



Frequently Asked Questions

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1. What qualifies a Small Business in your organization?

For our purposes, a small business includes:

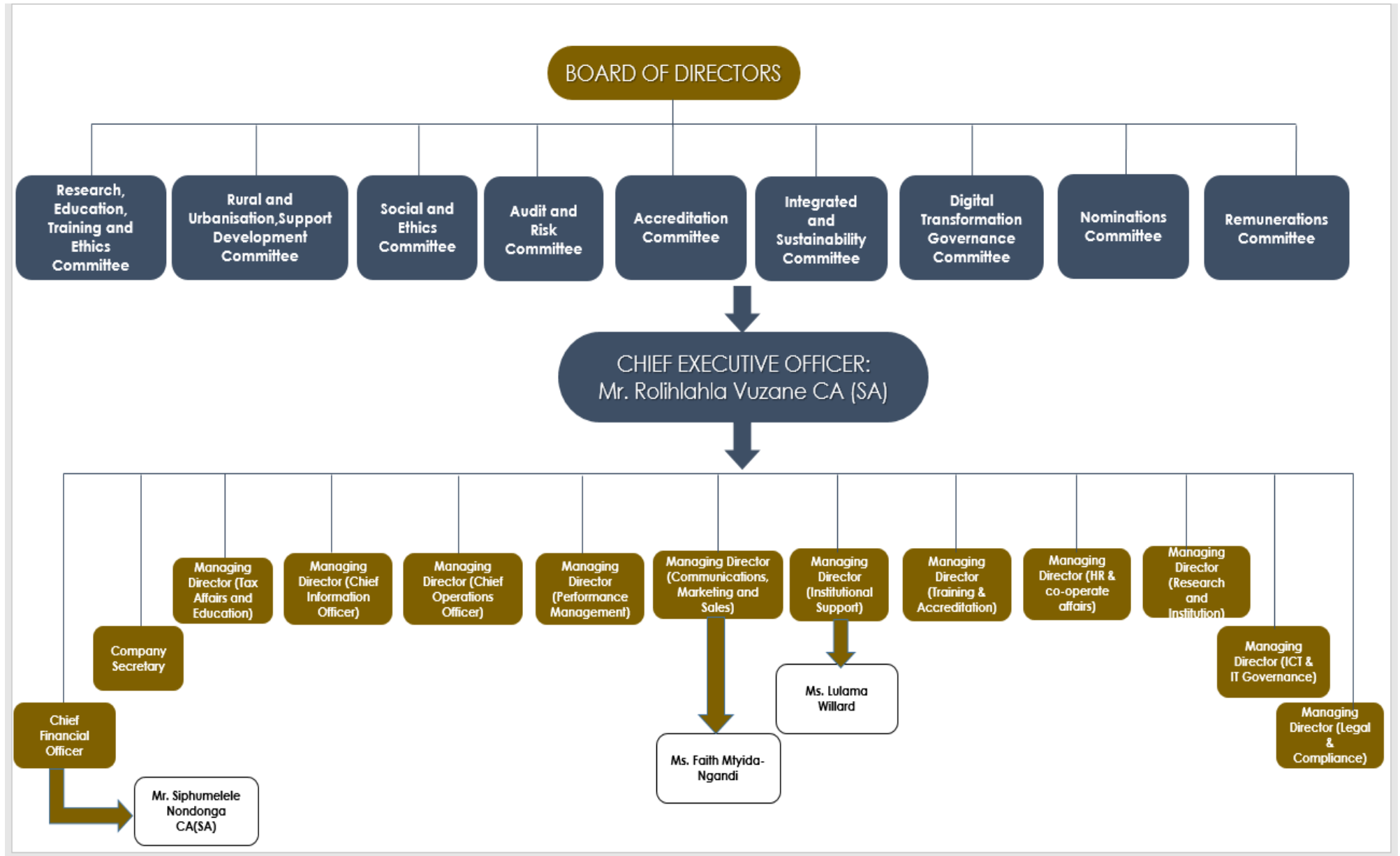


- a. One that has a yearly turnover of R300,000.00 or more but not exceeding R50,000,000.00 during the current year, or R150,000,000.00 over the preceding 5-year period;
- b. Is a church or any religious institution of any kind where more than three congregants donate money to the church or its pastor 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. 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; r
- 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. Is an entity operated by non-South Africans?

2. Could people who do not meet the set definition still register with you?

Yes, any business small business that does not meet the aforesaid criteria can register to be a member with us. However, that would mean that the business is voluntarily choosing to abide by our set of rules and procedures.

3. What is the current SBPSA organogram?





4. Is SBPSA an accredited Professional body? I am scared of affiliating with a ghost institution, please let me know.

Our institution has not formally obtained full accreditation as a professional body. We have confirmed with the first part of the registration. We are a non-statutory body of expert practitioners applying to be recognized as a professional body by SAQA. Briefly, SAQA is responsible for the recognition of professional bodies and registration of professional designations for the NQF Act, no 67 of 2008.

Prospective Professional Bodies <such as SBPSA> seeking recognition must send their request through a formal letter on the organization letterhead to the following email address: secretarydr@saqa.co.za <This we have done>.

SAQA runs four <we have attended the first one> compulsory workshops for prospective professional bodies per annum. After receipt of the letter, an invitation will be sent to professional bodies providing the dates of compulsory workshops. Applications for recognition as a professional body will only be sent to professional bodies that have attended the compulsory workshop.

The following information can be accessed on the link below. We now provide answers to it:

<https://www.saqa.org.za/wp-content/uploads/2023/04/Professional-Body-Policy-and-Criteria-2023-final.pdf>

3.1. A non-statutory body of expert practitioners applying to be recognized as a professional body by SAQA will:

a) be a legally constituted entity registered with the Companies and Intellectual Property Commission (CIPC) as a non-profit company (NPC) or with the Department of Social Development, as a non-profit organization (NPO) of which membership is voluntary. Membership must be defined in the Memorandum of Incorporation (MOI). This entity must not be registered as a profit-making company;

- The name of our association is Small Business Practitioners of South Africa.

- **Our association is registered with the CIPC; the registered number is 2022/337354/08.**
- We have tried on many instances to register with the Department of Social Development, and we are not getting any response.
- Membership to our institution is voluntary, and one is forced to be part of it.
- Membership is defined in our Constitution. The constitution is readily available on the website.
- We are not registered to make a profit hence we are registered as an NPC.

b) be governed either by an MOI, statute, charter, or constitution, whichever is applicable, indicating the scope of practice and be compliant with, and adhere to good corporate governance practices

- The entity has its MOI but its operations are guided by the Constitution.

c. Have a transformation policy that guides the constitution of the Board, staff, and membership. Furthermore, the professional body must indicate activities that ensure representation of the demographics of the country and support transformation, and if there is no transformation, an explanation must be provided

We have a transformation policy in our organization. We highlight the following important issues:

1. SBPs are not required to have formal education requirements if they have been practicing an entity with a record of five years' worth of financial statements. They should apply to enter using an RPL policy. Board exams are not exempted. When a Medical Practitioner confirms that the SBP candidate cannot write, an oral examination will have to be undertaken. Age plays a major role in our determination.
2. This also applies to all other designations we want to introduce. The first part is present in vernacular but assessed in English. The second part is to present in the vernacular and also assessed in the vernacular.
3. We have written to the Pan South African Language Board (PanSALB) for some advice on how we can present our material in all 11 official languages. The Pan South African Language Board (PanSALB) was established to



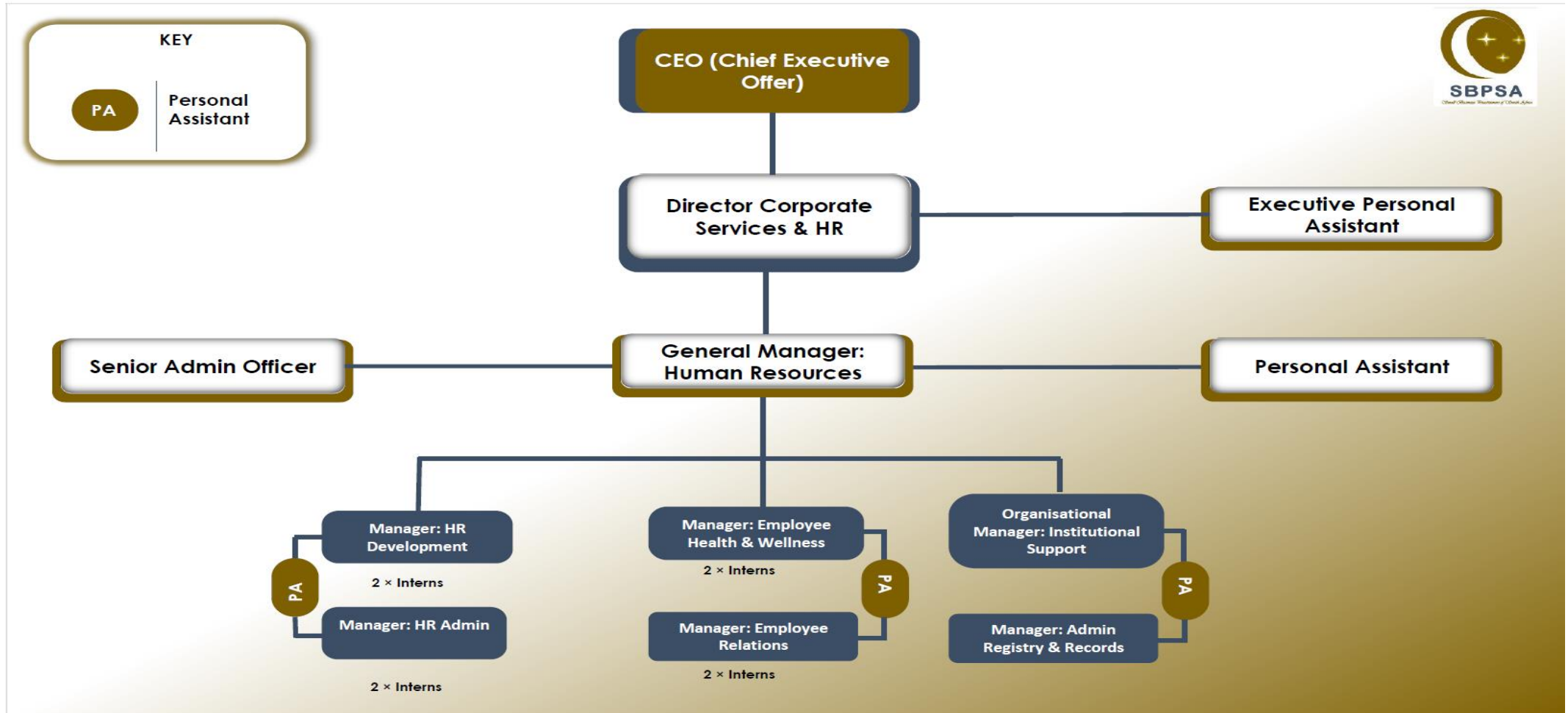
promote and create conditions for the development and use of official languages, the Khoe and San languages, and sign language; and to promote and ensure respect for all languages commonly used by communities in South Africa, including German, Greek, Gujarati, Hindi, Portuguese, Tamil, Telegu and Urdu, and Arabic, Hebrew, Sanskrit, and other languages used for religious purposes in South Africa.

