



CPD APPLICATION OF RENEWAL FORM

(single)

Privacy Statement: We will only use the personal information you provide in this form to deliver our services to you, process payments, to administrate service delivery for training, education, professionalism, events, other products and services and the issuing of attendance confirmation or certificates and professional certificates. We will not be able to process your application without the provision of this information. If you have any questions about how we use your personal information, please send them to privacy@compliancesa.com.

Compliance Institute SA CPD Renewal Application for Corporate, Private and Public Providers

CPD provider details

All fields in the table below are compulsory. Please indicate Not Applicable where this is the case

Legal name of provider or company				
Trading name of provider or company		Vat No.		
Company registration number		T a x clearance	Yes	No
Authorized contact person	Name:			
	E-Mail:			
	Cell Phone:			
	Telephone:			
	Position in Provider/Company:			
	Name:			

Alternative contact	E-Mail:			
	Cell Phone:			
	Telephone:			
	Position in Provider/Company:			
Type of Business	University	Accredited training provider	Corporate	Professional Body
	Industry Association Partnership		Private company/individual	
SETA/QCTO/Dept. of Higher Education accreditation (if applicable)				
Physical address of Head Office or Main Office				
Web address				
Postal Address				
				P o s t a l Code

CPD Approval format per event:

	Programme approval detail	Changes of programme
Programme renewal title		
CPD registration number of programme		

Time Frame		
Changes in programme		
Contact detail confirmation		
Facilitator		
Duration of programme		
Pricing of programme		
Provide supporting documentation	Attach previous certificate	Documents based on changes

Application process:

1. Complete the **Application form** on the Institute website or contact professionalism@compliancesa.com to obtain a copy.
Complete the form and submit all supporting documentation (attached to the application form) to professionalism@compliancesa.com.
2. The application will be evaluated at the next meeting of the Education, Training and Professionalism committee. Please allow at least 2 weeks for processing.
3. Once the application has been approved, an invoice will be rendered. The approval letter will reflect your CPD registration number if your application has been successful.

Costs involved:

The endorsement fees include the following:

- Administration costs
- Quality assurance costs
- Ad hoc attendance of Compliance Institute representatives

Public Institutions and Private Providers

Fees per CPD programme are as follows:

Duration (Contact time)	Fee for approval
Newsletter approval	R 650.00 per edition (incl.VAT)
Articles approval	R 350.00 per article (incl.VAT)
Annual registration per company	R 4,500.00 (incl.VAT)

Application per CPD hour	R 350.00 (incl.VAT) (E.g. Registered programme of 4 hours x R350.00 = R1,400.00 incl.VAT)
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- A 10% penalty will be levied for applications that are made after the CPD activity has expired or commenced (and it is at the discretion of the institute to approve).
- A motivation will be required for later or overdue applications.
- The renewal date will only be application for the remaining months of the renewing period.
- The CPD activity will not be recognised for the CPD during the lapsed period.
- 15% VAT applied.
- The CPD fees cover the administration and quality assurance costs and ad hoc attendance by the Compliance Institute.

Corporate businesses (In-house CPD sessions)

	Fee for approval
Corporate companies who offer in-house CPD programmes to their employees	R13,000.00 per annum to offer unlimited CPD events (incl. VAT) * <i>limit revision pending</i>

- 15% VAT applied.
- The CPD fees cover the administration and quality assurance costs and ad hoc attendance by the Compliance Institute.

STANDARD CONDITIONS IN THE AGREEMENT:

- All agreements will only be effective for 12 months; which the agreement can be annually renewed at the option of the Institute. Application for renewal must be submitted to Institute 1 month prior to expiry. All renewals of agreements will be subject to the formal endorsement process and criteria as detailed above;
- All risks associated with any CPD session or hosting of the event such as unpaid fees and cancellation of scheduled course or event at short notice, for whatever reason, will be borne by the training provider or the applicant and not the Compliance Institute.
- Evaluations must be conducted after each CPD intervention and provided to Institute within two weeks of the CPD session. The Institute may recommend remedial action and require relevant proof if applicable.
- All application fees must be received before the organisation will be recorded and advertised on the approved provider list for Compliance Institute CPD endorsement.
- Standard breach of contract clause.

I, (Name and Surname) _____ duly representing,

_____ (Organisation Name) agree to the terms and conditions stipulated in this agreement.

Date: _____ Place: _____

Signature: _____