Step-by-Step guidance for Online exam registration
SAICA ID
You will need a 8 digit SAICA profile number to register for an exam
Step 1

Determine if you already have a 8 digit SAICA Profile number.

Examples of candidates with a SAICA profile number (SAICA ID), are candidates with a training contract or candidates who have written the ITC in previous years or candidates who have attended a SAICA seminar/event previously. If you are not sure if you have a SAICA ID, do not create another profile.

Contact the SAICA call centre at 08610 (SAICA)72422 or +27 11 621 6600, if you are not sure or have forgotten your unique 8 digit SAICA ID number/login details. Call centre staff can confirm if you have and reset your login.

Alternatively you can click on “Forgot your password?”, complete the screen and get a new one emailed to you. It is important that we have your correct email address for this facility.

You can also email itc@saica.co.za or apc@saica.co.za to assist with your login details.
Step 1 - continue

Creating a new SAICA ID/ Login Details

If you do not have an 8-digit SAICA ID

Go to www.saica.co.za.

Click on “Login” and then “Sign Up”; on the SAICA web home page and complete screen.

Once you have clicked on Sign Up, a registration page will appear. Note that information is mandatory where an *(asterisk) appears.

Once you have filled in all the lines, click on “Register”.

You will immediately receive an email confirming your username and the password that you provided in the form.

Please keep these details in a safe place as you will require it when you login to register or to make changes to your profile or to change your password etc.
Step 2

Go to SAICA web home page (www.saica.co.za)

Use your login details (i.e. your user name and password) previously created and click on “Login” completing the user ID and password.

Click on “Go”
Registering for an exam
Step 3

Click on: “Become a CA”, in the top bar, then “Examinations”
Step 3 - continue

Click on:
“Online Exam Registration” and then
“Online Exam Registrations”
These are only descriptions of status you might find next to the list of exams/events below.

“Exam” will by default be selected, however if not, you can select “Exam” from the drop down option.

Note that this is an example only and may relate to previous years’ exams and is not a complete list.

SAICA would have created an “event” for each venue where the exam can be written. A complete list of exams and venues that is available to book for will be shown. You will need to scroll down and potentially select page 2 (at the bottom of the screen) to see more exams and venues.

Click on the “Event” description, indicating the exam you want to register for and the venue at which you want to write.
If you are not logged in, the “Book Online” button will be greyed out. Follow Step 1 to Login.

Check and confirm you have selected the correct exam and venue.

Take note of the exam fee* payable as well as the exam date/s.

Once you are satisfied that you selected the correct exam and venue, click on “Book Online”

* This screen is only an example. The prescribed exam fee and the exam date/s will therefore be different depending on the exam that you will be writing.
Enter your personal details
This screen contains your “Personal details”

Note, information is mandatory where an *(asterisk)* appears throughout the following three screens.

Complete/update the page where necessary; then Click on “Save and Continue”.

<table>
<thead>
<tr>
<th><strong>MY PERSONAL DETAILS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Login ID</strong></td>
</tr>
<tr>
<td><strong>SAICA Number</strong></td>
</tr>
<tr>
<td><strong>Member Type</strong></td>
</tr>
<tr>
<td><strong>Prefix</strong></td>
</tr>
<tr>
<td><strong>Initiales</strong></td>
</tr>
<tr>
<td><strong>First Name (As per your ID / Passport document)</strong></td>
</tr>
<tr>
<td><strong>Middle Name</strong></td>
</tr>
<tr>
<td><strong>Last Name/Surname</strong></td>
</tr>
<tr>
<td>** Maiden name**</td>
</tr>
<tr>
<td><strong>ID Type</strong></td>
</tr>
<tr>
<td><strong>Identity Number</strong></td>
</tr>
<tr>
<td><strong>Date Of Birth</strong></td>
</tr>
<tr>
<td><strong>Race</strong></td>
</tr>
<tr>
<td><strong>Gender</strong></td>
</tr>
<tr>
<td><strong>Job Title</strong></td>
</tr>
<tr>
<td><strong>Professional Code</strong></td>
</tr>
<tr>
<td><strong>Language</strong></td>
</tr>
<tr>
<td><strong>If Black, Nature of Disability</strong></td>
</tr>
<tr>
<td><strong>Company / Employer</strong></td>
</tr>
</tbody>
</table>

13
Enter your address details
Step 5

This screen contains your “Address details”. Remember the * (asterisks)!

