province Telephone:

City Email:

Postal Code

Individual name of the Attorney

Identity number

How many Attorneys practicing

- Please note: Should any of the above details change, it is your responsibility to notify our offices.
- An amount of R750 must be paid
- The enterprise must be in business with CIPC

Supporting Documents

- ⇒ ID copy of the legal practitioner
- ⇒ CK of the business
- ⇒ Fidelity certificate

BANKING DETAILS

Account Holder: Small Business Practitioners of SA NPC
 Registration No: 2022/337354/08
 Account No: 1327220520
 Account Type: Current
 Branch Code: 198765
 Swift Code: NEDSZAJJ

OFFICE USE

Approved?

Comments

APPENDIX D: OATH CLAIM FORM



Please email your application from to: claims@sbpsa.org

A. PARTICULARS OF THE CLAIMANT

Name of the legal firm

Registration number of the firm

SBPSA Registration number

Current Address

Telephone:

Email:

B. PARTICULARS OF THE CLAIM

Name of the candidate

Designation of the candidate

Date on which affirmation was done

Bank Details

Bank Name

Branch Code

Account Number

Account Type

NB: Our WhatsApp Number

⇒ The video must saved by the name of the candidate

Supporting Documents

- ⇒ Bank Confirmation
- ⇒ Identity document of the candidate
- ⇒ Identity of the legal practitioner
- ⇒ Picture of the Oath taking must be sent to our Whatsapp
- ⇒ Oath confirmation
- ⇒ Oath notification letter
- ⇒ Fidelity certificate of the legal practitioner

APPENDIX E: REGISTRATION FORM



REGISTRATION FORM

Please email your application from to: accreditations@sbpsa.org

A. PERSONAL INFORMATION

Name: Surname:

ID Number: Email:

Address:

Telephone: Cell:

B. QUALIFICATIONS

Name of the qualification	Awarding Institution	Year Awarded

C. PARTICULARS OF THE APPLICATION

C1. Do you have practicing experience where you were once a trainee?

C2. Have you trained students before?

C3. Which field are you applying for?

C4. Are you an SBPSA member?

NB: Where the training officer is applying to more than one field of training, the application fee is:

- (a) One field: **R800.00**
- (b) Two fields: **R1750.00**



REGISTRATION FORM

TRAINING OFFICER | SBPSA 2022/02

Please email your application from to: accreditations@sbpsa.org

D. SBPSA DESIGNATION: N6 FINANCIAL MANAGEMENT

- Are you?

✓ An <i>FRC</i> ^(RSA)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
✓ A Chartered Accountant	<input type="checkbox"/> Yes	<input type="checkbox"/> No
✓ An <i>SBA</i> ^(RSA)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
✓ A registered Auditor	<input type="checkbox"/> Yes	<input type="checkbox"/> No

E. SBPSA DESIGNATION: N6 BUSINESS MANAGEMENT

- Are you?

✓ An <i>SBP</i> ^(RSA)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
✓ An <i>SBA</i> ^(RSA)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Please email your application from to: accreditations@sbpsa.org

SUPPORTING DOCUMENTS

Attached?

ID of the training officer	<input type="checkbox"/> Y	<input type="checkbox"/> N
Qualifications	<input type="checkbox"/> Y	<input type="checkbox"/> N
CV	<input type="checkbox"/> Y	<input type="checkbox"/> N
Proof of completing training	<input type="checkbox"/> Y	<input type="checkbox"/> N
Proof of SBPSA membership	<input type="checkbox"/> Y	<input type="checkbox"/> N
Proof of payment	<input type="checkbox"/> Y	<input type="checkbox"/> N
Certificate provided to student sign off	<input type="checkbox"/> Y	<input type="checkbox"/> N

BANKING DETAILS

Account Holder: Small Business Practitioners of SA NPC
Registration No: 2022/337354/08
Account No: 1327220520
Account Type: Current
Branch Code: 198765
Swift Code: NEDSZAJJ

APPENDIX F: CERTIFICATE OF APPROVAL

☆☆☆ SBPSA	Small Business Practitioners of South Africa	CERTIFICATE OF APPROVAL
Awarded to		
Ndulini (Pty) Ltd		
With registration number:		
2022/245123/07		
That		
it has met the requirements of SBPSA By Law 17 to operate as:		
A Training Office for		
Both the N6 Financial and N6 Business Management student for the period of 18 months or for that period as the training officer may motivate.		
With a licence number: TOSBPSA 15/2022		
Which will be valid for an indefinite period but subject for an annual inspection of the office		
For Approval		Date of Issue:
Rolihlahla Vuzane		10 May 2022
Chief Executive Officer		Certificate No. 15/2022

APPENDIX G: APPLICATION FORM FOR CERTIFICATE OF GOOD BUSINESS CONDUCT



Small Business Practitioners
of South Africa

APPLICATION FORM

Certificate for Good Business Conduct | SBPSA FORM 2022/03

Please email your application from to: compliance@sbpsa.org BY LAW NO:

ATTACHMENTS

1. CK
2. ID copies of SBPSA professionals
3. Trust account bank account
4. Police affidavit stating that the trust account was dormant and reasons thereto
5. Client list as at the date of application
6. Reconciliation of the account
7. Business account bank statements
8. Proof of payment
9. Unknown income resolution policy

Attached?

Y	N
Y	N
Y	N
Y	N
Y	N
Y	N
Y	N
Y	N
Y	N

BANKING DETAILS

Account Holder: Small Business Practitioners of SA NPC
Registration No: 2022/337354/08
Account No: 1327220520
Account Type: Current
Branch Code: 198765
Swift Code: NEDSZAJJ

APPENDIX H: CERTIFICATE OF GOOD BUSINESS CONDUCT



Small Business Practitioners
of South Africa

CERTIFICATE OF GOOD BUSINESS CONDUCT

For the period

Start

ending

Awarded to

Name of the firm:

With:

Trust Account Bank Account:

Business Bank Account:

SBPSA Registration No.

AND

SBPSA

Wishes to certify that the above-mentioned entity has complied with SBPSA By-Law No 56 on income received and unknown deposits for the above period.

AND

That this is not an audit report or an audit opinion thereto.

Chief Executive Officer

Date

Certificate Expiry Date

Certificate No.

Certificate Issue No.

APPENDIX I: CERTIFICATE OF APPROVAL AND PRACTISING



Small Business Practitioners
of South Africa

CERTIFICATE OF APPROVAL AND PRACTISING LICENCE

Awarded to

MS. MONICA ELLIOTS [850914 5942 081]

With a Practice and Licence Number:

[SBPSA TOE 13/2022]

Valid Until:

09 SEPTEMBER 2022

For

**Your say to practice as training officer in terms of the SBSA By Law 17
of 2025**

For Approval

Rolihlahla Vuzane

Chief Executive Officer

Date of Issue:

10 October 2022

Certificate No.

013



LICENCE

APPENDIX J: APPLICATION FORM

Please email your application from to: accreditations@sbpsa.org

Name of the Entity:

Nature of the entity: (Please tick)

- | | | | |
|-------------------|--------------------------|------------------|----------------------|
| (Pty) Ltd: | <input type="checkbox"/> | Registration No: | <input type="text"/> |
| INC: | <input type="checkbox"/> | Registration No: | <input type="text"/> |
| Sole Proprietary: | <input type="checkbox"/> | | |
| CC: | <input type="checkbox"/> | Registration No: | <input type="text"/> |
| Partnership: | <input type="checkbox"/> | | |

Is the space rented?

Is the space owned?

Are you working from home?

How many students can the office accommodate?

How many students are you currently accommodating?

How many students are you accredited/applying to accommodate?

(Please note that the application is prospective.)

(Please note that a non-refundable fee is R1,000.00.)

SUPPORTING DOCUMENTS

Attached?

- ID of the training officer
- Picture of the outside building
- Picture of the space where students are trained
- CK or Partnership agreement
- Proof of address payment
- Ownership or rental contract

Y	N
Y	N
Y	N
Y	N
Y	N
Y	N

BANKING DETAILS

- Account Holder: Small Business Practitioners of SA NPC
- Registration No: 2022/337354/08
- Account No: 1327220520
- Account Type: Current
- Branch Code: 198765
- Swift Code: NEDSZAJJ

Please email your application from to: accreditations@sbpsa.org

APPENDIX K: OATH FOR INTEGRITY



OATH FOR INTEGRITY

OATH FOR INTEGRITY

I, **Name:** _____ **Surname:** _____,
with an **ID number:** _____, hereby solemnly swear that I am
registered with SBPSA under the **Category:** _____ swear that:

1. I will always act on the instructions of the client.
2. To the best of my abilities.
3. In compliance with the principles of:
 - 3.1 Honesty;
 - 3.2 Fairness;
 - 3.2 Integrity;
 - 3.3 Professional competence and due care; and

In the best interest of the client who may not possess any reasonable understanding of how finance related products are delivered.