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

Despite all these transformative arrangements, the business medium of exchange remains in English in South Africa.

d) Have the necessary human resources capacity to undertake its functions, which is separate from the Board, except for executive members

The Director of Corporate Services and HR is stand-alone in the organizational structure and reports to the Chief Executive Officer. Our top layer structure is shown below:



e) Have access to adequate premises and facilities to undertake its functions

We are still looking for suitable offices. Currently we are operating remotely.

f) Have the necessary financial resources to undertake its functions and be sustainable throughout the recognition period

We rely on the loan from the founders, and loans from various businesses they own. We are hopeful that as soon as we can register members the situation will improve. We request the financial resources as and when they are needed.

g) Provide immediate and past audited three-year financial statements or independently reviewed three-year financial statements

We have realized that to start up a professional body is not an easy task. We envisage that our first year will commence on 01 March 2024. Between our first meeting with SAQA and now we have been building structures and processes within the organisation, and we have not earned any income but expenses have been expanding. We have in the interim appointed Registered Auditors: SnB Chartered Accountants and Registered Auditors for a period of three years. Their tenure commences on 01 March 2024 and will end in 2025.

h) In the awarding and withdrawal of its designations, a recognized professional body may not unfairly discriminate directly or indirectly against anyone on one or more grounds, including race, gender, sex, pregnancy, marital status, ethnic or social origin, colour, sexual orientation, age, disability, religion, conscience, belief, culture, language, and birth

None of our policies with regards to the awarding and withdrawal of designations which unfairly discriminate directly or indirectly against anyone within our association on one or more grounds, including race, gender, sex, pregnancy, marital status, ethnic or social origin, colour, sexual orientation, age, disability, religion, conscience, belief, culture, language, and birth.

i) Have policy and criteria:

- i. To develop, award, monitor, and revoke its professional designations in terms of its own rules;**
- ii. On RPL to award designations for members who do not have the required underlying qualifications;**
- iii. On membership, which includes but is not limited to the responsibilities and benefits, voting rights, use of designation, and different categories of memberships; and**
- iv. On Continuous Professional Development.**

We have a policy on awarding, use, and withdrawal of designations. This policy works hand-in-glove with the disciplinary policy. It gives instances where a designation could be revoked, and remedial avenues available to the members. We have already addressed the RPL highlights above for our designations. We also have a clear policy on how voting should happen on issues surrounding the Board appointments. Finally, we have a clear policy on CPD for all of our designations. These policies will be uploaded as soon as the system is up and running.

j) Policies from non-statutory professional bodies must adhere to the:

- i. Protection of Personal Information Act (POPIA), Act 4 of 2013,**
- ii. Promotion of Access to Information Act (PAIA), Act 2 of 2000, and**
- iii. Promotion of Administrative Justice Act (PAJA), Act 3 of 2000 for the processing and accessing of membership information.**

We have developed a policy that will balance both the above Acts of Parliament and our business operations. Members are at the center of our strategy and all issues related to their information security are a priority to us. Once our website has been fully developed these policies will be available

k. Professional bodies must:

- i. Have a database of individual members;**
- ii. Clearly define membership in terms of designated and non-designated members;**
- iii. Submit to SAQA a list of designated member data in a format determined for the NQF for uploading to the NLRD.**
- iv. Make career-related information available to the public;**
- v. Publish a code of conduct and operate a mechanism for reporting and investigating members who have allegedly contravened the code, and protect**

the public interest about services provided by its members and the associated risks; and

vi. Establish a register of complaints and submit it as part of the mid-term monitoring and re-recognition, the register must indicate the number, nature, and date of the complaints received as well as the findings and or resolutions achieved.

The design of our system helps to keep a separate database for all of our member categories. It also includes the rewards, and consequences of each designation. The membership policy and the Constitution clearly define what a member is and or who qualifies as a member. It further details the instances of all the membership consequences. Since we have no members as yet, we have not yet submitted to SAQA a list of designated member data. What we have done is request this list to ensure that all our recruitment endeavours are designed to meet these objectives. Our system has taken into account ways in which small business career opportunities have to be made available to the general public. For instance, we have a student body that is allowed to observe what is happening in the profession. Academic institutions also monitor how their students are doing in the market. Members and affiliates are persuaded to advertise job opportunities online. We also have recruitment agencies who are required to facilitate employment and hiring on the system. In the system, we will deploy the misconduct policy. Members of the public are encouraged to send all instances of misconduct to: investigations@sbpsa.org. This e-mail address works with the membership department to investigate and handle sanctions on all members who were found to fall within misconduct. We have developed a register of complaints to submit as part of the mid-term monitoring. To find out more, visit policies on the footer of our website. Included in the register of complaints indicate the number, nature, and date of the complaints received as well as the findings and or resolutions achieved.

3.2. A non-statutory body of expert practitioners may only apply for recognition by SAQA if it has at least one designation to support its application for recognition.

We have the following designations:



1. SBP^(RSA)
2. TLP^(RSA)
3. TLPP^(RSA)
4. SBO^(RSA)
5. FRC^(RSA)
6. SBA^(RSA)
7. SBV^(RSA)
8. TPI^(RSA)
9. TPB^(RSA)



5. How do I contact the SBPSA?

There are quite several ways to reach us, all in the form of an e-mail. Depending on what information you want, the following e-mail addresses might be important. We should also ask that once you have written and sent an e-mail to us, please do not start a new e-mail while you talk to us about a particular issue. Our writing strategy is that we should start and finish an issue in one e-mail. This is important to track the communication right from start to finish. The following e-mail addresses can be used to contact us.

Alternatively, to contact us please follow the following steps:

Step 1: Visit: www.sbpsa.org;

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,
please 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

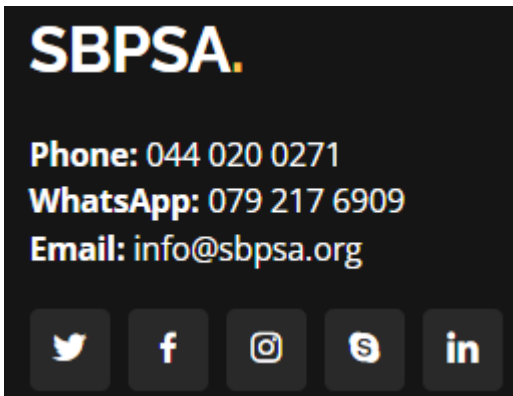
For all queries related to Student issues, please contact: studentbody@sbpsa.org

For all queries related to claims please contact: claims@sbpsa.org

For all queries related to shareholders: shareholders@sbpsa.org

Step 2: Click on home

Step 3: Select “Contact us” and follow the prompts so that you can send the message



to us. You can also use the following details as well:

- **Facebook:** Sbpsa Sbpsa
- **Instagram:** Small Business Practitioner of South Africa
- **X:** Sbpsa
- **LinkedIn:** Sbpsa

6. What are your pillars of success?

We break our pillars into four: the vision, the mission, the strategy, and our values.

- *Our vision is to professionalize and anchor trust within the small business environment.*
- *Our mission is to educate small businesses about the aspects of the small business environment and help them to grow into the mainstream economy.*
- *Our strategy is to create and maintain an attractive and involved small business environment culture.*

And the four values that distinguish us:

- **Knowledge**
- **Integrity**
- **Professionalism**
- **Prosperity**

7. Why are we different?

We accept the small business as a professional environment that is engaged with highly technical, ethical, transparent individuals who wish and are encouraged to undertake business transactions following a predetermined manner. Our members are trained on key business aspects, they attend webinars, and they do CPD. Our business formation is informed by four key business transaction controls. We first bank on the training and development of Small Business Practitioners, who would eventually qualify as SBP^(RSA), the second layer involves a bookkeeper who has passed and qualified as an FRC(RSA). The third layer involves a Chartered Accountant or other officially accredited accountant, and finally, the fourth layer includes a registered auditor. In addition, we use the services of Small Business Valuers who are



predominantly used to value the shares and interests of the businesses that are our members. Small Business Valuers are Chartered Accountants or equivalents and Registered. Looking at the amount of stress in the small business environment, our SBP^(RSA) for the first time has access to a professional Psychologist who also attends our courses with our teams. The aim here is to produce financial information that is highly reliable, credible, verifiable, and that can be trusted. Our financial information is based on the outcome of the work done and is consistent. It does not depend on what the Small Business Practitioner wants to achieve at a given point but on what the financial information is. The Small Business Practitioner is only a positive influence on the financial information process, and nothing else.

The second part deals with fees and client sourcing. Our members are treated equally, as they only pay 15% of their revenue as association fees. This makes sure that clients are charged based on the level of work expected to be provided to them.

Thirdly, our FRC, SBV, Registered Auditors, and Business Psychologists customers on a large scale do not look for clients. We allocate clients to them, thereby saving on advertising. Clients are allocated for a period of three years after which a rotation is compulsory. Our business idea is that we do not combine familiar faces because we do not believe that business and friendships yield anything positive. This is done using uniform sets of rules.

Fourthly, members make their financial information available to us and for it to be collected from us using a prescribed channel.

Fifthly, we understand how difficult it is for small businesses to cope, this is why we have decided to supplement their decision-making with temporary Boards which can help them to make effective decisions.

Lastly, we have governance compliance procedures. We believe that a financial statement in a small business environment is not the only effective indicator. We prescribe a range of other assessment tools that small business stakeholders should consider when assessing their overall business performance.

8. I am an FRC what costs should I pay for in the SBPSA?

FRC's could register both as FRC's as SBO's. To avoid double billing, FRC's costing schedule is designed to take this effect into account. You are not allowed to be FRC without registering to be an SBO first where you have an employee under your umbrella. In the even you operate from home and you are the only employee of the business, there is an exemption from being required to registered as both. As result, the following are the costs of an FRC only:

| No | Description | 2025 | 2026 | 2027 |
|----|---------------------------|----------|----------|----------|
| | | Amount | | |
| | | R | R | R |
| 1. | Membership Application C1 | 1,700.00 | 1,870.00 | 2,057.00 |
| 2. | Monthly membership | 750.00 | 825.00 | 907.50 |
| 3. | Monthly CPD | 410.00 | 451.00 | 496,10 |

Where the FRC is also the SBP, the cost will remain the same using the formula to bill SBO's. the only addition will be an addition of CPD per month. This is stated as follows:

| No | Description | 2025 | 2026 | 2027 |
|----|-------------|--------|--------|--------|
| | | Amount | | |
| | | R | R | R |
| 3. | Monthly CPD | 410.00 | 451.00 | 496,10 |

9. We now know that there is a Small Business Compliance regulation, what does this mean, and why it should be regarded as beneficial to the users of small business financial information?

- It first indicates the Small Business Governance calendar and how the business complies with it.
- Second, it indicates whether the business is compliant or not.
- Third, it includes how compliant the SBP is with their CPD.
- Please visit our Resources Page and you will get an example of what we have as a compliance checklist.