Complete/update the page where necessary

Important:
If you do not have a PO Box address, complete the “Postal address” with your physical home address and “tick” the small square under “Physical address” by clicking on it. This will indicate to SAICA that they are the same.

If you have a PO Box address you need to provide both your PO Box and home street address. Use the first block “Postal address” for PO Box and “tick” the small square by clicking on it, then continue to next block “Physical address” and indicate your home street address.

Click on “Save and Continue”.

It is very important to keep your profile up to date.
Enter your contact details
Step 6

This screen contains your “Contact details”

Remember the * (asterisks)!

Important:
Please note that it is very important that you provide the correct email address and cell number. The exams department will use this information to send you important and critical information.

This includes information such as:
- emailing your exam confirmation/admission letter
- emailing you results letter
- sms on any change in venue or updates

SMS’s will be sent to local SOUTH AFRICAN cell numbers only.

Complete/update the page where necessary; then Click on “Save and Continue”.

It is very important to keep your profile up to date.
Confirm your booking
Step 7

This screen will give you a summary of all the information you provided on the previous screens.

Check and ensure that you have selected the correct exam* and venue – very important!

*Reminder that this screen is only an example. The prescribed exam fee and questions will therefore be different depending on the exam that you will be writing.

Read the page in its entirety, answer the questions and accept the terms and conditions by placing a √ in the block; then

Click on “Submit booking”

You will not be able to proceed unless you have answered and ticked the terms and conditions.
Paying the exam fee
Step 8

After submitting the booking, you should receive an email confirming your booking. Note that you must allow **48 hours** for an e-mail confirmation that your application has been received.

If you don’t receive confirmation within 48 hours and an invoice 14 days after online registration was confirmed, contact the SAICA call centre on 08610 (SAICA)72422 or +27 11 621 6600 or itc@saica.co.za / apc@saica.co.za.

Important information will be provided with the email confirmation, such as your unique 8 digit SAICA number and the **SAICA bank details**.

Check the spelling of your surname and first names, as well as ID/Passport number on this confirmation. Information should be mirror that which is reflected on your ID book or passport. During the exam day SAICA will require you to produce your ID book or passport to confirm against this information.

**An examination entrance/admission letter (i.e. confirmation of your eligibility to write the exam) will be emailed to you once SAICA has received your payment and verified your eligibility.**

This admission letter will also contain your exam number, which you will need to write the exam.

An SMS will be sent to you to confirm that your admission letter was emailed. Ensure that you provide your correct cell number.

Use your unique 8 digit SAICA ID as reference on your EFT or bank deposit. (Remember that we need to identify all deposits on our bank statement hence the importance to identify yourself properly when you make a payment).

**Proof of payment can be faxed to 011 621 6821 or emailed to debtors@saica.co.za.**

If your employer will be paying your exam fee please hand or email the invoice immediately to the person at your office who is responsible for payment to SAICA.
Payment of exam fees must be made before the registration closing date.

To view more information on the dates go to www.saica.co.za

Click on “Become a CA”
Click on “Examinations”
Click on “Exam Information”
Select the applicable exam and
Select “Dates and fees”
What communication to expect from SAICA
## Step 9

<table>
<thead>
<tr>
<th>Communication</th>
<th>What will be communicated</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Online registration</strong></td>
<td>A computer generated confirmation will be emailed to you as soon as your online registration form is received by SAICA – <strong>remember we must have your correct email address for this to happen.</strong>&lt;br&gt;&lt;br&gt;If not received within 48 hours please phone the SAICA contact centre as non-receipt of confirmation could mean that your registration was unsuccessful.&lt;br&gt;&lt;br&gt;Check your details on the confirmation letter for correctness (especially the venue you selected to write at and advise the exams department immediately of any venue changes. All other changes can be made, by you, on your profile).&lt;br&gt;&lt;br&gt;<strong>NOTE: This does not mean you are eligible to write the exam - SAICA will first check that you have met all the examination eligibility requirements and confirm your eligibility at a later date</strong></td>
</tr>
<tr>
<td><strong>Examination confirmation letter</strong></td>
<td>An examination admission letter (i.e. confirmation of your eligibility to write the exam) will be emailed to you once SAICA has received your payment and verified your eligibility – <strong>remember we must have your correct email address for this to happen.</strong> This letter will also contain your exam number.</td>
</tr>
<tr>
<td><strong>SMS (to local numbers only)</strong></td>
<td>An SMS will be sent to you once your examination confirmation letter is emailed to you – <strong>remember we must have your correct cell number for this to happen.</strong></td>
</tr>
</tbody>
</table>