AND

I am qualified to offer the services I am rendering to the client.

AND

I will faithfully and honestly perform my duties to the best of my ability, uphold the SBPSA By-laws governing my Scope work and the prosperity of the client.

AND

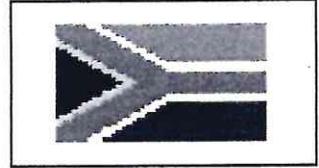
I will not be engaged to perform duties that are outside my Scope of work.

Signed by Deponent: _____

Date: _____

Deponent SBPSA No: _____

Commissioner of Oath



CERTIFICATE OF REGISTRATION OF NONPROFIT ORGANIZATION

In terms of the Nonprofit Organisation Act, 1997, I am satisfied that

SMALL BUSINESS PRACTITIONERS OF SOUTH AFRICA

(name of the organisation)

meets the requirements for registration.

The organisation's name was entered into the register on **25 January 2025**
(date)

Registration number **317-364 NPO**

Department of Social



Development

Director's signature

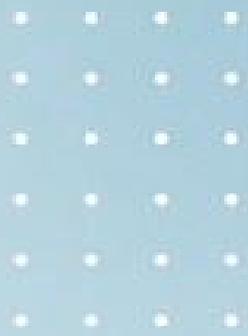
I certify that this document is a true copy of the original which
was examined by me and that, from my observations,
the original has not been altered in any manner.

Signature:
Commissioner of Oaths - Soyiso Ngcanga CA(SA)
SAICA: 30665849

Date: **6/07/2025**
1 Eglin Road, Sunninghill, Sandton, 2157

● Volume 0
First Edition

SMALL BUSINESS PRACTICE COMMON LANGUAGE GUIDE



AUTHORS NOTE

Rolihlahla Vuzane
Mihle Matshutsha Vuzane

SMALL BUSINESS PRACTICE COMMON LANGUAGE GUIDE

AUTHORS NOTE

Author

Rolihlahla Vuzane CA(SA), MTP (SA)

Bachelor of Accounting, Bachelor of Commerce in Law, Post Graduate Diploma in Accounting, Post Graduate Diploma in Accounting Sciences, Post Graduate Diploma in Taxation, M. Com (Accounting) [With specialisation in Carbon Tax and other environmental levies]. Currently studying towards a Doctor of Philosophy degree in Management Accounting.

Mihle Matshutsha Vuzane AGA(SA)

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Volume 0
First edition

Rolihlahla Vuzane

Mihle Matshutsha Vuzane

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1. Introduction and welcome

We would like to welcome you all in this long journey of discovery. We hope that our initiative will help you to realise your potential and to understand the role you are playing for the success of your business and for the success of those who rely on you. We hope that after you have gone through the material, it will all fit together and roles and expectations will become clear. You are an important stakeholder in the advancement of small business enterprises and we seek to help you to realise your role and potential in the market.

Many attempts have been done to convert the language into each of the official South African languages to increase its reach due to the urgency and importance of the information here contained.

Time has come for all stakeholders to know what each of them is doing in the small business environment. This language kit comes at a time when there is so much instability between small business companies and their creditors, and when there are unsettled disputes between customers and their suppliers. Here, the issue is exactly how much is really owed to the supplier, at a time when there are serious disputes between small businesses and the South African Revenue Service, the claim is all about the amount that is owed to SARS. In all these instances, an important intervention is required that will bring harmony, trust, free trade continuity, and responsibility. This starts at an accountability position which requires that stakeholders must understand one another and includes the management of expectations. This is the first of 18 volumes that will follow seeking to harmonise the small business area by introducing a language which must be accepted as a South African Common Small Business Language (SACBL). Here we give a brief introduction of what is contained in each volume and how each one will make that language a success. This is the first initiative in South Africa, and more rapid developments are expected to follow which will require a swift update of the SACBL in the near future. Whilst we have tried our utmost to best align and smooth the sequence of this material, in reality it has been difficult. We urge you to follow the guides we provide in each volume so that you are able to perfectly follow our messages.

The reality is that many people in business today have understood what a business is in their earlier lives. This, together with poor regulation, has created an impression that a business is anything one wants it to be: it can be opened, started, treated anyhow and be left at any given point. Government has unfortunately contributed to this problem. When the new Companies Act together with BBBEE was introduced, it was a great initiative. People were given power that they did not understand. Today, many businesses have closed down with the South African Revenue Service being the biggest threat, not only to businesses but also to individuals. Many businesses are trading or seeking to trade but have no tax clearance because of the amounts owing to SARS, which is not a problem if one understands the process and effects of owing.

The big question is, what is a business and what is required to manage it successfully? To answer, we start by establishing rules and their application to be observed by stakeholders within the small business environment. Secondly, we understand that within this environment the FIP and small businesses do not operate under one shelter, which creates a disconnect about what has to be done and what eventually will be done. We solve this problem by introducing month-end procedure questions and mandatory meetings that should happen between the immediate stakeholders and finally, we explain the need therefore.

In the last set of these volumes you will realise that the ultimate goal is to help small businesses to have a stronger relationship with SARS, whether they owe or not. Firstly, SARS needs assurance that what is owed will be paid, but can that happen in the current environment? The answer is no. What is required is a formula of trust that must be sold to SARS that the money will be paid. This is not an easy exercise but it can be done if people with common challenges and those that seek to avoid a common challenge collaborate for a common purpose. This is what led to the birth of a Non-Profit Organisation “**Small Business Practitioners of South Africa**” which is meant to harmonise stakeholders in the small business area, to increase financial literacy, to sustain businesses and to negotiate better deals with the South African Revenue Service. These objectives are critical for the South Africa we aim for. We need to create and sustain businesses that will employ our children and grandchildren, and that journey has to start now. This is done to remove fear and to make the business environment suitable for a smooth and free-trade situation at all times. In this way, SARS is safe, and the small businesses are also safe. This is the environment South Africa needs, and that is our primary endeavour.

Volume 2: Tax Affairs of Married Couples

Most people who enter business are either married or could be about to marry soon. Business and its taxation effects on marriage is underestimated and causes many human and business breakdowns. We seek to introduce this important element into our language so that we all have a uniform way of dealing with and establishing a basis of common knowledge. Unfortunately, people do not understand that a business is another type of marriage which could potentially affect their existing marriage in material ways, and more especially taxation. Here, we teach methods of dealing with business challenges, debts, and income within a particular marriage regime and compare the implications for married and unmarried persons. Firstly, we must decide on the marriage regime for unmarried persons, which is, i), in community of property; and ii), out of community of property excluding accrual or with accrual. Secondly, we deal with the role of children, employment, retirement, divorce, maintenance and death of the spouse and its effects on tax. Finally, we deal with the issue of using a business bank card or business cash to buy or transact for personal purposes.

Importantly, we also deal with the comparison between two married persons but marrying in different marriage regimes (for the sake of those who still intend to get married). Of course, the knowledge outlined in this volume must be integrated with the knowledge from the other volumes. We also found important journeys in this volume, things we ignored in our lifetime as married couples, which made it even more interesting. We hope that once you have read this volume, you will be happy to share your thoughts with us on how your marriage is affected.

Undoubtedly, and unlike lawyers and medical doctors operating as general health practitioners, the finance profession is new to many of us. Accountant and auditor's responsibilities are still a mystery in the bigger picture of the society. However, lawyers and doctors face the same problem. There is just inadequate or insufficient knowledge about what these professions entail. Many are not able to distinguish between an attorney and an advocate and, although they are both lawyers, their work is entirely different. One of our clients was distressed because he had lost a case and really did not want to pay the legal fees. He did not understand why he must pay when the lawyer lost and we needed to explain which left the client relieved. The question is, can the lawyer make the same supporting explanation about an accountant or a doctor?

Similarly, with so many rankings in each profession, doctors are faced with the same problem, especially doctors who do not dispense medication. Lawyers and doctors are similar in the sense that you cannot have an appointment without paying a consultation fee. Regardless of any other reason, they have gained a tremendous respect in practice for doing this, but this unfortunately cannot be said for accountants, hence there is language kit to solve this problem. Ironically, where we have tried to enforce this principle, many lawyers complained and declared that it was uncalled for to charge for a consultation fee, when in fact they have never stopped. Clearly, there is a growing imbalance not only from the layperson on the street but even between professions. This we seek to solve in this volume.

One of our clients postponed an appointment with us because he had a doctor's appointment due to a recurring back pain, and because he was not on medical aid, and was an adult patient, he was required to pay an amount of R550.00 to see the doctor which he did with ease. After few questions, the doctor ordered his assistant to bring two glasses of clean water and asked our client to drink them. Without giving any further medication, he realised that the client just needed to drink one glass of water an hour, and our client was released. The client complained and found it very unfair. Is this really unfair, what is the length of the explanation you ought to give here? What is completely apparent is that there is no knowledge of what a client pays for, and as result creates hostility about something that could have been solved by education. This is exactly what this volume seeks to do. Accountants are in a serious danger.