10. I am a Chartered Accountant and I already have clients, what should I do now that I want to join SBPSA?

We understand that SBPSA comes with fresh recommendations for an existing system. Two things have to be done:

- You will need to inform your clients that you are moving to SBPSA. They have a choice to stay with you as their Chartered Accountant in a non-binding arrangement or if they do not want to but want to join SBPSA, you have 6 months to prepare their financial statements and finalize necessary information by the time they depart, and the clients must join SBPSA. These requirements also apply to those recognized as Financial Records Clerks as well who in their previous regime acted as Accountants, they will have to be given a Chartered Accountant, and this works vice-versa.
- Should you wish to stay with them, you will have to request to be allocated an FCR for each of the clients immediately after joining the SBPSA.

11. What are the payments related to the TLLP^(RSA) fees?

The following are fees associated with SBO(RSA) designation:

| No | Description | 2025 | 2026 | 2027 |
|----|---|----------|----------|----------|
| | | Amount | | |
| | | R | R | R |
| 1. | Membership Application C1 ¹ | 1,700.00 | 1,870.00 | 2,057.00 |
| 2. | Membership Application C2 ² | 1,700.00 | 1,870.00 | 2,057.00 |
| 3. | Monthly fee for C1 | 410.00 | 451.00 | 496,10 |
| 4. | Monthly fee for C2 ³ | 810.00 | 851.00 | 896.10 |
| 5. | Facility Accreditation fee ⁴ | 1,980.00 | 2,178.00 | 6,025.80 |
| 6. | Assessment of the PoE | 3,334.70 | 3,668.17 | 4,034.98 |

¹ Entities that have less than one-year-old and which have not started trading.

² All other applications.

³ Where the entity has not been allocated the octagon professionals. Otherwise once any of these are allocated, a 10% of the revenue signed by the chartered accountants on the management accounts.

⁴ An SBO could want to train candidates, such as TLLPs, FRCs or SBPs. This is the amount they should paid for the application. All accreditations are reviewed after 3 years from the date in which the application was initially granted.

| | | | | |
|----|---|----------|----------|----------|
| 7. | Application for admission as an TLP candidate | 1,100.00 | 1,210.00 | 1,331.00 |
| 8. | Application for a student release | 790.00 | 869.00 | 955.90 |

12. I am a professional, and I have made an invoice to the SBPSA, by when can I expect to be paid?

All payments are made to suppliers before the 10th of each month. The invoice must have reached SBPSA on or before 16h00 of the 3rd of the same month in which the invoice will be issued failing which, it will be paid on the following month.

13. What are the payments related to the TLP^(RSA) fees?

Once released from the TLLP program, the TLP will register and join a community of TLPs for CPD and general professional trades. The following are the costs associated with that:

| No | Description | 2025 | 2026 | 2027 |
|----|-------------------------|----------|----------|----------|
| | | Amount | | |
| | | R | R | R |
| 1. | Membership Application | 1,300.00 | 1,430.00 | 1,573.00 |
| 3. | Monthly fee for student | 175.00 | 192.50 | 211.75 |

The TPL affiliation has a choice of paying all the amount once.

14. How does the SBPSA remunerate its professionals?

We have three professionals for purposes of remuneration. We charge a monthly fee of 15% of their total revenue to all our SBO's which is payable to us by no later the first of each month. We then pay our professionals. We should remember that with our model, the professionals do not invoice the client directly but would invoice SBPSA for the month they have done. The following is an example of how the distribution is broken down:

| Description | Amount R |
|-------------|-------------|
|-------------|-------------|



| | |
|--|------------------|
| Monthly revenue carefully calculated using SBPSA guidelines ⁵ | 80,000.00 |
| Less: 15% amount payable to the SBPSA⁶ | 12,000.00 |
| Less: 20% Amount payable to the FRC ⁷ | (2,400.00) |
| Less: 30% of the amount payable to the Chartered Accountant | (3,600.00) |
| Less: 5% of the amount payable to the Psychologist | (600.00) |
| Remainder going to the SBPSA | (5,400.00) |

It is the requirement of SBPSA for the Psychologist to meet up with the SBP at least once every two months even though there is an option to meet every month. As a result, within 10 days of being allocated a client, the Psychologist must draw up and agree with the SPB on the meeting schedule unless the issue is rather urgent. The amount going to SBPSA for membership fees, CPD costs, material costs, and other additional benefits brought for the advantage of the member.

In this way, we ensure that each charge is based on the affordability of the business and ensure that the business can predict the costs, classify the costs, and allocate costs associated with operating a business within the Small business environment in South Africa. You would note that in the above costing structure, the costs of an auditor and that of the Small Business Valuer have not been included. The first six months of registering a business with us is a very critical period for all businesses, in this period, businesses must produce and submit the base financial statements which will be used for making the calculations above. On those financial statements, it is not a requirement that they should have been signed by a chartered accountant, they will be used as a base. Within that period, and the second month after the end of the year, the Small Business Valuer must make the first valuation. Since valuation is a once-off event, the valuer is not allowed to charge more than 5% of the total costs. Valuations are expected to be done within 2 months after the financial statements have been prepared following a two-year interval.

⁵ Whether received or accrued.

⁶ Now we will split this amount within the stakeholders involved. Remember, the SBPSA does not interfere with the remainder being the R (R80,000.00 – R12,000.00). We deal only with the R12,000.00. Now the following step is to break down the R12,000.00

⁷ This is 20% of the R12,000.00.

15. I am UIF employee how much should I pay for me to benefit from the SBPSA?

We live in a country with extensive labour laws but companies do not obey these laws. One of the laws we need to help our members with are the SDL deductions, the UIF, and provident fund. There is no way we can help you without being our member first even if your employer is not registered as an SBO with us. Here we help with labour trends updated and ways to verify your benefits including methods to claim for them. The following are the costs associated with members registered in this platform:

| No | Description | 2025 | 2026 | 2027 |
|----|-----------------------------|--------|--------|--------|
| | | Amount | | |
| | | R | R | R |
| 1. | Membership Application | 400.00 | 440.00 | 484.00 |
| 3. | Monthly fee affiliation fee | 175.00 | 192.50 | 211.75 |
| 4. | Employee CPD fees | 100.00 | 110.00 | 121.00 |

16. I am an auditor; how will I be remunerated for the annual work I have done for the client?

Auditors provide a very important service to our value chain. Similarly, audit annual fees cannot exceed (1/2)% of the total costs due and payable to SBPSA for the year being audited. An entity has a choice of opting for an audit by its own right or because of other requirements. It is an essential requirement that the auditors too do not invoice the client directly. The auditor will send an invoice to SBPSA at the end of the audit. I would like to register now but not sure what exactly I should expect.

-
- You will have to register with us, the registration is R1,700.00, after which you will become a member with a membership number;
 - for a period of 6 months, attend the CPD training for a value of R500.00 per month. This amount is catered for these 6 months only;
 - immediately at the end of 6 months, you are expected to have finalized your base financial statements. These financial statements will be used to determine your annual membership.
 - Your annual membership will be paid every month.
 - The membership fees will cover the costs of-
 - The Financial Records Clerk,
 - Chartered Accountant,
 - Psychologist,
 - Registered Audit (an additional amount will be charged in case the audit is required. This is done to ensure that there is a balance between entities to be audited and those with no audit requirement), and
 - SBPSA.
 - You are only kept as a member to the extent your fees are up to date. Only two months' membership is allowed to be in arrears in each financial year. Our financial year runs from 01 March to the last day of February each year.
 - The member cannot be allowed to start a new year without settling all the outstanding previous year's fees.

17. I am a student, and I really see myself registering as an SBP soon after completing, what can I do in the meantime?

This is exactly an additional reason why SBPSA exists. Students are highly encouraged to register with us as "**Student SBP**" or "**Student FRC**". Here the student will get a benefit of getting in touch with other existing and grown businesses, get the market feel and with issues on the ground. You will be exposed on what expectations are in the profession. The first added advantage is that you will be required to do your CPD, and get your "Student Compliance and Membership Certificate". The second advantage is that students without companies will start their companies with a fully fledged information on how to run their companies properly. Thirdly, by the time you register your first company with us, you will get a discount of 20% on your monthly subscriptions. What is important is that by the time you apply for your student membership to be converted into full membership, your account is up to date, and all your CPD is fully compliant. Finally, you will be provided with all the mainstream material valued at **R3,542.00** for free. SBPSA provides for this information to all its mainstream members as well. The following table indicates the student fees:

| No | Description | 2025 | 2026 | 2027 |
|----|--------------------------------|--------|--------|--------|
| | | Amount | | |
| | | R | R | R |
| 1. | Student Membership Application | 300.00 | 330.00 | 363.00 |
| 3. | Monthly fee for student | 175.00 | 192.50 | 211.75 |
| 4. | Student CPD fees | 90.00 | 99.00 | 108.90 |

A student that misses the CPD will fall within the same category of missed CPDs. There is no separation in terms of position on what must be charged when the CPD has been missed, the amount is the same all across. Chartered Accountants, Registered Auditors, and Psychologists do not complete their CPD with us but with their respective professional bodies. Please refer to the section that deals with missed CPDs.

18. What resources do I need to fully become an SBPSA participant?

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.

19. I have missed to do my CPD what shall I do?

The CPD is an essential requirement of the Institute and is equally important that all the designated comply with it. Missing a CPD evaluation immediately makes you non-compliant and you will be identified as such on the verification. This will harm your business status and your ability to conclude valuable business transactions. Once you have missed your CPD, another catch-up window after a week will be opened to accommodate you so that you get your CPD in order. Unfortunately, missing a CPD has a cost implication. This is the cost break down for missing your CPD:

| No | Description | 2025 | 2026 | 2027 |
|----|--------------------------|--------|--------|--------|
| | | Amount | | |
| | | R | R | R |
| 1. | Missing a CPD evaluation | 150.00 | 165.00 | 181.50 |

20. How do I make my payments to SBPSA?

Well, there are three ways. Applications are paid using an online payment system, Pay fast. There are a variety of options you can choose from. Importantly, please remember the option you used. Monthly subscriptions could be paid either by EFT or

cash deposits, normally done on the ATMs. These are the three ways in which SBPSA can be paid. You are also required to use an appropriate reference [Membership number] so that we do not have challenges in allocating the payment to you.

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

21. What are the payments related to the SBO^(RSA) fees?

The following are fees associated with SBO(RSA) designation:

| No | Description | 2025 | 2026 | 2027 |
|----|---|----------|----------|----------|
| | | Amount | | |
| | | R | R | R |
| 1. | Membership Application C1 ⁸ | 1,700.00 | 1,870.00 | 2,057.00 |
| 2. | Membership Application C2 ⁹ | 1,700.00 | 1,870.00 | 2,057.00 |
| 3. | Monthly fee for C1 | 410.00 | 451.00 | 496,10 |
| 4. | Monthly fee for C2 ¹⁰ | 810.00 | 851.00 | 896.10 |
| 5. | Facility Accreditation fee ¹¹ | 1,980.00 | 2,178.00 | 6,025.80 |
| 6. | Assessment of the PoE | 3,334.70 | 3,668.17 | 4,034.98 |
| 7. | Application for admission as an SBO candidate | 1,100.00 | 1,210.00 | 1,331.00 |
| 8. | Application for a student release | 790.00 | 869.00 | 955.90 |

22. Why do we exist?

One we bring the required knowledge and awareness to the environment. Second, we bring uniformity and understandable language. Third, we bring all businesses of different forms together to a single and progressive platform. Fourth, we professionalize the environment for it to get the dignity it deserves. Fifth, we create

⁸ Entities that have less than one-year-old and which have not started trading.

