



# HOW TO APPLY FOR A SAIPA PROFESSIONAL DESIGNATION (MEMBERSHIP)

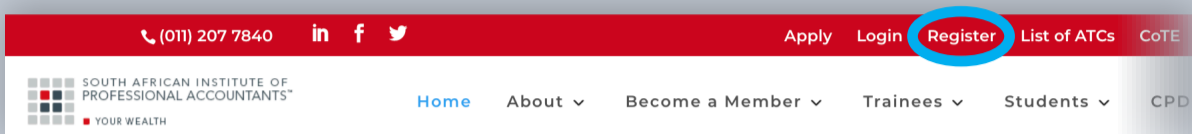
Thank you for enquiring about SAIPA's prestigious professional accounting designations.

In order to hold one of these designations, you will need to **apply to SAIPA as a member** and write our **Professional Evaluation (PE)**.

## STEP 1

In order to apply for one of SAIPA's professional designations, you will need to register your details with us to obtain an application number.

Go to [www.saipa.co.za](http://www.saipa.co.za) and click on **Register**



A confirmation email will then be sent to you with an Application Number. Please keep this number for future reference and logging into your profile (SAIPA Briefcase). Your application number is linked to your unique profile, and should be used as a reference in any correspondence with us. You can also log in thereafter using your ID number or email address.

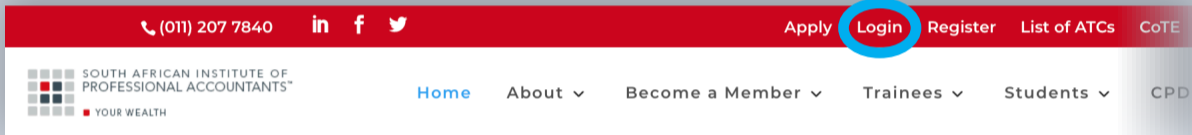
In the event that you lose your password, or are unable to log in, please email us at: [websupport@saipa.co.za](mailto:websupport@saipa.co.za)

## STEP 2

### Apply for Membership and your Professional Designation

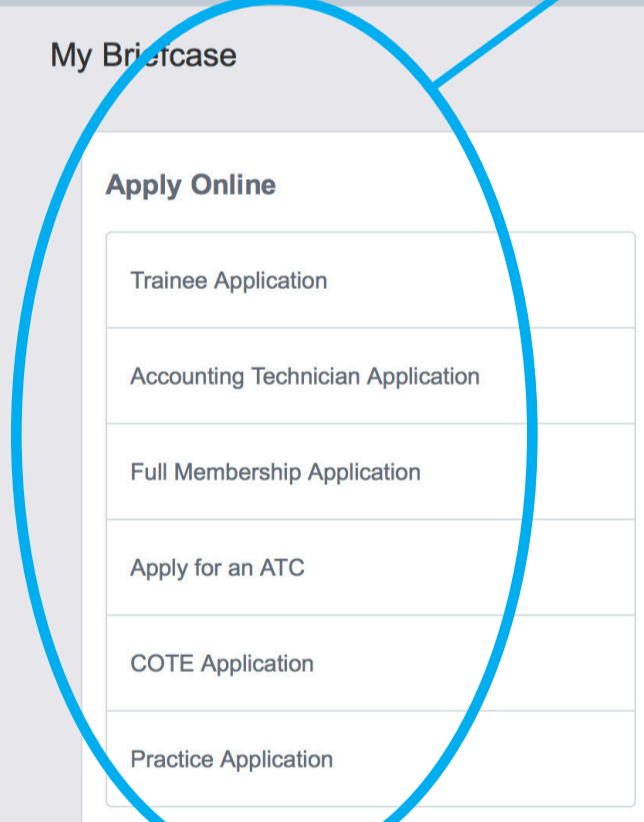
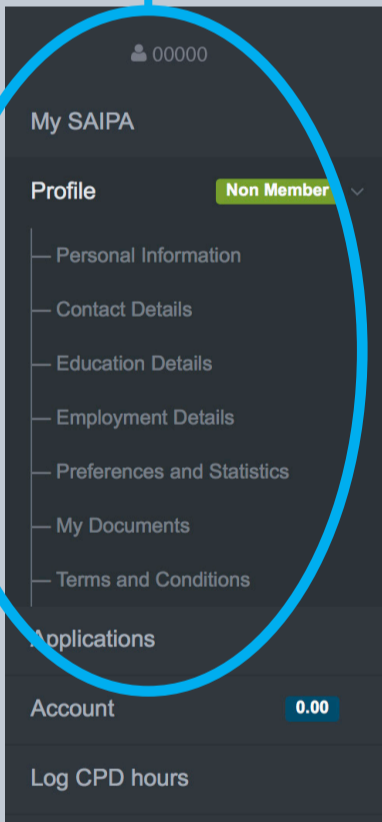
The next step is to apply for one of the SAIPA designation options, by logging in to your SAIPA Briefcase through the website.