Whilst there is a general perception of what accountants are required to do, in fact that is almost 1% of the available knowledge. Besides, who is an accountant and who is not? As a result, no-one knows what an accountant does. With accounting there two problems, one is the

commercialisation of the profession, recognition of prior learning, and the role of the accounting software. This we explain by explaining the purpose of the accounting function in each organisation and the accompanying roles and responsibilities.

We also introduce the function of an independent review and the audit. Today, many businesses experience cash flow challenges either to start their businesses or to finance their operations. Because financial institutions need to make informed decisions, they often ask for an audit of the financial statements. But which financial statements must be audited? We can answer that question with great success, but does the small business understand their responsibility during the auditing process? There is then a growing need for the stakeholders to understand the audit expectations and the role of the accountant, and business owner in the process.

There are many ways to explain the role players, and the actual work required during an audit. This includes work on the reports that the auditor requires. Experience shows that auditors can be pressured due to a client's demand for an unqualified report and threatening not to pay. Auditors are also in business and must be paid for their services. Education is the only way in which this problem can be solved. Importantly, this guide proposes a segregation of duties which are anchored by the manner in which clients pay for their services. The starting point is the appointment, where the work to be done, the rates to be paid and finally the reporting which seeks to maximise independence of results is outlined. We are sure that this will meet your expectations and we will be happy to include your thoughts on how to make this possible, as another important element in any other language development. We would love to hear from you.

This is a very interesting element of the language development. One of the most important attributes of this volume is to enhance understanding and trust by those involved in the development of small business language. Let us tell you a story.

A soldier who was defending his country in a war between two countries who was shot by a missile which landed him in a foreign location. He was frightened and badly hurt and desperately needed help. He shouted for help in his vernacular. The first few people who came to him were scared of him, and they did not understand what he wanted even though they could see he was hurt. They did not help him not because they did not want to, but because they did not understand him. This happens in many facets of life including in the small business environment. The “**Small Business Practitioners of South Africa**” is the only body created to deal with regularizing the environment in which all small businesses meet. Here we believe there is already enough convening work in professional individual FIPs, and want to close the gap by professionalising the entire environment by including small business owners and their businesses.

As explained in volume 3, the role of the FIP is outside the small business to be serviced. Throughout our experience, there are five immediate stakeholders in any small business. These are the businesses to be serviced, the small business owners, the suppliers and customers, and the FIPs. What we introduce is critically important because the annual calendar must be understood the same way and a better distribution of accounting services. Each of these has a uniform role to play in the calendar. We breakdown what is required in each annual cycle and the expectations. This helps to share experiences and to make a small business an interesting profession to enter by making possible roles and responsibilities at each given month. by introducing accountability, monitoring and evaluation. A dialogue is created to find solutions for each particular instance, and which will be consolidated for information sharing, research, and the solutions required.

Small business challenges can be better responded to when there is a uniform way of understanding them or at least understanding what is happening in any situation. Today, a small business owner for entity A may be busy with something totally different compared to what entity D does, and as result there is no clear voice of what their challenges are and where the solution lies. Similarly, FIPs are solving problems based on what their clients want regardless

of what needs to be done or what is right. Services are client-centric, but less than they should be.

Where we operate there are round about 32 FIPs, and we have been privileged to work on what was prepared by some of them. Of course, there would be glaring differences, which based on skills, education, experience, and technicality. In all instances, when our work finds itself to the hands of others, the response we got was that our work was wrong. Clearly, there is a problem of responsibility towards members of the accounting profession which must be solved immediately by allocating and distributing tasks in a fair and equitable manner. We are sure that you will agree with us that time has arrived to govern the manner in which small businesses employ and dismiss small business FIPs.

One firm we mentored was a fairly small group of bookkeepers who trained with us. They secured an annual contract with the client for R210,000.00 worth of accounting services. During the course of training, the client had differing expectations whilst the bookkeepers did not agree and when they informed the client that his proposals were not safe, the contract was terminated even though some work had already been done, and the bulk of the remuneration was unpaid. This was of no concern to the client because there was someone else waiting to take the job, which is not only wrong but also extremely unprofessional. The only solution was an unnecessary legal dispute which ended unpleasantly. Once lawyers are involved, the situation often becomes ugly. Clearly something more has to be done, not only to save the FIPs but the client as well. The challenges are many. Firstly, if the client is terminating, do they know what work has been done or is incomplete? The invoices that were sent by the previous FIP are not going away. Secondly, our experience is that when engagements are terminated this way there is a huge chance that documents are not managed well between one FIP and another. This creates problems for continuation and for saving a client's money. Finally, it creates tension between FIPs which must be avoided. Of course, what is required is a form of managing documents that will survive to meet the changing needs of each business.

It must be stated that only those FIPs that subscribe to the language will be bound by these rules. You are also encouraged to send your views on how you think the issue could be solved.

Volume 5: Understanding the entity, its environment and internal controls

This is a thought-provoking volume. Here the authors are introducing a company and trying to describe the everyday functions of this business following the identified critical cycles affecting small businesses. The importance of documents is briefly discussed as there is no pressing need to work on any of them yet. We introduce people and their current work responsibilities. We identify important challenges here but leave the rest for you to identify as important. We leave it to you to decide what the correct thing should have been. It would really be interesting to find out what your views are on each of the things that have occurred and how you would have handled them had this business been yours. We hope you would have handled the situations differently.

This has been intentionally positioned between volume 4 and 6 so as to shape your mind and create an expectation.

This part of the language comes where half of the population is technologically challenged and the other is technologically advanced. About 75% of small businesses are situated in disadvantaged communities where ends barely meet.

In this field, we have seen many people becoming Financial Information Professionals, without any finance-related qualifications and will always find it easy to undermine the work that falls in the finance category. However, by doing so, the danger accumulates, and the result will be catastrophic especially to the true custodians of the profession. Never agree with someone who claims to know something without then producing relevant experience, verifiable references and education. Another challenge is the prevalence of training officers approving subscription fees for people they do not know, let alone training them. Commercial subjects are by nature dynamic and flexible subjects. Even in rigid professions, we hear many stories of bogus doctors and lawyers. But that does not happen at the same way it does in the accounting profession. Commercial subjects are not easy and that complexity will later be evident in this book, even though we have tried to simplify the subject and to bring meaningful contextual examples where necessary, you will realise that this is a specialised area, which requires serious formal engagement. It is important for it to be formalised, depending on the nature of your involvement. Financial information textbooks have always been criticised for lacking pictures, diagrams, graphs, or illustrations. For that reason, this book is not one of them. You will be engaged in many real-life, thought-provoking scenarios, examples, case studies, videos, and presentations. This book consists of 20 chapters all designed to portray a meaningful picture of the small business environment of South Africa. The suggestions and advice we make are confirmed by the reality and the extended collection of our experience in this area. To keep the excitement alive, a tour of the gist of each chapter has been provided to help understand the content at the start. This has been done to help you grasp the realities lying ahead. While we recommend that you commence from the beginning, the “author’s note”. You will soon enough find out that the protagonists here are continuously very busy, and there is a direction of activities they all take. Obviously, the insight of the clerk is emphasised because they are the first persons in the entire accounting process value chain and must therefore be adequately trained.

The book is set on a story of Kunokhar CTP Inc., the seller, and Dr. B, the buyer. This is to stimulate your imagination, and the fact that there is always more than one client at a time has

not escaped us but at each given point, Dr. B represents a particular existing case for the multitude of clients that exist at Kunokhar CTP Inc. This volume cannot take every life situation into account and still be a reliable mechanism for accounting purposes. We are telling a story of what should be happening at each qualifying small business in South Africa, and later on include that as a programme of action in a simulated calendar. In the end you will find that each protagonist has to comply with verifiable checks and balances for each month that should be submitted for quality assurance purposes.

At all times, when we use a pronoun “he” in a complete sentence, please always remember that we also referring to a “she” as well, and vice versa. and should not be taken as means to offend anyone.

It has also been difficult to sequence the chapters in a well-accepted logical manner, although we have tried to do so. There are two reasons for this, these books are prepared for existing small business owners as well as entrants and finding a balance between these two is extremely difficult. The second reason is that the ages of the existing business and their knowledge and experiences are far-reaching. One of the questions we faced was whether we are teaching about business or not. The short answer to this question is that we are creating language rules that should be understood the same way. From there be a minimum amount of work will be required to prevail in all businesses.

This volume seeks to be a mentor to all qualifying South African small businesses. Finally, we have carefully transmitted what in our view is required to eliminate unwanted failures and bankruptcies in this sector, and this could not have been possible without having to think of both a practical and inclusive approach.

