



# Professional Practice Group



Professional Practice Group

PO Box 3146, Houghton 2041 Tel: +27 11 551 4000 Fax: +27 11 551 4028  
 Email: [membership@chartsec.co.za](mailto:membership@chartsec.co.za) Website: <http://www.chartsec.co.za>

## PRACTISING CERTIFICATE APPLICATION FORM

### Personal Details

Title Mr/Mrs/Miss/ Ms/Other	Qualifications FCIS/ACIS/Other (specify):	Membership No:  ID:	Practising Certificate Number:
First Names: ..... Surname:		Registered Tax Practitioner? YES <input type="checkbox"/> NO <input type="checkbox"/>	Number: ..... <b>Please attach SARS tax clearance certificate</b>

### Practice Details

Name of Practice	
Physical Address	
	Code
Postal Address	
	Code
Phone ( )	Fax
Cell Phone ( )	E-mail

**Size of Practice**  Up to 10 Clients  11 to 50 Clients  51 to 100 clients  More than 100 Clients

#### Services Offered

<input type="checkbox"/> Accounting/Bookkeeping	<input type="checkbox"/> Taxation Consulting	<input type="checkbox"/> Sectional Title Schemes	<input type="checkbox"/> Business Start-up and Registration	<input type="checkbox"/> Management Consulting
<input type="checkbox"/> Risk Management and Insurance	<input type="checkbox"/> Payroll Services	<input type="checkbox"/> Human Resources Consulting	<input type="checkbox"/> Estate Administration	<input type="checkbox"/> Trust Administration
<input type="checkbox"/> LISTED Company Secretarial Services	<input type="checkbox"/> UNLISTED Company Secretarial Services			

#### Are you an Accounting Officer for:

<input type="checkbox"/> Close Corporations	<input type="checkbox"/> Schools	<input type="checkbox"/> Micro Lenders	<input type="checkbox"/> Sectional Title Schemes	<input type="checkbox"/> Other
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#### Website

Your practice will be listed on the PPG section of the website.

**Continuing Professional Development:** Please record your CPD hours online on our web [www.chartsec.co.za](http://www.chartsec.co.za)  
 Remember to read and adhere to the "Code of Conduct".

Would you be interested to serve on the Professional Practice Group committee? YES  NO

#### Payment details:

The annual fee for 2015 is R725.00 (including VAT) payable to: **Chartered Secretaries Southern Africa**  
 If paid before 31.1.2015 then fee is R696.00 (incl. VAT). **Please submit proof of payment together with the form (where applicable)**

Debit my credit card No:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Expiry date:
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	CVC No.:

**Internet payment:** Chartered Secretaries Southern Africa, Standard Bank; Universal Branch Code 051001 Account number: 00 289 8608

I enclose cheque number \_\_\_\_\_ for the amount of R..... (including VAT).



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Signed: \_\_\_\_\_ Date: \_\_\_\_\_