⁹ All other applications.

¹⁰ Where the entity has not been allocated the octagon professionals. Otherwise once any of these are allocated, a 10% of the revenue signed by the chartered accountants on the management accounts.

¹¹ An SBO could want to train candidates, such as TLLPs, FRCs or SBPs. This is the amount they should paid for the application. All accreditations are reviewed after 3 years from the date in which the application was initially granted.

responsibilities and duties that help to open up the environment for career opportunities. Sixth, we provide compliance. Seventh we suggest an alternative financial statement layout that talks meaningfully to a wide range of financial statement users. Seventh, we have also suggested a “Combined Assurance Template” that helps all our members to be evaluated on a similar and verifiable basis. In this way, businesses can set defined growth paths to meet our standards and can identify and evaluate themselves against a predetermined set of required business foundations. Further, research shows that the small business sector is the biggest economic contributor. We believe that our method is the only one that can protect this sector from adverse and unfavourable effects. Second, our method is generational. In other words, we do not want businesses that are 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 appropriate measures on how to effectively deal with creditors like CIPC, SARS, and the DoL, and finally we do not want businesses that die with their owners. In this way, we want to ensure that we become the biggest role player in providing hope in this sector, cutting 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, regulation framework, and professionalism in the sector.

23. How to become a registered person?

First, we should mention that we have a student body section and a full membership section in our organization. We have a variety of membership positions in our organisation which are meant to cater to a different skill set. Depending on the role you wish to play in the small business environment, it is important that you affiliate with the correct designation. Designations have different qualification paths, all leading to a different set of responsibilities. To register as a member, employ the following steps:

Step 1: Visit: www.sbpsa.org;

Step 2: Click on Membership

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

Alternatively, you can send an e-mail to: memberships@sbpsa.org

24. I am already practicing as an accountant. I would like to join but am not sure how to do it as I have clients in my profile already. Please advise me.

All applications to our association are assessed based on their merit by a competent team of assessors. Individuals practicing as accountants will have to apply for our prestigious designations only then they are allowed to register and practice using our standards. When one is going to be a member, there is a prescribed window fee that is paid for a period of six months. During this period, prospective members have to notify their clients about their intention to join the association. That notification should give the clients a choice to be converted into our members or they should start with other professionals.

25. I am a Psychologist; may I please understand what costs are associated with my registration at SBPSA?

Small business environment is uncertain, evolving, and very much involved. Experience and observations indicate that it is the most stressful environment and SBPSA has realised that Psychologists must be invited to come and relieve this pain. A Psychologist comes with additional benefits in helping with mental orientation and first hand help when needed. As a result, a Psychologist should register with us as professional first. This is done to ensure that our people's mind is well taken care of and have all the time to consider and deal with what is required from them. Like a Chartered Accountant, a Small Business Valuer, the Financial Records Clerk, and the Registered Auditor, a Psychologists like others does not tout for clients, SBPSA would allocate clients to them automatically, thereby saving on costs of client recruitment and marketing. This is a yearly subscription. In addition to the once off subscription, a Psychologist is required to pay a yearly membership fee be paid in full and all at once. All the yearly subscriptions must be paid with 4 month of the Psychologists being admitted as a Professional member within the platform. Having said that, once you have been admitted, the allocation will start even though that might still fall within the four month of subscription, we have no problem with that. The requirement is that the yearly membership must be paid in full and once.

| No | Description | 2025 | 2026 | 2027 |
|----|-------------|--------|------|------|
| | | Amount | | |
| | | R | R | R |
| | | | | |



| | | | | |
|----|------------------------------|----------|----------|----------|
| 1. | Registration to the platform | 3,900.00 | 4,290.00 | 4,719.00 |
| 2. | Yearly membership fees | 4,200.00 | 4,620.00 | 5,082.00 |

26. What subjects are important to take at school if I want to belong to your profession later on in life?

Our membership is split into two categories, the built-in and built-out members. Built-out members are members that belong to certain existing professional bodies. These would include Chartered Accountants, Professional Psychologists, Certified Management Accountants or Registered Auditors. These are not trained by us, and it will be important 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 important purpose. Second, is our built-in designations. Our market is TVET colleges and those university students who find small business attractive. For us, we are not concerned by what you want to start, we only come into existence at the time you want to start a small business, and we assist you to professionalise it by all means possible. With that said it must be clear that we are an organization of all professions in as much as they are involved in small business. With TVET colleges, we focus our main interest on Financial Management and Business Management. Students 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 PC exams. Once all of these have been passed, the student will be entitled to use the designation: FRC^(RSA). At this point, the student will be required to work with Small Business Operators, Chartered Accountants, and Registered Auditors. Small Business Operators have their qualifying path which is 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 should also 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 no exemption on Board exams, they still need to be sat for and be passed. We understand that there are a lot of other people who have been practicing as accountants and might have 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 in all forms to what a Chartered Accountant is given the privilege to do in our line of work.

27. Can a person who is not registered with SBPSA prepare financial statements or run a business of his own?

SBPSA is an organization with a definite set of rules, and procedures. First, by admitting to being our member you confirm that you will abide by certain standards. In our line of work, only a Chartered Accountant is allowed to sign off the financial statements. This is because Chartered Accountants are well prepared and are highly educated on matters of drafting and preparation of financial statements. This stance is taken first for the protection of all stakeholders depending on the accuracy and reliability of the financial information. Secondly, it is taken to respect that financial competencies are not readily available and so people have to respect the financial profession and only perform on duties they are competent to do. Admittedly, we have no control over what is happening outside the profession. With us, the designation: FRC^(RSA) is responsible for safe keeping 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. Yes, someone who is not our member is allowed to run his business. With us, we train our professionals to do and behave in a certain manner when they are dealing with business transactions.

28. I am in financial services, and I would like to apply as an SBO^(RSA), I do not know what my sector code is, please indicate where I possibly find it:

The following are the SBPSA sector classification codes-



Small Business Practitioners
of South Africa

23 Delville Road
Block 1
Mthatha
5099

Monday – Friday 08:00 - 17:00
Saturday 08:00 - 17:00
Sunday 08:00 - 17:00
Registration Number: 2022/337354/08



| No | Class | Industry name | Sub-class |
|-------------------------|-------|-------------------------|-----------|
| 1. | A | Finance | 1600 |
| | | Beauty & Hair Salon | 1920 |
| | | Medical Specialist | 2100 |
| | | Consultants | 2200 |
| | | Admin Consultants | 2210 |
| | | Education Services | 2300 |
| | | Organisations & Ass. | 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, Textile, ETC. | 1540 |
| | | Builder's Scrap & Metal | 1542 |
| | | General Dealer | 1550 |
| | | Transport Agency | 1720 |
| | | Municipal Services | 1800 |
| | | Hospitality Services | 1900 |
| Management Career Agnt | 1960 | | |
| Hospitals Veterinary | 2110 | | |
| 4. | D | Suger & Tea Farming | 0118 |
| | | Coal Mining | 0411 |
| | | Drilling & Boring | 0505 |
| | | Water Works | 0521 |
| | | Drinks Mnfr & Bottling | 0640 |
| | | Pesticides & Explosive | 1000 |
| | | Pharmaceuticals | 1030 |
| | | Rubber By-products | 1050 |
| | | Leather Works | 1105 |
| | | Cement & Lime Mnfr | 1210 |
| | | Jewellery & Optomery | 1400 |
| | | Electrical Appliance | 1532 |
| | | Aerial Services | 0701 |
| | | Telecommunication | 1745 |
| | | Laundry | 1910 |
| | | Entertainment | 2000 |
| Sports Clubs | 2010 | | |
| Parks & Nature Reserves | 2320 | | |



| | | | |
|-----|---|---|--|
| 5. | E | Chrome/Electroplate Horse Stabling | 1401 2020 |
| 6. | F | Grease Mnfr | 1025 |
| 7. | G | Meat Products Dairy Products Milling Food Manufacturing Distillers & Winery Textile Mnfr Plastic Prod Mnfr Woodworks Rubber Mnfr Warehousing & Storage Postal Services | 0600 0601 0621 0630 0642 0700 0712 0810 1052 1723 1750 |
| 8. | H | Mixed Farming Sawmilling Soft Wood Mnfr Hard Paper Mnfr Petroleum HidesSkin & Stripin Bricks & Tile Mnfr | 0116 0801 0811 0910 1041 1100 1220 |
| 9. | I | Rock Drill& Blasting Circus | 0502 2011 |
| 10. | J | Livestock Farming Tillage & Forestry BLDG\$ELEC Construct General Services Civil Construction Heavy Electric Maint Glass Work Commuta Transport Goods Transport Shipping Security Service | 0111 0114 0500 0501 0512 0531 1201 1710 1711 1722 1970 |
| 11. | K | Ocean Fishing Underground Mining Quarrying & Crushin Steel Const&Erection Concrete Works Marble & Granite Mntr TarAsbestosBitumen | 0300 0400 0440 0530 1211 1230 1420 |
| 12. | L | Cotton Wool Fireworks Iron& Steel Mntr Foundry Mntr Minor steel Products Engineering Electric Cable Manufacturin Motorcar Assembly Motorcar Garaging Auto Body Repairs Transnet Power Station Correctional Services | 0701 1005 1300 1301 1331 1340 1350 1360 1361 1363 1715 1820 1975 |
| 13. | M | Housholds | 2500 |

29. would like to register as an SBO(RSA), but am not sure how to do it and what I must have at my disposal, please assist me!

That is great, to register your company, please remember that only entities/companies can register as SBOs, that is, as an SBO^(RSA) you will have to register on our website (www.sbpsa.org), and the instructions will follow:

- Firstly, choose to be a member;
- Second, click on the member's section and then register;
- Third, choose a member and a screen with options to create a profile with login details of your own will appear. Fill in the following personal details:
 - o Your full names,
 - o Age,
 - o Cellphone (cellphone must be working at the time of application)
 - o Nationality
 - o Marital status/Marital regime e.g. married in a community of property
 - o ID number
 - o Your email address (very important as you will need it if you get interrupted before completing the process); and
 - o Create a password that you will keep safe and remember at all times.

Remember to keep your password confidential and protected.

After creating the profile, the system will allow you to register and it will save your details. On the following page, you are going to choose SBO(RSA) then more details are going to show and then there's going to be a member's registration form. So fill in the form with your business tax details.