Volume 7: The Business Stakeholders

Businesspeople have no idea of who their stakeholders are in general and how are they affected by their businesses. Let us state upfront that a business does not exist alone but along with others. It then needs to understand its reporting requirements so that it can relate well with those interested in it. Volume 6 makes the explanations. Through every chapter we link it to a particular business stakeholder so that there is a common understanding and respect in the sector.

Volume 8: Adequate supporting documents

In many financial statements that we prepare, and that we have seen from many FIPs, there appear to be inadequate supporting documents supplied. What does it mean for an entrant small business owner? And does it mean the same thing to all FIPs?

The director is required by the South African Companies Act to maintain adequate accounting records to enable the company to satisfy all reporting requirements applicable to it and provide for the proper conduct of an audit or an independent review as required. The accounting records required to be kept by the Act, and this regulation must be kept in such a manner as to provide adequate precautions against theft, loss or intentional or accidental damage or destruction, falsification, to facilitate the discovery of any falsification, and to comply with any other applicable law dealing with accounting records, access to information, or confidentiality. It is a director's responsibility to ensure that the annual Financial Statements satisfy the financial reporting standards as to form, and content and present fairly the state of affairs, and business of the company, and explain the transactions, and financial position of the business of the company as at the end of the financial year. The annual Financial Statements are based upon appropriate accounting policies consistently applied throughout the company, and supported by reasonable and prudent judgments, and estimates. The director acknowledges ultimate responsibility for the system of internal financial control established by the company, and places considerable importance on maintaining a strong control environment. To enable the director to meet these responsibilities, standards are set for internal control aimed at reducing the risk of error or loss in a cost-effective manner. The standards include the proper delegation of responsibilities within a clearly defined framework, effective accounting procedures, and adequate segregation of duties to ensure an acceptable level of risk. These controls are monitored throughout the company, and all employees are required to maintain the highest ethical standards in ensuring the company's business is conducted in a manner that in all reasonable circumstances is above-board. The director is of the opinion, based on the information and explanations provided, and knowledge of the company's accounting systems that the system of internal control may provide limited assurance but is confident that the financial records may be relied on for the preparation of these annual Financial Statements.

Based on forecasts, and available cash resources, the director has no reason to believe that the company will not be a going concern in the foreseeable future. The annual Financial

Statements support the viability of the company. The annual Financial Statements have been externally prepared and have not been audited nor have they been independently reviewed. The annual Financial Statements as set out on pages 22 to 30 were approved by the director on 31 March 2022, and were signed on behalf by:

The following question could be asked from the above?

The director [**Who qualifies to be a director? Does it mean all business practitioners qualify to be directors, and if so where is the difference?**] is required [**Is this a must?**] by the South African Companies Act [**Does the Companies Act apply in all given situations?**] to maintain adequate accounting records [**What do they mean adequate accounting records? Do they mean accounting records can be inadequate sometimes? Are accounting records similar or they are expected to be?**] to enable the company to satisfy all reporting requirements [**What are these requirements? Are they stated somewhere?**] applicable to it [**How do we know which ones apply and which ones do not?**], and provide for the proper conduct of an audit or an independent review as required [**Does it mean whatever that has been said above must make it possible for the entity under consideration to be audited if it cannot be audited, then does it mean there is a problem?**]. The accounting records required to be kept by the Act, and this regulation must be kept [**How do we keep documents, and what will happen if no documents are kept?**] In such a manner as to provide adequate precautions against theft [**How do documents achieve this?**], loss or intentional or accidental damage or destruction [**How do documents achieve this?**], falsification [**How do documents achieve this?**], to facilitate the discovery of any falsification [**How do documents achieve this?**], and to comply with any other applicable law [**How will I know these laws?**] dealing with accounting records, access to information, or confidentiality. It is a director's responsibility to ensure that the annual Financial Statements satisfy the financial reporting standards [**How will he do this?**] as to form, and content and present fairly the state of affairs [**How will he know this?**], and business of the company, and explain the transactions, and financial position of the business of the company as at the end of the financial year [**How is this going to be done?**]. The annual Financial Statements are based upon appropriate accounting policies consistently applied throughout the company [**How will he know all of this?**], and supported by reasonable and prudent judgments, and estimates [**How will he know this?**]. The director acknowledges ultimate responsibility for the system of internal financial control established by the

company, and places considerable importance on maintaining a strong control environment [How will this happen in sole ownership business?]. To enable the director to meet these responsibilities, standards are set for internal control [What are these standards and what are internal controls?] aimed at reducing the risk of error or loss in a cost-effective manner. The standards include the proper delegation of responsibilities within a clearly defined framework, effective accounting procedures, and adequate segregation of duties to ensure an acceptable level of risk [How will this be done?]. These controls are monitored throughout the company [Who is monitoring all of these?], and all employees are required [How is this communicated to them?] to maintain the highest ethical standards [Ethical on what, and what is the incentive for being ethical?] in ensuring the company's business is conducted in a manner that in all reasonable circumstances is above reproach [How can one tell?]. The director is of the opinion, based on the information and explanations provided, and knowledge of the company's accounting systems [What are accounting systems?] that the system of internal control may provide limited assurance but is confident that the financial records [Is there any difference between accounting and financial records?] may be relied on for the preparation of these annual Financial Statements [What do we mean by financial statements?].

Based on forecasts, and available cash resources, the director has no reason to believe that the company will not be a going concern in the foreseeable future [Can really this be something that can be done by the management in our case?]. The annual Financial Statements support the viability of the company [How is this achieved?]. The annual Financial Statements have been externally prepared [What is the difference between internally prepared financial statements and externally prepared financial statement?], and have not been audited nor they have been independently reviewed [Why is this statement important]. The annual Financial Statements as set out on pages 22 to 30 were approved by the director [Why do financial statements require approval?] on 31 March 2022, and were signed on its behalf by [Why financial statements need to be signed and what the implications thereto?]:

Going forward we seek to resolve all the questions raised. We have no doubt that you can see how difficult this task is and we hope that you agree that this task must be attended to as soon as possible.

Volume 9: Consultation engagements

How do we learn something new or adapt to a change? The reality is people would ask hard and probing questions to satisfy themselves. There is absolutely no doubt that asking questions is the most fundamental element of any language development. We ask questions to clarify our understanding whether to accept or to disagree. Here we give context to volume 8, which helps the reader to contextualise what was said. The questions are lifetime experiences which were carefully selected to stimulate learning and are questions that are asked in everyday life. The aim of this chapter is to give clarity to volume 8, and address what we felt, based on experience, is urgent.

Volume 10: Technical advice and broadening.

Solving questions is also important and this is done in Volume 10. Subscribers will have to get all three volumes of the technical level. These are volumes 8, 9 and 10 which will make it difficult for someone to use in isolation.

Here we emphasise the following:

The director [Who qualifies to be a director / does it mean all business practitioners qualify to be directors, and if so where is the difference?] is required [Is this a must?] by the South African Companies Act [Does the Companies Act apply in all given situations?] to maintain adequate accounting records [What do they mean adequate accounting records? Do they mean accounting records can be inadequate sometimes? Are accounting records similar or they are expected to be?], in order to enable the company to satisfy all reporting requirements [What are these requirements? Are they stated somewhere?] applicable to it [How do we know which ones applicable and which ones are not applicable?] and provide for the proper conduct of an audit or an independent review as required [Does it means whatever that has been said above must make it possible for the entity under consideration to be audited if it cannot be audited, then does it mean there is a problem?]. The accounting records required to be kept by the Act, and this regulation must be kept [How do we keep documents, and what will happen if no documents are kept?] in such a manner as to provide adequate precautions against theft [How do documents achieve this?], loss or intentional or accidental damage or destruction [How do documents achieve this?], falsification [How do documents achieve this?], to facilitate the discovery of any falsification [How do documents achieve this?], and to comply with any other applicable law [How will I know these laws?] dealing with accounting records, access to information or confidentiality. It is a director's responsibility to ensure that the annual Financial Statements satisfy the financial reporting standards [How will he do this?], as to form content and present fairly the state of affairs [How will he know this?], and business of the company, and explain the transactions and financial position of the business of the company at the end of the financial year [How in this going to be done?]......

This volume is giving anchor to volume 8 only to the extent that speaks of laws and regulations. We have observed from experience that many businesses also fail because there is no adequate distribution of the legal information required by an owner. Answering difficult questions related to laws as we have seen their explanation lacking. Sadly, South African law is unfair, none will tell you about it but when you get into trouble, you will be expected to have known all these laws. Maybe if you get into business the law simply assumes that you know the

expectations. You would have also noticed that we have reduced the table of content as well. It was done for a specific purpose to deal precisely with the requirements of this volume.

