

South African institute of Professional Accountants Members & Alert Level 4

Can SAIPA members return to work under Lockdown Level 4 restrictions?

Answer: In terms of clause H9, professional services are permitted to operate **ONLY** where work-from-home is not possible and **ONLY** to support other services that are permitted to operate under level 4.

What does this definition mean?

Answer: SAIPA members and the accounting profession as a whole are still **NOT** regarded as essential services. Notwithstanding, SAIPA members will be permitted to return to their offices in situations where they are not capable from operating at home. SAIPA members must however operate in accordance with the following:

1. Members will only be permitted to attend at their offices when and where strictly necessary;
2. Members will be permitted to attend at the offices of their clients as well as have clients attend at their offices but **ONLY** those clients that are permitted to operate under level 4.
3. Only one third of employees are permitted to attend at their place of work.
4. **Employees above the age of 60 years as well as those with pre-existing conditions and/or compromised immune systems are strictly required to work from home.**
5. All employees permitted to return to work must be provided with the relevant permit and comply with SAIPA's directions as contained below.
6. Members will be required to comply with the workplace plans as outlined below as well as the relevant work place regulations as issued by the Department of Labour that are contained therein.

EMPLOYEE PERMITS

- SAIPA members are required to provide all employees permitted to work under level 4 with a permit that substantially complies with the form below.
- In addition, thereto, all employees are required to keep with them means of identification such as their Identity Document, to be presented together with this permit.
- SAIPA will further provide members with a digital membership card on the MySAIPA online member platform, that can be and should be presented in circumstances where a member has not been able to print and sign the below permit. Your photo must be displayed on your SAIPA membership card.
- Where a member may lack a company stamp as provided for in the form, SAIPA recommends that members either print their permit on their letterhead and provide employees with a copy of their digital membership card attached to the permit.

Digital membership cards will be accessible to those members who have complied with membership requirements of good standing.

HOW TO DOWNLOAD THE DIGITAL SAIPA MEMBERSHIP CARD

- Please ensure that you save a copy of a photo of yourself on your computer
- Log on to MySAIPA on your desktop (mobile app for membership card download is currently not available)
- Go to “Profile”
- Upload or update the photo of yourself to your profile, and then click update
- To view and download, click on your profile photo at the top right of MySAIPA and select “Membership card” from the drop-down menu
- You will then be able to download and save your membership card as a pdf should you need to print this

Please note that you will not be able to view your digital membership card if your CPD or financial status is not up to date. Please contact membership@saipa.co.za