- o First question you going to choose a juristic person.
- o Second, tick the tax types that you are registered for. Here you must have done some work in finding out how much you owe on each tax type your entity is registered for with SARS, which returns are still outstanding, and which ones have been submitted.
- o Third, please find out if you have any existing debt arrangement with SARS as we are equally interested in it, as well.
- o Fourth, choose a sector code for your company, the codes will be provided you will just have to know the nature of your business. Alternatively, these codes are also included in this document. Just look

for “Sector codes” and find one suitable for your business. Then that will be the code you will use, but first, you will need to make sure.

- Fifth, identify if your business is a:
 - price taker; or
 - price giver.
- Sixth, in 1000 words you will have to write how your business will be making its money, and in another round of 1000 words write down if you are going to need any financial help and what kind of funding you will need. Keep prepared a video along with you for investors explaining why they must invest in your business. Lastly, you must also think if you want your businesses to be audited or not or independently reviewed.
- The following documents must be available at your disposal:
 - Your company CK (registration) documents, good thing, this will also provide your company registration number,
 - ID document (must not be three months old),
 - Proof of FICA residential address of the business (must not be three months old), and
 - statement of account for each of the tax types you are registered for (we need these statements to verify the amount owing). The statement must be drawn to reflect the amount owing at the date of the application. Each statement will be loaded separately.

Clicking “Register member” proves that you have completed all the required information and your application is available on our end for processing.

- Seventh, after registering successfully there will be a registration fee of R1,700.00 required. There will be payment options available to choose from, it is advisable to have a physical bank card available, for the payment to be successful.

30. What should I do when I want to view members who have been terminated by the SBPSA?

SBPSA has a list of members that subscribe to it. These members differ in their professional / affiliation origin. Some come with their standing affiliation and some get

this affiliation from the association. Irrespective of the entity of origin, the members are all joined by the SBPSA Code of Professional Ethics (SCPE), a code from which they should not deviate. Depending on the gravity of the grievance against this Code, a member could be fined a sum certain in money, be suspended for a determined period, or be permanently disqualified. As such all disqualified members are listed on the list of disqualifications with reasons for such decision. By clicking on the “terminations” on our website, the details will be available. This list is updated each time there is a disqualification.

31. I am a Chartered Accountant and I am not sure what costs are associated with me.

Small business environment is not uncertain, evolving, and very much involved it is disorganised and fragmented. The biggest challenge has been to trust the financial information produced by this sector looking on the fact that it a very welcoming sector without formal regulation. This has resulted into everyone doing what they can do or like without monitoring and evaluation and formal guidelines. Chartered Accountants play an important role in our Business Value Chain <BVC>. They assist the FRC, and the SBP in doing their work. The role of the Chartered Accountant is to ensure a conducive environment for the preparation of:

1. The GL,
2. The TB,
3. The Management Account;
4. Approval of tax related affairs; and
5. The financial statements.

With our BVC, a chartered accountant is the only person who signs financial statements as fairly representing the state of financial affairs of the business. Similar to a Psychologist, Chartered Accountants should register with us as professional first. Like a Psychologists, a Small Business Valuer, the Financial Records Clerk, and the Registered Auditor, a Chartered Accountant does not tout for clients, SBPSA would allocate clients to them automatically, thereby saving on costs of client recruitment and marketing. This is a yearly subscription. In addition to the once off subscription, a Chartered Accountant is required to pay a yearly membership fee be paid in full and all at once. All the yearly subscriptions must be paid with 4 month of the Chartered

Accountant being admitted as a Chartered Accountant member within the platform. Having said that, once you have been admitted, the allocation will start even though that might still fall within the four month of subscription, we have no problem with that. The requirement is that the yearly membership must be paid in full and once.

| No | Description | 2025 | 2026 | 2027 |
|----|------------------------------|----------|----------|----------|
| | | Amount | | |
| | | R | R | R |
| 1. | Registration to the platform | 2,900.00 | 4,290.00 | 4,719.00 |
| 2. | Yearly membership fees | 6,200.00 | 6,820.00 | 7,502.00 |

32. Where can I purchase/find the material for me to prepare for my exams?

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

33. I do not want to be an SBO but still would like my business to be tax compliant, which designation I should register for and why?

The TPB(RSA) designation is meant for businesses that do not qualify to be SBOs. These are usually businesses that have not started or that 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 of employees on your taxation affairs. Here a reference will be made between the and the ITA34. Director's taxation is also looked in this part;
- 3) understand the difference between ITR 12 return, the ITR 14 and the EMP 201 return,
- 4) understand how the Income Tax is calculated;
- 5) understand when is the ITR 12 return has to 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 important documents dedicated to you as taxpayer;
- 10) understand important periods that guides the happening of events. For instance; by when will you be allowed to submit your tax return, what is meant by the tax season;



what is expected of you and your employer during a tax season, what documents are required and 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 the ways in which a return can be submitted to C:SARS;
- 13) understand different methods of paying C:SARS;
- 14) different types of appeal channels avail to you as a juristic person;
- 15) understand the type of supporting you must keep and produce to C:SARS when submitting your return and after you have submitted a return;
- 16) understand different methods of paying C:SARS and 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 that we will encounter when we finally on this is done to increase the level of information, tighten tax compliance, produce responsive and good citizens, improve the tax administration in South Africa and help taxpayers to react with knowledge. Together we hope that we can make a positive impact to 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 accruals that arise out of this designation are important for those who wish to move South Africa forward and make it a better place for all. For CIPC, we look on the calculation of revenue, the interpretation of the CK document, the completion of the IR section 33 return of the Companies Act. For DoL we look at UIF, COIDA and SDL calculations, and submission of returns. The aim is to ensure that important regulation is understood very early in the business cycle. The costs are as follows:

| No | Description | 2025 | 2026 | 2027 |
|----|------------------------------|----------|----------|----------|
| | | Amount | | |
| | | R | R | R |
| 1. | Registration to the platform | 2,900.00 | 3,190.00 | 3,509.00 |
| 2. | Monthly membership fees | 1,400.00 | 1,540.00 | 1,690.00 |

34. How do I donate to the Small Business Practitioners of South Africa?

We are a non-profit company that depends mainly on donations, government grants, and membership fees. With a broad spectrum of performance plans and objectives,



we would be delighted any provide funds that will help us move forward. There are two donations, a specified or a pool donation. The only difference between the two is that specific donations are conditional in that they come with specific conditions on how they can be used and what should happen to the remaining funds. Usually, those who donate to us with specific conditions, also attach a letter of motivation. The latter contains no such restrictions and would not talk to any remaining funds, the cash deposit is in itself a final donation. Irrespective of the donation type, the donor has to attach proof of payment. 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 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 important to fill in all the relevant fields. For companies/trusts/ body corporates / close corporations, business registration documents must be attached. All these documents are aimed at making it possible for us to positively identify our important donors. Please note that we banking with "Capitec business" not with Capitec. An appropriate selection is vital in ensuring that your donation successfully reaches us.

35. I am employed and I am a natural person but I am struggling to understand my tax affairs, what SBPSA can do for me?

Our prestigious TPI^(RSA) designation is meant for taxpayers who wish to start their good citizenship by ensuring that they master their tax obligation. This goes beyond our task of explaining income tax source codes. In our way, mastering a tax obligation means quite a number of important activities:



- 1) understand the South African tax cycle;
- 2) understand how your contract of employment impacts on your taxation affairs. Here a reference will be made between your contract and the ITA34;
- 3) understand the difference between ITR 12 return, and the EMP 201 return;
- 4) understand how the Income is calculated;
- 5) Understand when is the ITR 12 return has to filled;
- 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 important documents dedicated to you as taxpayer;
- 10) understand important periods that guides the happening of events. For instance, by when will you be allowed to submit your tax return, what is meant by the tax season, what is expected of you and your employer during a tax season, what documents are required and 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 the ways in which a return can be submitted to C:SARS;
- 13) understand different methods of paying C:SARS;
- 14) different types of appeal channels avail to you as an individual, 15) understand the type of supporting you must keep and produce to C:SARS when submitting your return and after you have submitted a return;
- 16) understand different methods of paying C:SARS and 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 that we will encounter when we finally on this is done to increase the level of information, tighten tax compliance, produce responsive and good citizens, improve the tax administration in South Africa and help taxpayers to react with knowledge. Together we hope that we can make a positive impact to 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 accruals that arise out of this designation are important for those who wish to move South Africa forward and make it a better place for all.

However, we do not close the returns for you. Here irrespective of how much you earn, we charge as follows:

| No | Description | 2025 | 2026 | 2027 |
|----|------------------------------|----------|----------|----------|
| | | Amount | | |
| | | R | R | R |
| 1. | Registration to the platform | 1,900.00 | 2,090.00 | 2,299.00 |
| 2. | Monthly membership fees | 410.00 | 451.00 | 496.10 |

36. What are the costs of being associated with our institution?

The word "Costs" is a broad word for our purposes. We have different fees for different things depending on what the candidate would want to do. A free brochure is available on our website, and it contains valuable information that should answer the most pertinent questions. To find out more, please repeat the following steps on your browser:

Step 1: Visit: www.sbpsa.org;

Step 2: Click on fees and subscriptions

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

Alternatively, you can send an e-mail to: memberships@sbpsa.org

37. What designations are available within the Small Business Profession?

We offer a variety of designations that a person can take to be our member. These would include the following:

SBP^(RSA)

| | |
|-----------------------|--|
| What is it all about? | This is a designation obtained by operators of small businesses. The designation is called a "Small Business Practitioner". The abbreviation "RSA" states that it was awarded in the Republic of South Africa. It is awarded to confirm that the operator has met the minimum standards required to operate a small juristic person, and he/she understands his / her obligations towards himself, towards his business stakeholders, and the rights and duties of the juristic person. It is a confirmation that the business is owned by a well-suited adequately trained, and continuously trained professional. The aim is to strengthen confidence levels |
|-----------------------|--|

| | |
|--|---|
| | <p>among all stakeholders that the business is in safe hands, and that it will always be. After successful approval of the qualifying process, an SBP(RSA) will be allocated a candidate to train as well, the facility, that is his business, must be registered and compliant. SBPs are only allowed to train 2 candidates in any given 18 months. The SPSA must wait at least one year before he/she can train others, and that happens after the criteria have been satisfied. In other words, only at the expiry of the 12 months where the SPB can request another allocation. This is done by looking at the capacity and continuity of his / her business. The SBPSA regulates the qualification criteria to become an SBP. Education / RPL, training, and Board exams are required for one to qualify.</p> |
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How do I qualify?