Volume 12: Industry legislations and updates

We have now accepted that there is no industry update media to keep candidates and existing businesses up to date. This has made it impossible to locate and track business news. The aim here is to make all stakeholders aware of the changes and future compliance requirements. It helps to update volumes 8, 9, and 10 when there is anything affecting the accounting information.

Volume 13: Small business stakeholder engagements

These are live discussions helping users to follow discussions taking place in the market. This is important and is meant mainly for those who cannot read but understand what is said. It is an oral explanation of the language, where videos and slides will explain important principles.

Volume 14 and 15: Auditing of Small Businesses in South Africa

All the learning that we have gained so far will be used for auditing purposes. To help small businesses in understand what auditors do when they work will help to make them aware of how the auditors arrive at their conclusions, and to help auditing students to contextualise the audit process as well. After this stage, we hope that auditors, and their work will not be foreign in the environment and will be accepted. If we are successful in this, we would have reached an important achievement.

Please read the following:

The director is of the opinion, based on the information and explanations she provided, and her knowledge of the company's accounting systems [What are accounting systems?] that the system of internal control may provide limited assurance but is confident that the financial records [Is there any difference between accounting and financial records?] may be relied on for the preparation of these annual Financial Statements [What do we mean by financial statements?].

Based on forecasts, and available cash resources the director has no reason to believe that the company will not be a going concern in the foreseeable future [Can really this be something that can be done by the management in our case?]. The annual Financial Statements support the viability of the company [How is this achieved?]. The annual Financial Statements have been externally prepared [What is the difference between internally prepared financial statements and externally prepared financial statement?] and have not been audited nor have they been independently reviewed [Why is this statement important]. The annual Financial Statements as set out on pages 22 to 30 were approved by the director [Why do financial statements require approval?] on 31 March 2022, and were signed on its behalf by [Why financial statements need to be signed and what the implications thereto?]:

In this part of the language we focus precisely on the business solutions that help to test the business's going concern to be viable. We give advice on how to keep the business going. Most small businesses fail because of the inadequacy of these strategies. Discussion will follow on how these stimulate some form of progressive thought.

Here we advise on the valuation of businesses. For many years, small business owners have wanted to sell their businesses, but were unable to set a valuation or in instances where they gave the price, were unable to justify it. Whatever the valuation technique, it must be based on accurate information, which is what we have dealt with from volume 1 and has given meaning to all of what is expected. The good thing is that where the buyer wants to negotiate the purchase price, there is a readily available trend of due diligence and verifiable information that would assist in the judgement. You would agree that a strong system of keeping information is essential here because of the role it plays in many areas of this language.

The penultimate volume deals with the process of testing a going concern. Directors could confirm that the business they run is a going concern when in fact it is not. This is what the excerpt from the director's responsibility shows:

[B]ased on forecasts, and available cash resources, the director has no reason to believe that the company will not be a going concern in the foreseeable future [Can really this be something that can be done by management?]. The annual Financial Statements support the viability of the company [How is this achieved?]. The annual Financial Statements have been externally prepared [What is the difference between internally and externally prepared financial statement?] and have not been audited nor they have been independently reviewed [Why is this statement important]. The annual Financial Statements as set out on pages 22 to 30 were approved by the director [Why do financial statements require approval?] on 31 March 2022, and were signed on its behalf by [Why financial statements need to be signed and what the implications thereto?]:

This occurs frequently in practice as directors are too scared to indicate that they have run the business down. While this may not be the case, what makes it a concern is who is eligible to do a “going concern test” for the business and what that assessment should be based on. This is a very special volume which we approach with some reasonable care. You will notice that it includes a series of valuation techniques with accompanying explanations on what must be done when the business is valued, what information must exist for the valuation to take place, the evidence that must be used to back the valuation, and the manner in which the valuation is reported. As you go on with the volume you will soon realise not only is it interesting but also shows the stakeholder responsibilities in the valuation. Once this has been done, the directors will then have to understand how to treat their business's affairs.

Small business plans and profiles

Finally, we conclude with a business plan and profile. All the above volumes, and particularly volume 5 must help the Business Practitioner to set up and maintain a bankable business plan. Today, most businesses are missing important financial opportunities by not having a comprehensive and adequate business plan., We considered a number of action-oriented context from existing knowledge to build up this business plan. This is why it is important that participants of this program should undergo the full training for them to reap the benefits of this guide.

2. Concluding remarks

Finally, we believe our experiences will guide other small businesses and, bring more stability in the small business area, by integrating research-driven solutions, lead and guide, cleverly allocate resources, and raise small businesses into greater heights with one language that combines us all. We have worked tirelessly to ensure that not only share our experiences but we are careful to meaningfully package them. Each volume must be understood in relation to others, and at the end we would like to know that you have taken our experiences into account in building your own. We strongly maintain that in 15 years' time most small businesses will be keen to enlist because of how powerful the guidance has been, and finally, all the businesses that use our advice must be guaranteed to be an employer of our children. Thank you for your interest in this Zero volume

3. How to order your book?

The first thing we urge you to do is to deposit money to our bank account:

The following banking details must be used:

Name of the account holder:	Kunokhar Chartered Accountants and Tax Practitioners Inc
Name of the bank:	Capitec Business
Branch code:	450105
Account number:	105 225 7488
Type of account	Current Account
Reference:	Your identity number

Second, send the proof of payment to: books@kunokhar.co.za

Third, on the subject, you would need to specify the volumes you want. The following volumes are in stock:

Volume	Volume No.	Status	Name of the volume	Price R
Student Preparation		Available	2024 Working Kit	R45.00
Volume	0	Available	Authors Note	R110.00
Volume	1		Small Business Operating Guidelines	
Volume	2		Tax Affairs of Married Couples	
Volume	3		About Auditing and the accounting in South Africa	
Volume	4	Available	Small Business Governance	R292.00
Volume	5	Available	Understanding the entity, its environment and internal controls	
Volume	6	Available	Desired knowledged	R1,050.00
Volume	7		Business Stakeholders	
Volume	8	Available	Adequate accounting records	R710.00
Volume	9	Available	Therapy	R345.00
Volume	10		Suggested technical advices	
	11a		Restricted Law: Content	
Volume	11b		Restricted Law: Suggested Solutions	
	11c		Restricted Law: Selected Case Laws	
Volume	12		Industry legislations and updates	
Volume	13		Class discussion and explanations	
Volume	14		Auditing of Small Businesses In South Africa	
Volume	15		Audit templates	
Volume	16		Business Continuity solutions	
Volume	17		Small Business Valuation Techniques	
Volume	18		Going Concern Test	
Volume	19		Business plans and profiles	
Volume	20		Buniness policies	

Fourth, should you be around Mthatha, and you want to buy and receive your copy immediately, then you can get your copy from the following address, when you come to collect please bring your identity copy / temporary identity copy with you:

Walk in address:	GPS coordinates
Kunokhar House 23 Delville Road Office Block A	31°35'09.0"S28°46'44.1"E
Kunokhar Chartered Accountants and Tax Practitioners Inc. Mthatha Eastern Cape South Africa 5099	In the event you get lost, please call these number: 072 980 9238 / 082 614 4014 (Also on whatsapp, as well) / 047 065 0687

Please be advised that this office does not take cash but they sell in a form of bank deposit slips and the appearing of your money to our bank account.

Should you wish to inquire or send any information about the books, please send your comments to:

authors@kunokhar.co.za

The authors would strive to respond within a week of having received the matters. Please do take load shedding and other network challenges as well.

ABOUT THE AUTHORS

Rolihlahla grew up in a Spaza Shop “KwaMtshana Spaza Shop” where he began attending to customers, employee, suppliers, and suppliers at the age of 9 until 2004. Today, he is a Chief Executive Officer and Managing Director of Kunokhar Chartered Accountants and Tax Practitioners Inc. “Kunokhar CTP Inc.” a very dynamic and strategically positioned firm of accountants. The main specialisation of the firm is taxation. In the firm we teach and train students about most important aspects of business operations which should be considered for a running of a successful enterprise. Together with his dearest wife, he authored 19 small business relevant books that are prominently for a suitable small business continuity and development. Although each volume has its own title, they all follow an overarching series entitled “**SMALL BUSINESS PRACTICE COMMON LANGUAGE GUIDE**”. He is a Chartered Accountant, Business Accountant, a Master Tax Practitioner, and Independent Reviewer. He is a small business sector specialist with more than 27 years of experience. Together with his experience as a Small Business Consultant, his area of interest is Taxation, business systems, small business governance, document management, and Compliance. He is also a principal researcher at Kancane Kancane Research Development Training and Education (RDTE). At Kunokhar Properties and Kunokhar Capital, he holds a position of a Chief Financial Officer, and of a Chief Investment Officer, respectively! Rolihlahla is also a training officer at Kunokhar CTP Inc., an establishment that focuses on Financial Accounting, Management Accounting, Training and development, Business management, Entrepreneurship, Graduate Development, Employee Performance, Risk, Compliance, and Taxation. In addition to many of his other qualifications, he holds a Bachelor of Commerce in Law (*UNISA*), Post Graduate Diploma in Taxation (*UNISA*), Master of Commerce in Accounting (on a Full thesis) [With a specialisation in carbon tax, and other environmental levies] (*RU*). On progress, he is schooling towards a Ph.d degree. Rolihlahla is an audit committee member for various municipalities, a Board member for various government and private institutions.