Go to [www.saipa.co.za](http://www.saipa.co.za) and click on **Login**

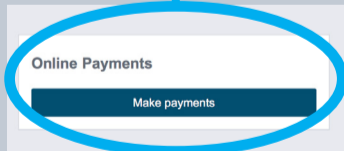


Complete more detailed personal information.

When applying for membership, you will need to select the membership type you would like to apply for.

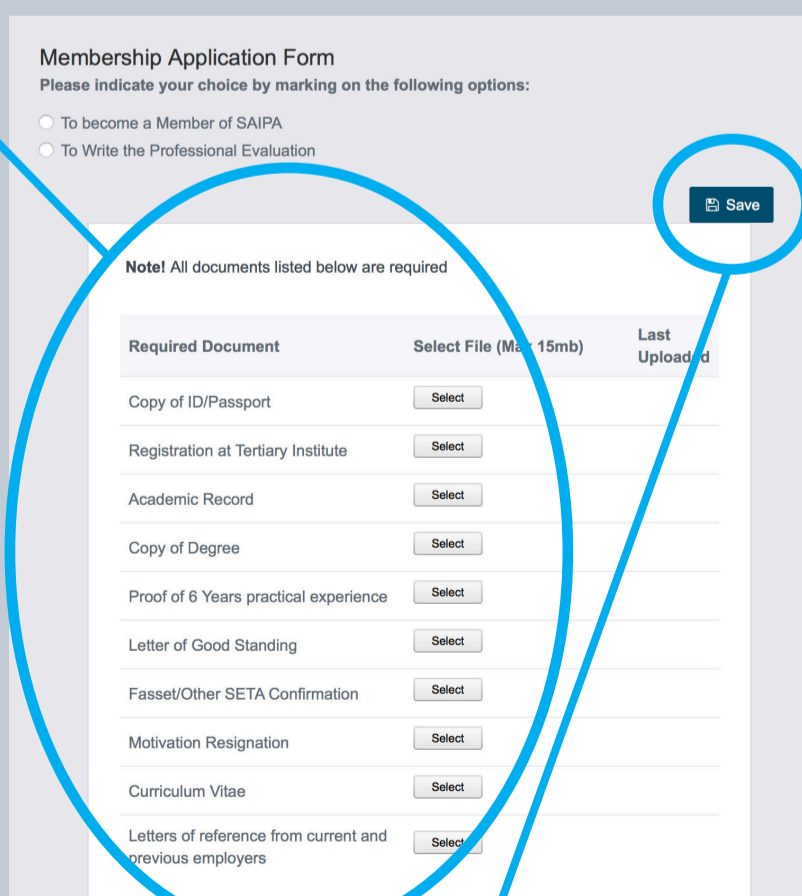


Upload the required documentation and pay a non-refundable Administration Fee



This Administration Fee must be paid in full in order for your application to be processed. Payment can be made via Online Payment or by EFT. Please use your Surname and Application Number as reference.

*No application will be processed without receipt of payment.*



Don't forget to **Save** your application before moving away from the screen

Once you have completed all these steps, you will be eligible to apply to write the **SAIPA Professional Evaluation (PE)**, which is written either in May or November of each year. For more information on the PE, [click here](#).

Please note that applications may take up to 15 working days, so please bear with us. We will be in touch with you once your application has been processed, or if we require more information from you.

**We look forward to welcoming you as a SAIPA member.**