There are two qualification pathways for the SBP^(RSA), the RPL and the student pathway. SBPSA recognizes that there are existing businesses whose owners would like to apply and qualify as SBP^(RSA), as well. Secondly, we understand that there are challenges with business comprehension in some areas of the country. Thirdly, we know that there are students who have studied business management either at a University or at a TVET college. The above mix of personnel represents an important strategic development for this designation. Let us start with the students first:

1. University (NQF level 07) or TVET Business management (N6) students

- 1.1 The student obtains the degree or a pass for N6 with an SBPSA-accredited institution;
- 1.2 Register for Board Course Preparatory Exams (BPE);
- 1.3 Writes Part 1 (The Theory Component (TTC)) of Business management exams;
- 1.4 Enters into an 18 months training contract with an SBPSA-accredited firm;
- 1.5 Register for a Practical Board Course (PBC);
- 1.6 During the 12 months of the training, the student will need to write Part 2 (Practical Component (PC)).
- 1.7 of the qualifying exams;

- 1.8 The student completes the training, and receives a training completion certificate from SBBPSA;
- 1.9 The student works with an approved SBPA facility different from where he/she trained for a period of 12 months with monitoring and supervision;
- 1.10 On the 11 months, the student applies by paying a prescribed application fee for him/her to be admitted in the profession as a Small Business Practitioner; and to use the designation SBP^(RSA)
- 1.11 SBPSA assesses the application, approves it, and awards the designation or (declines it or provisionally approves it with suggested improvement), after which, the student will have to make a direct application. A direct application is sent via email to avoid further costs. It is possible for the student that he or she has gone through training by the time he/she wishes to apply, then that case will be evaluated according to its merits.
- 1.12 The student is admitted as a member. The certificate of membership is sent to the applicant upon approval.
- 1.13 The student is now required to fulfill the membership requirements such as the CPD and subscription.

2. Existing business and the RPL pathway

- 2.1 The candidate must have been in business for the previous 5 years to apply for the membership by paying a prescribed fee. Throughout the 5 years the business must have been functional;
- 2.2 Submits a Portfolio of Evidence (POE) with a POE administration fee on selected topics of small business management for assessment. There are other documents such as:
 - 2.2.1 The 5-year financial statements;
 - 2.2.2 CIPC Proof of Annual Returns;
 - 2.2.3 Proof of SARS registered tax types;
 - 2.2.4 Letter from a Chartered Accountant that:
 - 2.2.4.1 The returns for all the tax types have been submitted and there are no outstanding returns, and
 - 2.2.4.2 The financial statements support the information on the returns.

- 2.3 The POE is assessed;
- 2.4 The POE is approved or (declined with a substantive period of improvement).
- 2.5 Pay an RPL exemption amount;
- 2.6 On the 6th month after the approval of the POE, the candidate student will need to write Part 1 of the qualifying exams. There is a provision for students who cannot write;
- 2.7 On the 6th month after the Part 1 results, the candidate will need to write Part 2 of the qualifying exams. There is a provision for students who cannot write
- 2.8 The candidate receives a training completion certificate from SBPSA based on the POE;
- 2.9 Immediately after Part 2 results, the candidate applies by paying a prescribed application fee for him/her to be admitted to the profession as a Small Business Practitioner; and to use the designation SBP^(RSA).
- 2.10 SBPSA assesses the application, approves it, and awards the designation or (declines it or provisionally approves it with suggested improvement), after which, the student will have to make a direct application. A direct application is sent via email to avoid further costs.
- 2.11 The candidate is admitted as a member. The certificate of membership is sent to the applicant upon approval.
- 2.12 The candidate is now required to fulfill the membership requirements such as the CPD and subscription.

TLP^(RSA)

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| <p>What is it all about?</p> | <p>South Africa is currently labour intensive, and this situation will take some time to change. In the past employment was based on the scarcity of graduates. There were very few graduates, and indeed it was a big thing then to be one. Today, the labour market is highly competitive as more graduates enter the space. When this happened, employers made another move to surf graduates, they asked for a valid driver's license. Indeed, when it all started, there were very few of them with this license requirement and many of those who had one got employed.</p> |
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| | <p>Today, with many initiatives, there are more graduates with driver's licenses, and unemployment has risen once more. Thirdly, employers wanted graduates to have a driver's license and a certificate of computer literacy. We remember a time when people would have graduated, got their driver's licenses, and still could not work. Those who had computer literacy on their tertiary transcripts or those who attended it somewhere were employed easily. Today, all the tertiary transcripts have computer literacy with a high pass mark, and unemployment has risen. Fourthly, there has been a strong requirement that in addition to the above, graduates needed to have working experience, that is why the government created TVET colleges. It is because they wanted to close the "work experience gap". This strategy has not improved the situation at all as there are very limited opportunities to even do voluntary work. SBPSA, in trying to break down this impulse, we thought that in addition to the above, employers would be happy to employ people who would have gone the extra mile to understand and master the employment laws that will enhance the employment relationship. We believe that our certificate as taught by highly recognized labour professionals in the country will help our candidates to break through. This is why the candidates are encouraged to enrol with us immediately in their third or final year of study so that by the time they graduate, they have all the employment access tools ready. This is the first in the country to be done which will lead to CPD after its successful completion. Besides, with more graduates seeking sanctuary within the small business environment, as a future small business owner, it is very important to understand the laws that will govern the relationship between you and your employees. Also, we have noted the retrenchment rates after Covid-19. In our research, we picked only 1.2% of the general workforce understands any of the employment provisions which puts pressure and burden on the employer. This is why we wish for</p> |
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| | <p>the current labour force to also register to minimize their job loss opportunities as well. As it stands, this product is one of the best solutions in the labour market, we truly believe that it is the most modern solution the employers have been hoping for to sharpen their retention and employment criteria. Take the opportunity to be the first.</p> |
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How do I qualify?

There are two qualification pathways for the SBP^(RSA), the RPL and the student pathway. As already mentioned, the student pathway relates to those students that have no mature employment background, they are fresh from tertiary. The second one is those that are already employed.

1. Students pathway

Employees should apply by paying a prescribed fee and sending the following relevant documents:

- 1.1 proof of registration,
- 1.2 qualifications; or
- 1.3 an affidavit that the student has no formal working experience and that he/she has just graduated, and
- 1.4 the CV.

Once qualified, the student will be enrolled in CPD.

2. Existing employee pathway.

Employees should apply by paying a prescribed fee and sending the following relevant documents:

- 2.1 Letter of Employment,
- 2.2 Confirmation of employment on the employer's letterhead and
- 2.3 the CV.

Just imagine, how life could be if you work hard to set yourself apart from others, just by doing what is right, that is to register with us.



TLPP^(RSA)

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| <p>What is it all about?</p> | <p>With the understanding of the need for the TLP^(RSA), a need then arises for SBPSA to take the responsibility to accredit training offices to offer the training. The most important criterion is that the office has to be mainly designated to train personnel on employer/employee-related affairs leading to employees/employers completing the TPL^(RSA) exams. Once qualified, they will be required to attend to SBPSA CPD requirements which are offered on the SBPSA platform.</p> |
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How do I qualify?

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| <p>There are two qualification pathways for the TLLP^(RSA), the RPL and the student pathway. The student pathway includes those who are fresh or have no experience whatsoever in the labour market. These would go through a formal education process, and after 5 years from their date of the qualification apply to register their offices for a TLLP^(RSA) designation. In the second tier are firms that have been specializing in labour-related matters for the past 5 five years. These have a verifiable track record to prove this. Lawyers with a master's or a Ph.D. degree in labour-related matters are eligible to apply to teach the TPPL(RSA) designation. In applying for accreditation, the training office will have to prove that there is enough space/time and enough resources to train the TPL^(RSA) candidates. All of this will be made on the application proposal which will be finally inspected.</p> |
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SBO^(RSA)

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| <p>What is it all about?</p> | <p>This designation is provided to our business members so that we help to comply with the South African-related business principles, regulations, and laws in running effective and informed businesses. When in any document a business is referred to have been an SBO^(RSA), it means that it complies with our business practice standards, and is in a position to be operated by any well-trained SBP^(RSA). It means that a psychologist, a Chartered Accountant, a Financial Records Clerk, and a Registered Auditor can now be allocated to it. The aim is to help this business to gain a perpetual business advantage, get access to funding, and negotiate better regulatory deals.</p> |
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How do I qualify?

Any business meeting our definition whether on compulsory or voluntary grounds can apply to be our member. This designation has to be separated from the SBP^(RSA) designation. The SBO accredits a business while the SPB accredits the person running the business.

FRC^(RSA)

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| What is it all about? | This is a designation obtained by Financial Records Clerks of small businesses. Consistent with our Standard Operating Procedures, we should remember that an FRC is only required to do bookkeeping, and financial statements file management. There are seriously important skills to do this, and we help them to master these. FRCs would work with the SPB, the Chartered Accountant, and the Registered Auditors. They are a bridge between the SPB and the rest of the other professionals. |
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How do I qualify?

There are two qualification pathways for the FRC^(RSA), the RPL and the student pathway. SBPSA recognizes that there are existing personnel called “accountants” in practice who might be interested in applying and qualifying as FRC^(RSA), as well. Secondly, we understand that there are challenges with business comprehension in some areas of the country. Thirdly, we know that there are students who have studied for N6 Financial Management either at a TVET college or who might have studied a B Com-related accounting course at a university. The above mix of personnel represents an important strategic development for this designation. Let us start with the students first:

1. University (NQF level 07) or TVET Financial Management (N6) students

- 1.1 The student obtains the degree or a pass for N6 with an SBPSA-accredited institution;
- 1.2 Register for Board Course Preparatory Exams (BPE);
- 1.3 Writes Part 1 (The Theory Component (TTC)) of Financial Management exams;
- 1.4 Enters into an 18 months training contract with an SBPSA-accredited firm;
- 1.5 Register for a Practical Board Course (PBC);

- 1.6 During the 12 months of the training, the student will need to write Part 2 (Practical Component (PC)).
- 1.7 of the qualifying exams;
- 1.8 The student completes the training, and receives a training completion certificate from SBBPSA;
- 1.9 The student works with an approved SBPSA facility different from where he/she trained for a period of 12 months with monitoring and supervision;
- 1.10 On the 11 months, the student applies by paying a prescribed application fee for him/her to be admitted in the profession as a Small Business Practitioner; and to use the designation SBP^(RSA)
- 1.11 SBPSA assesses the application, approves it, and awards the designation or (declines it or provisionally approves it with suggested improvement), after which, the student will have to make a direct application. A direct application is sent via email to avoid further costs. It is possible for the student that he or she has gone through training by the time he/she wishes to apply, then that case will be evaluated according to its merits.
- 1.12 The student is admitted as a member. The certificate of membership is sent to the applicant upon approval.
- 1.13 The student is now required to fulfill the membership requirements such as the CPD and subscription.

2. Existing “accountant” and the RPL pathway

- 2.1 The candidate must have been practicing as an “accountant” for the previous 5 years to apply for the membership by paying a prescribed fee. Throughout the 5 years the business must have been functional;
- 2.2 Submits a Portfolio of Evidence (POE) with a POE administration fee on selected topics of small business management for assessment. There are other documents such as:
 - 2.2.1 The 5-year financial statements;
 - 2.2.2 CIPC Proof of Annual Returns;
 - 2.2.3 Proof of SARS registered tax types;
 - 2.2.4 Letter from a Chartered Accountant that:



- 2.2.4.1 The returns for all the tax types have been submitted and there are no outstanding returns, and
- 2.2.4.2 The financial statements support the information on the returns.
- 2.3 The POE is assessed;
- 2.4 The POE is approved or (declined with a substantive period of improvement).
- 2.5 Pay an RPL exemption amount;
- 2.6 On the 6th month after the approval of the POE, the candidate student will need to write Part 1 of the qualifying exams. There is a provision for students who cannot write;
- 2.7 On the 6th month after the Part 1 results, the candidate will need to write Part 2 of the qualifying exams. There is a provision for students who cannot write
- 2.8 The candidate receives a training completion certificate from SBPSA based on the POE;
- 2.9 Immediately after Part 2 results, the candidate applies by paying a prescribed application fee for him/her to be admitted to the profession as a Small Business Practitioner; and to use the designation SBP^(RSA).
- 2.10 SBPSA assesses the application, approves it, and awards the designation or (declines it or provisionally approves it with suggested improvement), after which, the student will have to make a direct application. A direct application is sent via email to avoid further costs.
- 2.11 The candidate is admitted as a member. The certificate of membership is sent to the applicant upon approval.
- 2.12 The candidate is now required to fulfill the membership requirements such as the CPD and subscription.