Matshutsha is one of the granddaughters of the late Mr Mkinqo Ntlontsana and Mrs Elina Ntlontsana. Her grandfather and his friends were her primary cheerleaders in her then artistic skills such as traditional dancing and singing until he passed on only when she was three years, leaving her in the capable hands of her grandmother and mother whilst her father would come home on quarterly or half yearly basis as he was working in the mines. Matshutsha was therefore raised by both strong and business minded women. However, both her mother and

grandmother were not talkers but rather demonstrators, so she had to be very observant in order for her to gain an understanding of their teachings. Accordingly, her understanding of business emancipated from the days of seeing and mimicking her grandmother which included, among other things:

- Weaving and selling grass traditional basket, mats and trays.
- Twining and selling the grass rope, that is used to tightening the thatched roof.
- During winter she would accompany her grandmother to cut the thatched grass and sell to those who were building.
- Her grandmother also kept the live-stock such as chickens, ducks, sheep and cows that she would sell or enter into barter transactions with when the need arose.

On the other hand, in addition to weaving her mother was also sewing and selling the Makoti traditional dresses when she was in Eastern Cape, she also sold blankets on behalf of one of the Carletonville wholesalers when she was in North West visiting her husband. During December holidays her mother would braid her hair and the other kids in the village

By default, Matshutsha learned all these skills, before she could become a teenager she could weave, braid hair and already had her chickens, dog and goats which was almost a norm for someone to follow the footsteps of their mother's manner of leaving. However, with all these principles that Matshutsha learned and the love that she had for writing and numbers, she was never encouraged to start her business instead she feared the unending anxiety that comes with owning the business where the owners would not sleep trying to make the profit and when they finally do they would still not sleep trying to remain profitable. That anxiety was enough to push her to study more and focus less on the idea of owning a business until 2015 when she was faced with the difficulties of finding the job after she took a gap year to raise her first born baby. The possibility of being unemployed resulted into the discussions with her husband to enter into business and out of that "Kunokhar CTP Inc." was born. Matshutsha is the General Accounting level two junior lecturer in a richest and profound South African traditional University. Further, she is an Associate General Accountant (SAICA), holding Taxation honours (UFH), Post Graduate Diploma in Accounting (Unisa) and Bachelor of Commerce from WSU. Currently, she has been accepted at UKZN where she will be studying towards Master's in Accounting degree, and aspires to obtain her D. Com soon.

The authors

Rolihlahla Vuzane

Mihle Matshutsha Vuzane

December 2022



Small Business Practitioners of South Africa

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Saturday: 08:00-17:00
Sunday: 08:00-17:00
Registration No: 2022/337354/08
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11 January 2023

PUBLIC AND STAKEHOLDER CONSULATION

Dear Valuable Stakeholder

A. ABBREVIATIONS

The following is an explanation of abbreviations used:

- ✓ **AGA** – Associate General Accountant.
- ✓ **AGRSBL** - Acceptable and Generally Recognised Small Business Language
- ✓ **AGM** – Annual General Meeting.
- ✓ **ACA** – Appointed Chartered Accountant.
- ✓ **CA** – Chartered Accountant.
- ✓ **COIDA** – Compensation For Occupational Injuries, and Deceased Act.
- ✓ **COVID-19** – Pandemic.
- ✓ **CPD** – Continuous Professional Development.
- ✓ **DOSD** - Department of Social Development.
- ✓ **FIP** – Financial Information Personnel.
- ✓ **NPO** - Non-profit Organisation.
- ✓ **PAYE** – Pay As You Earn.
- ✓ **PBO** - Public Benefit Organisation.
- ✓ **SAQA** – South African Qualifications Authority.
- ✓ **SARS** - South African Revenue Service.
- ✓ **SBOG** - Small Business Operating Guidelines.
- ✓ **SB Cont System** – Small Business Continuity System.
- ✓ **SBPSA** – Small Business Practitioners of South Africa.
- ✓ **SDL** – Skills Development Levy.
- ✓ **SOCI** – Statement of Comprehensive Income.
- ✓ **SOFP** – Statement of Financial Position.
- ✓ **TVET** – Technical and Vocational Educational Training.

Members: Mr. Siphumelele Nondonga CA (SA), RA; Mr. Rolihlahla Vuzane CA (SA), MTP(SA); and Mr. Uviwe Makiva

Website: www.sbpsa.org.za Tel: 047 065 0687 Fax: 086 482 3276 Email: info@sbpsa.org.za

Knowledge Integrity Professionalism Prosperity

- ✓ **UIF** - Unemployment Insurance Fund

B. DEFINITIONS AND EXPLANATIONS

The following explanations are given:

- Auditor means a person as explained in the South African Auditing Professions Act, No. 71 of 2008.
- Comment is a thoughtful opinion of one's idea of what should be happening and/or including reasons why it should not be happening.
- Director means a person as explained in the South African Companies Act, No. 71 of 2008.
- Employee is a person as defined in the Labour Relations Act, No 66 of 1995.
- Entity means SBPSA.
- Financial statements mean documents as explained in the South African Companies Act, No. 71 of 2008.
- Financial year is a period in which the entity plans to organise its financial affairs.
- Small business includes:
 - o Any employed individual with a taxable amount exceeding a tax threshold both individually and or in aggregate of all employments; and
 - o Any undertaking which-
 - Has a yearly turnover of R100,000 or more but not exceeding R250,000,000.00 during the current year or R500,000,000.00 over the preceding 5-year period; or
 - Is a church or any religious institution of any kind where congregants donates money to the church or its pastor in one way or another; or
 - Is doing business with a state; or
 - Is a registered VAT Vendor; or
 - Employs five employees or more in any given financial year or part thereof;
 - Is a public or private education institution under the basic education segment; or
 - Is a taxi operator; or
 - Receives the majority of its income from donations; or

- Was funded by investors situated outside the country in the current year or in the preceding five years;
 - Was funded by means of a government grant or loan in the current year or in the preceding five years;
 - Operates a trust account.
- A stakeholder is any affected person whether directly or indirectly.
 - Public is any member of the South African business economy or any interested person thereto.

C. PURPOSE OF THE DOCUMENT

The aim of this document is to seek public and stakeholder comments on:

1. The establishment of the above entity; and
2. On how the above entity seeks to operate.

D. ORIGINALITY

SBPSA was formed on the 22 March 2022, in the Republic of South Africa. Thus far, the entity has applied to the DOSD to be recognised as NPO on the 16th of September 2022, and as such, it has not, as yet received a final outcome of its application. The ultimate aim is to apply to be a PBO with SARS. The entity has a financial year-end starting on the first of March each year, and membership will be accepted after that date. Finally, the entity will apply for final accreditation with SAQA after a period of three years from 01 March 2023. This is in accordance with the rules governing the creation of professional bodies in South Africa.

The existing directors have appointed registered auditors for the upcoming three years, and the first set of financial statements that will be audited is the one commencing on the 2024 financial year end, after which auditors will be audited at an AGM. Other formalities are all documented on the respective documents.

It must be further noticed that the entity is still looking for a suitable place occupy.

E. BACKGROUND

South Africa, our treasured and growing nation, faced a huge economic downturn during and after the COVID pandemic. This pandemic came just few years after the country recorded its **8th recession since 1961** which was recorded in the first quarter

of 2017 (<https://www.statssa.gov.za/?p=9989>). Those who were affected most were of course, small businesses. This is devastating as small businesses are the pioneers of local economic development. All records have now confirmed with undisputed confidence that South Africa's economic development depends on the development of regional economies which centre purely around small businesses.

Today, the effects of the pandemic – including the manner in which small businesses are run – confirm that the local economic development is at risk. If no volunteering body is able to look after the economic interests arising from this group of people there is a likelihood that they will fail or suffer loss. South Africa is largely rural and is composed of disadvantaged and desperate groups of people who are willing to do what it takes to uplift the South African economy to its maximum economic level. This determination, together with many factors has given birth to SBPSA, an emerging non-profit company aimed at boosting the South African local economy through the professionalisation of small businesses.

Small businesses will continue to die unless proactive and diligent steps are taken to ensure the sustainability of local development. There are categorically a number of ways to do this. We have produced twelve important strategies to protect the legacy of small businesses of South Africa, and they are:

1. Professionalise the small businesses environment,
2. Professionalise small business owners by means of formal education and training, awareness and CPD,
3. Accreditation, and monitoring of higher institutions offering small business qualifications
4. Define and improve reporting and compliance,
5. Improve continuity probability by introducing a small business governance,
6. Continuously engage in research for solution generation suitable for the sustainability of small businesses of South Africa,
7. Improve responsible access to finance whilst giving protection against harmful creditors,
8. Define an Acceptable and Generally Recognised Small Business Language (AGRSBL) through the development of Small Business Operating Guidelines (SBOG),

9. Create a career path for small businesses;
10. Improve the relationship with other professional bodies;
11. Define the scope that successfully enhances progressive awareness, education, training, upskilling, growth perspective and assurance, business literacy and sustainability development, and
12. Create a unique sustainable governance mechanism with which small businesses will have to comply.

SBPSA is a non-profit organisation seeking not only to help with the regulation of small businesses but also formalize the informal sector to a high degree. Our simulated research, together with our many years of involvement in local development, indicates that successful implementation of the above strategies is designed to reduce the failure rate amongst small businesses by 95%, from this only 5% will voluntarily shut their doors. This means that out of 10 small businesses none will fail because of external factors and only one or more will shut down voluntarily at a profit. We now give a brief opinion of the above key strategic areas.

1. Professionalise small businesses environment

Almost all South African professional bodies have focused on the professionalisation of natural persons in their individual capacities. This, unfortunately, has created an unwanted tension between those who practice in the small business sector and has been noted as a serious flaw which has resulted in many organisations having to close down when the owner dies. Professionalisation of the environment in our case starts with the business itself, the owner, and eventually the FIP. The purpose is to close the expectation gap thereby broadening understanding of obligations and rights within the ambit of a small business environment. With this uniform manner of operating a more constructive and beneficial conversation with small business stakeholders should not only start but be guided into a more positive direction.

What is envisaged is that from now on small businesses will have a base from which they are all talking, and which will bring direction to their future. Professionalisation also reduces harm that is caused by businesses that come and go from the environment anytime and anyhow they want.

2. Professionalise small business owners by means of formal education and training, awareness and CPD

Most small business owners have no formal education about the business itself, equally, many of them possess occupational qualifications which do not lead them to operate a successful venture. From this, it is easy to note that there is danger in thinking that occupational qualifications are a prerequisite for a business environment, so this must now be monitored and guided. Similarly, there are a number of higher education institutions that offer small business-related qualifications which are not subject to evaluation of how they are able to contribute to the overall wellbeing of each entity they will be used for.

Despite this, there is no ongoing mechanism that seeks to sharpen and improve the business acumen of this group that will help them to reach greater heights in business. They rise and fall in the small business environment. With this method, our people must be better equipped to expand into the macro level of the economy through awareness and knowledge. As a result, small businesses, as the word suggest, must help them to start small but not to die small. A combination of education, training and structured CPD should help to boost confidence and to reduce the current failure rate on this level of economy.

3. Accreditation, and monitoring of higher institutions offering small business qualifications

The educational sector in South Africa is threefold, that is, recognition of prior learning, secondary and tertiary education. In secondary education we find accredited service providers, tertiary education institutions, and TVET Collages. It is quite apparent that TVET colleges have no home. Most of their graduates come and train directly in the small business environment yet, their curriculum is not monitored. Similarly, and as already mentioned, there are other higher education institutions that offer small business-related qualifications which do not relate directly to the development of the graduates and for the benefit of small businesses. These now need to find a home in this institution.

The consequence of this is that students and their lectures, in as much as they contribute to the teaching and learning of the small business environment, must be registered and be recognised by this institution.

Finally, this will call for the accreditation of training offices. For the purpose of this documents, these are called "accredited facilities".

4. Define and improve reporting, and compliance

We are well aware that most of the entities in the South African small business environment are either sole traders, private companies, limited liability companies, close corporations, and/or cooperatives. As such, the South African legislation would require that these entities are not to publish their financial statements. However, once registered with SBPSA there is basic information that will need to be reported (by province, gender, sector, revenue, amongst others), such as:

1. Town;
2. Local municipality;
3. District municipality;
4. Metropolitan municipality;
5. Province;
6. Sector;
7. Revenue;
8. Profit;
9. Governance demographics;
10. Date of registration as an entity;
11. Date of membership with SBPSA;
12. Shareholders;
13. Directors;
14. FIP;
15. Registered and operational address;
16. Split of income;
17. Qualification, training, and CPD attended to in a particular financial cycle;
18. SARS compliance;
19. Defined SOCI ratios;
20. Defined SOFP rations;

21. Defined qualitative compliance with laws and regulations and more so the Companies Act;
22. Funding needs;
23. Registration and reporting for UIF, PAYE, SDL and Coida;
24. Level of complexity;
25. ACA report;
26. Value of equity and liabilities; and
27. The asset value.

Based on how these are performing, the entity will be provided with a rating. There are five ratings within the organisation:

- 1 Star *: Means that the company is in a seriously bad management state and is in the verge of dying if administration control is not implemented.
- 2 Stars **: Means that the entity is under administration.
- 3 Stars ***: Means that the entity is on the average.
- 4 Stars ****: Means that the entity is fully compliant with the law but has not met some of the reporting ratios or vice versa.
- 5 Star *****: The company is fully compliant both with the ratios and with the law.

This then gives an opportunity to evaluate and categorise small businesses in a fairly distributed and well understood manner. This will be done in a form of a listing which will also provide regular commentary, and so on.

5. Improve continuity probability by introducing a small business governance

South Africa is continuously recording high levels of unemployment, and crime. This is also linked to the number of available and successful small businesses. One of the saddest realities in the small business environment is that these business are treated as babies of their owners from registration until death. Also, they die with the owners. The decision to comply, how to comply, and when to comply are all the enemies of this environment which leaves the business forever dependent and crawling. A mechanism has to be established to ensure that current businesses are the future employers of our great-grandchildren. The businesses must be disconnected from

their owners for purposes of sustainability. They now have to be treated as fully fledged businesses, thereby giving them strength to stand on their own.

6. Continuously engage on research for solution generation suitable for sustainability of small businesses of South Africa

The manner in which the small business environment is organised is very haphazard making it impossible to reach all the small businesses at the same time using the same mechanisms of communication. By creating a single platform, it is now possible to:

- To locate and communicate with all small businesses.
- Conduct research and give oriented results.
- To engage faster.
- To easily reach government and other primary stakeholders.

Research is one of the most profound mechanisms that if applied correctly could help in dealing with pressing issues which can be solved academically other than financially. Organising small businesses in this uniform way will help to understand the concerns and respond timeously.

7. Improve responsible access to finance whilst giving protection against harmful creditors

Other than education, organizational challenges, CPD, access to awareness, and knowledge and training, there is no doubt that many small businesses suffer from financial problems. Once registered with us, these businesses will be well positioned to:

- Call for funding from other small businesses within the organisation; or
- Apply for funding from other financial institutions.

The logic here is that financial institutions or other interested parties will no longer get the financial statements or a copy thereof from the businesses themselves but will be drawn from SBPSA. There are two ways to do this, either with forced access, or permitted access. Within the forced environment, it must be noted that entities like SARS, SBPSA, and the CIPC will have the right to retrieve these financial statements without a prior request from the shareholders. This does not disqualify these entities from first registering with the SBPSA, as this is mandatory. However, with the permitted

access, any other organisation which wants to rely on the financial information of such an entity will request the copy of the financial statements from SBPSA, and the SBPSA will then send a notification email of request for which the company will either approve or decline.

8. Define an Acceptable and Generally Recognised Small Business Language (AGRSBL) through a development of Small Business Operating Guidelines (SBOG)

There will now be a developed manner of understanding issues. SBPSA strives to ensure similarity, comparison, consistency and uniformity. To this, a document that seeks to achieve this purpose has to be established drawing up how the small business environment is organised into what we envisage it should be. Currently, the small business stakeholders are unintegrated but we intend to unite them. This document is attached as a separate circular to this publication.

9. Create a career path for small businesses

In responding to current unemployment and skills shortages in the small business environment, by creating this organisation and by revamping the current structure we now create a valid hope for many graduates. The starting point for this group of achievers, will from the very first time set their path within a small business environment. They could either study or be employed as, amongst other things (even though there will be a separate access path for each profession):

- Small business general managers;
- Financial records clerks;
- Small business office managers;
- Small business administrators;
- Small business consultants and advisors;
- Small business marketers;
- Accredited commentators (These are usually lecturers or training officers);
- Small business tax managers; and
- many others to be defined.

These will be started as qualifications designed for the current business concerned and practically tested within the small business environment.