SBA (RSA)

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| What is it all about? | To provide valuable, credible, and reliable business advice. Many South Africans wish to get advice about company-related aspects. These could among other things include records and financial or legal-related advice. |
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How do I qualify?



There are two qualification pathways for the SBA^(RSA), the RPL and the student pathway. In our case, we award this designation to Chartered Accountants or Registered auditors or Tax Practitioners with 5 or more practical experience in small business-related fields. These must have studied and passed tax 4, accounting 4, and financial management 4. Together with this, SBPSA has its qualification path. The person who eventually qualifies using our route must have passed and qualified as both the FRC(RSA) and the SPB(RSA). This must have been coupled with the practical experience of 3 years for each of the designations.

SBV (RSA)

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| What is it all about? | As it is now understood that the purpose of the SBPSA is to professional and educate, this designation is meant to build, maintain, and accelerate the valuation of small businesses. Small Business Practitioners have a right to know if investments in their businesses are working or not. The aim is multi-faceted, one to value the business to sell/buy it / for purposes of understanding the share price when one of the shareholders dies or retires or wants to dispose of part or all of his shares / to state whether the business is a going concern or not at each reporting date, to find a practical and well-accepted procedure to update shareholder business values, and to continually advise small businesses on how to take practical and meaningful steps in growing the values of their businesses. |
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How do I qualify?

Looking at the complexity, sensitivity, and detail of the work done, the persons whom we allow to undertake this work are Chartered Accountants, Registered Auditors, or any other designated person who has passed the financial management courses at the 4th year level. People who possess an NQF level 9 or 10 on business valuations could also apply. However, that would mean that the person must have similar undergraduate, and honours studies in commerce or related fields. Finally, people who have been practicing as valuers with a verifiable track record could also apply. There are two qualification pathways for the SBP^(RSA), the RPL and the student pathway. As already mentioned, the student pathway relates to those students that have no mature employment background, they are fresh from tertiary. The second one is those that are already employed.

TPI (RSA)

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| <p>What is it all about?</p> | <p>The reality is that most individual taxpayers registered in the SARS database know very little about what their tax number means to them, and how to comply with obligations related to this number, and as a result, they are non-compliant with SARS for one reason or another. With education and awareness, we teach people on most important aspects of their taxes, derive umbrella ways to comply, and let them write and pass minimum exams leading to this designation with the help to alleviate stress levels and help them to comply with their tax-related duties. Any person using this designation is deemed fit to deal with most aspects of his tax affairs. Once the person passes; he is subjected to the SBPSA CPD requirements.</p> |
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How do I qualify?

This designation is suitable for every natural person with a South African tax number.

TPB (RSA)

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| <p>What is it all about?</p> | <p>Some businesses might not have to register with us as SBOs but might see a need to be tax-compliant. This step is very crucial even though it comes with limited advantages. It is a designation suited only for purposes of getting corporate tax affairs right.</p> |
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How do I qualify?

This designation is suitable for every juristic person with a South African tax number. Qualifying businesses would still need to undergo the SBPSA CPD requirements.

38. Why a need to train and develop SBPs?

There are various reasons for this. First, the small business sector as the biggest South African employer needs to be capacitated to ensure that more businesses are created. Secondly, most people in business today operate virtually with two things, that is, by occupation or by the open system. Occupation means that somebody could have studied to be something in which a service could be rendered in society, like a lawyer. An open system is the ability to do without formal qualifications. These persons would still lack substantive small business principles that we have identified to be 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 instances where the owner is affected by one or more life situations. Fourthly, how the enterprises are operated today would require a method of bringing public and stakeholder confidence that small businesses are a responsible, ethical, well-informed, and progressive sector. Finally, to make a small business a formal career path.

39. I am a TVET / university student but I study courses that exclude business management, can I be an SBP?

No, you would not. The criteria are based on RPL or university education. RPL applies to someone who has been operating a business for the past 5 years and has a record of operations in those 5 years. In other words, any year in which the company was indicated as "dormant" with any regulator does not count. There is nothing wrong in the meantime to employ a small business practitioner in your entity to ensure that the business avoids compliance and business risks in the meantime.

40. Can I operate a training office that skills future SBPs?

Yes, your firm would need to be accredited by SBPSA. You are allowed to do that after your year of monitoring. Even there, you are allowed to train two candidates. This implies that the more your business has qualified SBPs, the more candidates you can train.

41. What is the purpose of each designation?

Our designations have been carefully designed to respond to the critical needs of the small business sector. A brief explanation of what all of the stand for is now undertaken:

SBP^(RSA) – Confirms that someone has been trained to manage their small business.

TLP^(RSA) – A group of trained labour professionals who are equipped with necessary employment laws so that they can understand both the employer and employee-related law obligations.

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

SBO^(RSA) - This is an office that meets the requirements of training Small Business Practitioners.

FRC^(RSA) - This is a group of trained bookkeepers meant to safeguard the account records of the business.

SBA^(RSA) – This is the person who has both the FRC and SBP designations.

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 business is a going concern or not.

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

TPB^(RSA) – This designation is applied for by businesses that do not wish to be SBOs but are very willing and eager to do well 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.

42. Can a person registered within the profession prepare financial statements or tax returns?

No, looking at the fact that there are more professionals registered with us, none of our home-groomed designations is eligible to prepare the financial statements. Only an FRC^(RSA) can make the tax return calculations, and prepare supporting document bundles for the accounting line items. The only person who can prepare and sign off the financial statements is a Chartered Accountant or any other approved

professional such as 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 and taxation as a compulsory subject.

43. What do I do when I want to know the SBPSA events?

Our entity is a very engaged institution, and we have several events that will take place in the given calendar year. It is not feasible to list all of these here but it is all stated on our website. To find out more, please repeat the following steps on your browser:

Step 1: Visit: www.sbpsa.org;

Step 2: Click on events;

Step 3: View the program for the year.

Alternatively, you can send an e-mail to: memberships@sbpsa.org

44. What is the bank account for SBPSA so that I can make my payment immediately?

We welcome donations of every form. We should state now that the organization is in the process of registering as a PBO for us to provide section 18A Certificates. As a result, we do not offer these certificates. We also wish to advise our prospective donors to take note of the donations' tax thresholds each time they donate to us. Our bank details are as follows:

Name of the bank: Capitec Business

Bank account number: 1051859450

Branch name: Relationship Suite

Branch code: 450105

Swift code: CABLZAJJ

Name of the account holder: SMALL BUSINESS PRACTITIONERS OF SA

45. Can I use any of the SBPSA professional designations if I am not registered with the organization?

Only people who have met the requirements of our By-laws and policies are allowed to use the SBPSA professional titles. You can verify a member of our profession by

visiting our website. There is also a downloadable list of registered professionals that is freely available on our website. To find out more about our membership, please repeat the following steps on your browser:

Step 1: Visit: www.sbpsa.org;

Step 2: Click on the membership

Step 3: Click on “verify membership” and follow the prompts that will help you to verify the membership.

Alternatively, you can send an e-mail to: memberships@sbpsa.org

46. How many accreditation types does the SBPSA have?

We offer several accreditations. First, since we now have certain designations, it is our responsibility to accredit academic institutions to offer courses that will lead to these designations. There are specified criteria to be met for that. The aim here is to ensure that students study from correct and DHET-registered institutions. This should protect the student from investing time and money in non-existing institutions. Secondly, once the student has studied and passed 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. This is to ensure that the 18-month student training is authentic, authentic, verifiable, monitored, and compliant and that the student benefits from the facility. It is now clear that there should be a coherent system that enjoins the process from when the student starts their academic journey when the student registers for internship, and finally when the student is registered with the DHET as a completed candidate. In this way, we are building an accurate system that establishes a student's progress so that we are all aware of how many students have been successful, or dropped out and are stuck somewhere in the process.

47. How do I identify if a professional is registered with your institution?

There are two ways. 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 summarises important professional experience and personal details of the person so that you are at ease when working with the professional without any challenges or doubts. Additionally, all

of our members are required to introduce themselves according to this summary each time you are in professional contact with them. A certificate of membership will also accompany the summary fact file.

48. What do I do if I want to report professional misconduct?

In our ranks, we have a separate department called “Professional Misconduct Investigation”. Professional misconduct is common within most professions and is undoubtedly the most difficult thing to prove. Certainly, we would want evidence before we can think of continuing with the investigation. You will have to follow the following steps to deal with misconduct:

Step 1: Visit: www.sbpsa.org;

Step 2: Click on Contact Us

Step 3: Select an e-mail: investigations@sbpsa.org

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

49. What happens if I do not pay my membership fees?

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

50. Which institutions are accredited to offer SBPSA courses?

So far, no institution has been accredited. We are hoping that as the association gets recognized for what it stands for, more institutions will see the importance of getting registered.

51. I note that you also do some work about shareholders, what does that entail?

Yes, we do educational, and validation work on shareholders or interest holders. A shareholder is a person who has bought the issued shares of a company and an interest holder is someone who has bought interest in a close corporation. Here we keep a register of all share and interest holders as none exists elsewhere. As far as we know, CIPC only keeps a register of directors, and not that of the shareholders. In addition to this, we help in valuing these shares or interests so that the owners of the businesses can know if their business has increased or decreased in value and the

reasons therefore. Valuations are done at the end of three years from the previous valuation. Our valuation reports also give a space to advise the shareholders or interest holders about the improvements they need to make to assist their businesses. For the first time, the certificates that are now provided to shareholders have a specific meaning and they help to control wealth. Our website is capable of verifying who the shareholders of the business are. It is clear now that there is no longer confusion about who is or was the shareholder of a business.

As a result, for the first time, we have established in issuing shareholding certificates. This is done to bring about credibility, value, reliability, and positive assurance. This is done with the company that is claimed to have exchanged for shares, and the broader stakeholder society¹². Our share certificate involves the following three reliable and trusted professionals:

1. The applicant applies to us using a dedicated platform to validate his shareholding in a certain company or close corporation;
2. A trained SBPSA professional evaluates the application using the following documents –
 - 2.1. **Attach 3 months certified clear identity document:** Smart id's must be duplicated on both sides on one page. This is to verify the details of the applicant. Married applicants must also attach relevant documents from the home affairs that support their new surnames. All documents must match, and if there is any uncertainty, that will delay the application process.
 - 2.2. **Proof of shareholding acquisition:** looking at the definition of a share in the Companies Act 71 of 2008, the person claiming to be the shareholder must show how he has acquired the shares of the company. Normally, this is proved by the proof of payment, cession, or donation of assets to the company. The certificate from the Chartered Accountant or a Registered Auditor, or any other recognized professional asset value valuing the assets at the date of acquisition must accompany the application together with supplementary

¹² 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.

explanation. This will help us to understand the shareholder did not put the company in jeopardy by taking the shares of the company without compensating the company. That is, there is no unfair advantage against the company. Where the company does not have proof, the business must be fairly valued, and a form of exchange must be made to the company as proof of share acquisition.

- 2.3. **Proof of shareholding:** This is the current document that the shareholders use to prove their shareholding in the company. It must be supplemented by all the details of its preparer so that we can understand the basis of its preparation.
- 2.4. **Shareholders register:** This is used to cross-reference the company information amongst its documents.
- 2.5. **Shareholders agreement:** In the case where there is more than one shareholder. This is used to cross-reference the company information among its documents.
- 2.6. **Affidavit from a lawyer/police station that confirms one's ownership:** This is a statement made under oath confirming that one is indeed the shareholder of the company. The statement must give sufficient details regarding ownership, where, why was the company started, and when. SBSA cannot make its customers choose between the Police or the lawyers, it is up to the customer which platform they would use to achieve our objectives.
- 2.7. **Share valuation certificate:** Where the face of the share certificate states the price, the price must be substantiated. Equally, where the share certificate is silent about the price of the shares of the company, the shareholders will need to give supplementary information in that regard.
- 2.8. **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 about their knowledge of who the shareholders of the business are.

Each shareholder must make his / her application on the application platform. For each item required, all the documents must be sequentially numbered and attached as a bundle without mixing them up. This will help to fast-track the process. Once all of this has been done, a certificate will be issued within 5 days or more depending on

the circumstances. Where there are disputes between any parties, the certificate will not be recalled. 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.

52. What are the fees related to shareholder certificates?

| No | Description | 2025 | 2026 | 2027 |
|----|---|----------|----------|----------|
| | | Amount | | |
| | | R | R | R |
| 1. | Share Certificate Application ¹³ | 890.00 | 979.00 | 1,076.90 |
| 2. | Share Certificate renewal ¹⁴ | 401.10 | 441.21 | 485,33 |
| 3. | Share certificate reprint ¹⁵ | 225.70 | 248,27 | 273,09 |
| 4. | Application to amend the shareholding information | 1,310.00 | 1,441.00 | 1,585.10 |
| 6. | Application for the release of shareholding information by the Court/authority or party to which the directors have agreed. | 4,700.00 | 5,170.00 | 5,687.00 |

The certificate renewal is done only on the share certificate anniversary unless fundamental changes were affecting the shareholding.

53. I am a lender and I wish to know how the existence of SBPSA will help me to secure my investment, and what documents I should expect in making my decisions.

First, we have a trained Small Business Practitioner who has been awarded a designation SBP^(RSA), this means the owner subscribes to the highest small business standards and operates in good faith, and his operations are authentic. We also have a second layer, a person called a Financial Record Clerk, who is awarded the designation FRC^(RSA). This person ensures that all the bookkeeping aspects have been

¹³ Issued via the SBPSA application platform.

¹⁴ Shareholders apply for it using a dedicated e-mail.

¹⁵ Shareholders apply for it using a dedicated e-mail.

safeguarded and all transactions have been reported in good faith. Further, we have a chartered Accountant who subscribes to high ethical values. The Chartered Accountant prepares the financial statements for external reporting. In some instances, the lender could request that the financial statements be audited. These layers are there to ensure that the financial statements report the true state of affairs of the business. What is important is that the FRC, the CA, and the Auditor are all allocated by the system to the client, and are in most instances unknown or not familiar to the client. In other words, friendship and bias are not part of what we do and are eliminated by implementing a strong control environment. The second part relates to the documents:

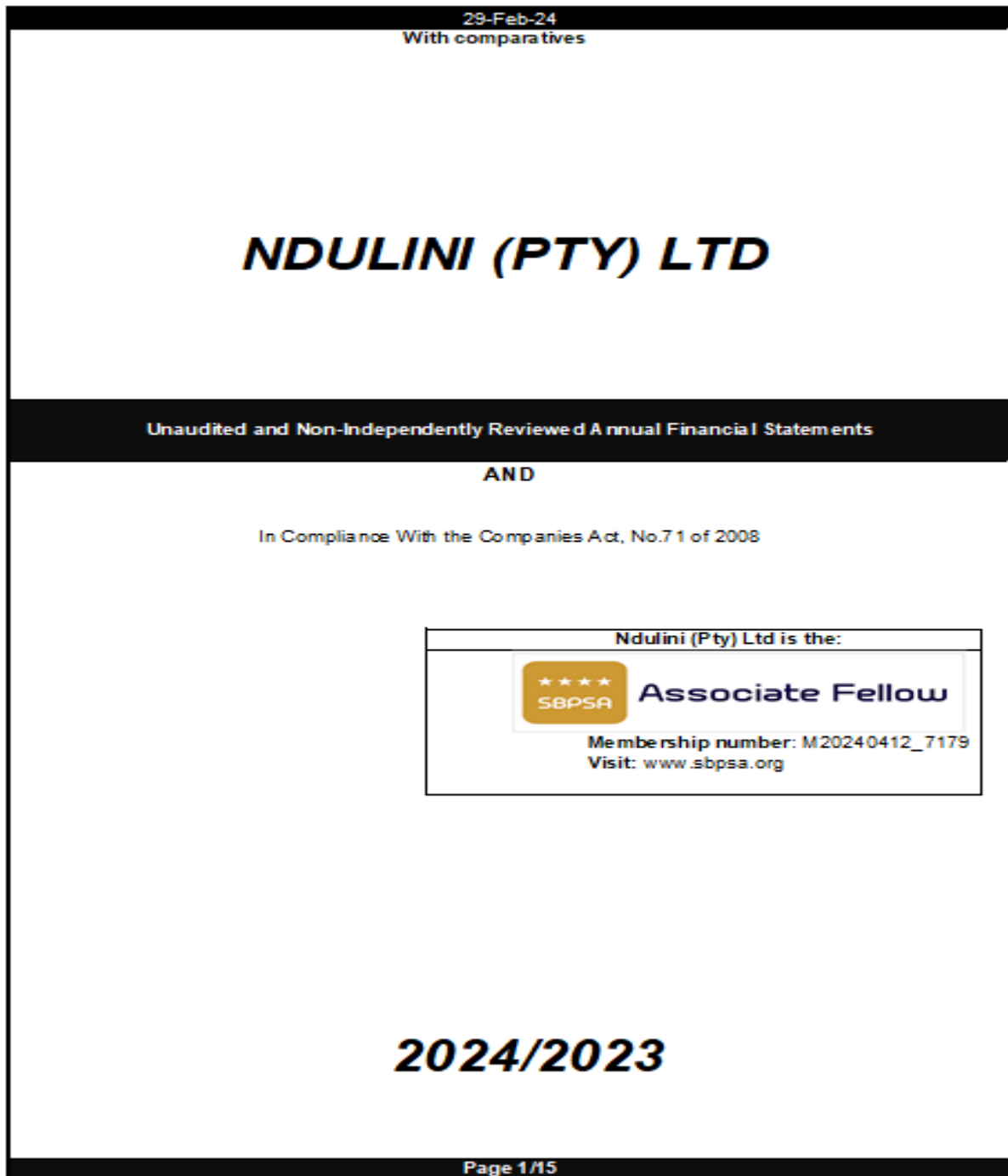
SBPSA proposes the following documents as an essential improvement in the enhancement of financial credibility:

1. The statement from the SBP detailing the environment in which the financial information is prepared (This is the old director's report; it also deals with the subjective going concern principle which is objectively reported separately by the SBV);
2. The documentation control environment from the FCR (This report is new);
3. The Chartered Accountant's report about the financial statements (This is the old Accounting Officer's statement with additional and clear accounting responsibilities);
4. The financial statements as prepared by the Chartered Accountant (Core);
5. The Going Concern Statement from the Business Valuer (This report is new).
6. The management accounts as prepared by the Chartered Accountant; and
7. Business governance compliance report from SBPSA.

With this system, we are determined to ensure that all the investments deposited into small businesses are yielding and secured. All other users are expected to benefit from the above processes. Where users would wish to add additional controls, we are more than happy to consider those only if the user communicates with us using the approved channels.

54. I want to rely on the financial information before me, and I am not sure if it is SBPSA compliant, how can I verify this or how can I separate the SBPSA-compliant financial statements from others?

Well in addition to the 6 reports SBPSA the SBPSA canvasses are ordinarily not found in the traditional business method. There are three other methods. First, the face of the financial statements of the operators that comply/seek to/in the process of/ with our recommendations will have this logo on their financial statements:



Second, you can verify the entity as a standing member of our organization through our website through 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 businesses for purposes of 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.
7. Details of the responsible Psychologists [Name and Surname and membership number].

55. What if a built-in professional commits professional misconduct?

Depending on the gravity of the foul, the professional, regardless of whether they are built-in or built-out, could be suspended, penalty or disqualification within the profession. All members who have been terminated – including the reasons thereto – are available on our website. To find out more, please:

Step 1: Visit: www.sbpsa.org;

Step 2: Terminated members

Step 3: Select and download the list of terminated members or go to memberships and verify. Where the member has been terminated, the status will reflect as such.

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

56. What are the Qualifying Preparatory Exams <QPE>, and why is it important for me to attend them?

These are the preparatory exams attended by all candidates preparing to sit for the first FRC and SBP exams. The aim is to maximize their chances of passing

and to give content to the exams. The sessions are not in any way related to the exams but are based on the examinable content. QPE is essential to ensure that the candidate is sufficiently prepared. Besides, a QPE pass is required for one to sit for the exams. The same can be said for Financial Practical Board Course <FPBC>. This is the same even for SBP exams.

57. What is SBPSA doing about institutions that offer programs not accredited by SBPSA?

SBPSA is a new institution and it is in the process of being recognized. As a result, it might not be possible to cover all instances all at once. We are aware that not all academic institutions have made their courses accredited and we are trying by all means to assist them to get their courses accredited. We should also remember that this is an ongoing process that should be accepted by all the stakeholders in the same way.

58. I am registered as an SBO with SBPSA and now am struggling to register as a shareholder, as I do not see the path towards registration, please assist me.

There are different paths available at the SBPSA, and each of them has to be accessed by a separate e-mail address. In other words, you use a different e-mail address each time you want to register for something else. Our system is designed on the basis allowing us to tract each registration by an e-mail. Each time you login in, the system, using the e-mail address will take you to the platform where that e-mail address was used to register. Our advice is that for each path you register for, create and remember an e-mail address for it, and keep a schedule or e-mail addresses, passwords, and paths for each email address so that you know which information to use each time you contact us. Further, we use the e-mail addresses in our system to communicate with our members, that would mean that for each path, we will send an e-mail to all the e-mails that are found in that path and it then becomes your responsibility to check all of your e-mails.