10. Define the scope that successfully enhances progressive awareness, education, training, upskilling, growth perspective and assurance, business literacy and sustainability development

SBPSA will not be a home to the financial business class but to a wide range of individual taxpayers. We have noted that there is no organisation in South Africa that deals with tax education for the non-financial class. It is then the responsibility of the SBPSA to teach, coach, and monitor compliance levels of this group and help to alleviate all the tax uncertainties that cause discord between earnings and non-compliance.

Further, South Africa is widely rural and there are no visible actions which take financial education to the rural areas. In addition, there is still an existing discord between suppliers and customers which we would like to unify. Business and personal wealth of our people depends on how much they know, and that is exactly what we seek to do, for people to know what financial mechanisms and behaviours are better for them.

11. Create a unique sustainable governance mechanism with which small businesses will have to comply

For us to understand this, we should first ask: "What South Africa do we want to see"? We want to see a self-sustaining and responsible SA. An empowering country open for trade to its citizens first. A country that links potential to a skill, and experience with education. A country that allocates responsibilities based on the level of technical competencies which matches what must be done. This will be done in number of ways explained here. Firstly, the establishment of monthly, quarterly, and annual calendars that define what is expected to be done in the small business environment in each given financial year-end. This will also include deadlines and relevant submissions.

Secondly, registered entities will be required to have the owner, the trainee business manager, the financial records clerk, the tax manager, bookkeeper, and a Chartered Accountant. These people have the following brief responsibilities:

- **Owner:** is any person giving overall guidance and strategic direction of the firm. This is because they have applied their skills, wits, and skills in opening up the business.
- **The trainee business manager** is any training person who will ultimately qualify to be the business practitioner later on. This person has to be skilled with information about business continuity and business manager attributes. There must be an unwavering relationship between the business owners and the trainee business manager. This is for learning purposes. Now, all new small businesses managers will need to have a formal education, a required training, and must have written and passed board examinations.
- **The Financial Records Clerk:** is any person trained by a TVET college with a financial management (N6) diploma or any other person with a Bachelor's degree or equivalent who is not an AGA or a CA working in the small business environment. This person is responsible for organising all the business supporting documents, creating transaction logs, maintaining SPBSA compliance calendar, identification of business line items and transactions, identification of business stakeholders. This person is a vital link between the business, the tax manager, and the Chartered Accountant. Financial records clerks will have to write and qualify after a successful attempt of four board exams.
- The tax manager is any person dealing with the tax affairs of the business. Their primary source of information is the financial records clerk. The financial records clerk, even though they have only slight knowledge of financial statements, according SBPSA, are not licensed to prepare or to prepare and sign financial statements. There is already a pool of these from the SAIT.
- **Bookkeeper:** Depending on the size of the business, a bookkeeper can or is allowed to prepare financial statements but cannot sign them as approved but can sign them as *prepared by*. The bookkeeper is anyone with an AGA designation.
- **A Chartered Accountant:** is the highest and prestigious CA(SA) designation holder. This person is the only person required to sign the financial statements as approved. This is because of the amount of education, training, skills and experience, including the level of ethical compliance the world places on this designation. It is the person whom we know that though their leadership the process of compiling financial information is almost accurate. This is a person

of the highest standing in the accounting profession. The ultimate responsibilities for these persons will be on the draft stage.

F. APPOINTMENT

SBPSA, as stated above has a mandate to be an alternative to the current small business formation. As a result, the following brief working structure is proposed to guide the principles of the organisation:

- Once a small business is registered with SBPSA it will no longer be required to appoint a trainee business manager, a financial records clerk, a bookkeeper, a tax manager or a Chartered Accountant as these will be allocated and rotated based on the star rating and location of the client. The right to appoint is removed altogether and allocated to the SBPSA.
- As a consequence, the small business will pay a monthly amount to the SBPSA for which the service parties will have to invoice the SBPSA for the work they have done. This will also apply to the audit firms operating in this environment.
- A separate circular will be made available for public comments on how SBPSA will be paid and disbursement of the funds.
- The monthly amount to be paid is proposed as percentage of previous year sales divided by 12. This also helps the entities to budget and plan their financial information on time. The percentage will not usually exceed 5% for business and 2.5% for individual taxpayers. Two percent of this income is reserved for court proceedings and hiring of lawyers in case there is any dispute between SBPSA members and SARS.
- Fresh businesses will be accepted on basis of projected financial information.
- Once registered a once-off registration fee of R1,750.00 will have to be paid.
- For all the entities to be acquired there is a seven months' waiting period before a membership is fully activated.
- Membership will have to align with the membership of the SBPSA.

G. FINANCIAL INFORMATION

Among the documents required are financial statements for the immediate year. The applying entity is required to prepare their financial statements using the rules of the outside regulation system. This is called "Baseline" financial statements and will be accepted as correct. The baseline financial statements will be used as a basis of

membership and will be the starting point of the compliance process. These baseline financial statements will not be circulated but will be used to understand the nature of the business. Only the first set of financial statements and the activation will be circulated or will be available for circulation. When submitting the financial statements, the entity will be required to attach its system description that will help an independent assessor to understand the entity and its operations.

Financial information and records will be processed through SB Cont system. This system keeps all the financial statements, the schedules supporting the financial statements, and the related supporting documents.

H. WORKING RELATIONSHIPS

The service parties working under the SBPSA guidelines are not allowed to work outside the regulated environment except for Chartered Accountants who otherwise would be allowed prior to the consent of SBPSA.

It is anticipated that many organisation will absorb this method of doing business as most investors are keen to be part of all well designed and working system that seeks to produce accurate financial systems. As such, when joining the platform, users will be joining for a number of reasons, some as members, some as sellers and some as consumers. Sellers could include:

- recruiters looking for suitable candidates for other registered businesses;
- graduates looking for employment,
- financial institutions looking for customers to fund,
- government and SARs looking for general compliance,
- accredited commentators looking at and tracking member performances,
- training institutions offering their accredited services,
- academic institutions looking to find and evaluate the number of their students employed, and roles they play in the small business environment,
- government using this platform to find evidence of their APR.

Each of these will be issued with a registration number upon registration and will be issued with the certificate and card of membership which should provide access to and provide discounts to some parts of the country depending on the status of the client.

I. DISCIPLINARY PROCEEDING

Members of the profession would normally come with hard-earned designations, SBPSA will only regulate the designation for small business practitioners and that of a financial records clerk. The disciplinary proceeding will be catering to these two types of designations. Disciplinary proceedings are communicated in a separate circular. However, it must be stated that those that join the organisation with their designations will be disciplined by the organisations even though the SBPSA might only terminate the relationship, in which case the service party will work only in a non-regulated environment. Banning a service part could either be a specific amount of time or permanent, depending on the severity of the offence.

J. DELIVERY OF COMMENTS

Public comments as required must be sent to:

- rvuzane@sbpsa.org;
- info@sbpsa.org; and
- contact@sbpsa.org;

K. DUE DATE FOR THE DELIVERY OF COMMENTS

All public and stakeholder comments must be submitted to the above e-mails on the 28 February 2023.

L. CONCLUSION

Our vision and mission are centered around saving and upskilling small businesses and individual taxpayers with the aim of introducing a new small business language for South African growing community. Small businesses cannot stay small for far too long and eventually die. Similarly, the working class has not been able to deal with their tax obligations, and they are really suffering from this. Professionalisation and awareness is the only answer if there a home built for these people to belong into. This is the only solution to protect the small business legacy, to reduce unemployment, to establish taxpaying individuals in a solid tax advice system that will help them to learn and improve their financial information, and to ensure successful sustainability. Our major priority is to help small businesses that are already in trouble with SARS for them to be released from those on more favourable terms, then those entities will have to be

monitored closely to ensure that they do not get into the same trap again. We are here to help!



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Yours in small business development

Mr. Rolihlahla Vuzane CA (SA), MTP (Sait), IR, M.Inst.D (IosdSA) and Fisa

Bachelor of Accounting (**WSU**), Bachelor of Commerce in Law (**UNISA**), Post Graduate Diploma in Accounting (**UNISA**), Post Graduate Diploma in Applied Accountancy / CTA (**UNISA**), Post Graduate Diploma in Taxation (**UNISA**), Master of Commerce in Accounting [With specialization in Carbon Taxation] (**RU**), and Doctor of Philosophy with specialization in Constitutional Law and Philosophy of Law (**in progress**).

Chief Executive Officer

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11 January 2023

SMALL BUSINESS PRACTITIONERS OF SOUTH AFRICA
(SBPSA)

Date: 11 January 2023

Executive officer:

CEO: Mr. R. VUZANE CA(SA), MTP (SA)

Members: Mr. Siphumelele Nondonga CA (SA), RA; Mr. Rolihlahla Vuzane CA (SA), MTP(SA); and Mr. Uviwe Makiva

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Knowledge Integrity Professionalism Prosperity