



Step by Step Guide for How to Apply for the APC Exam

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SAICA

DIFFERENCE MAKERS™

Step by Step Guide for APC Exam Application

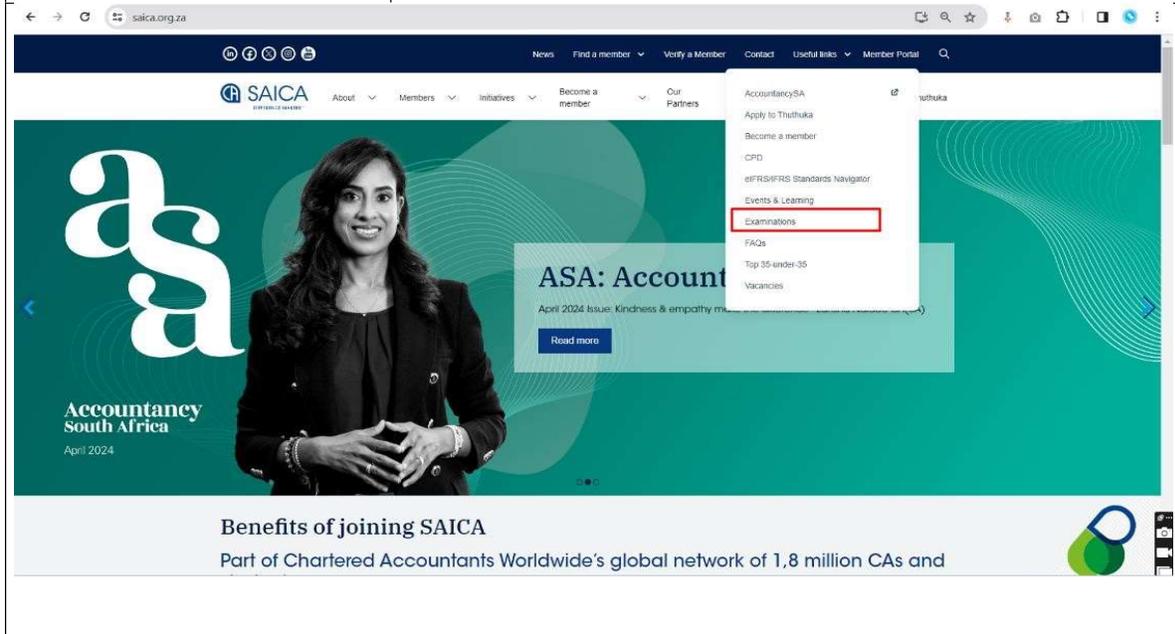


STEP

ACTION

1

Go to the SAICA website: www.saica.org.za



STEP

ACTION

2

Click on Examinations under the “Useful links” tab.



APC Examinations

Assessment of Professional Competence (APC)

Assessment of Professional Competence (APC) is the second part of the qualifying examination which assesses professional competence. To be eligible candidates must have passed the ITC, completed 20 months of a registered training contract and successfully completed a professional programme.

- Dates and fees
- Online registration**
- Information on what will be examined
- Reciprocity
- Special concessions
- Examination or assessment fee policy (Including the refund policy)

STEP	ACTION
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3	The Examinations page will open. Click on “Online registration.”
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APC Examinations

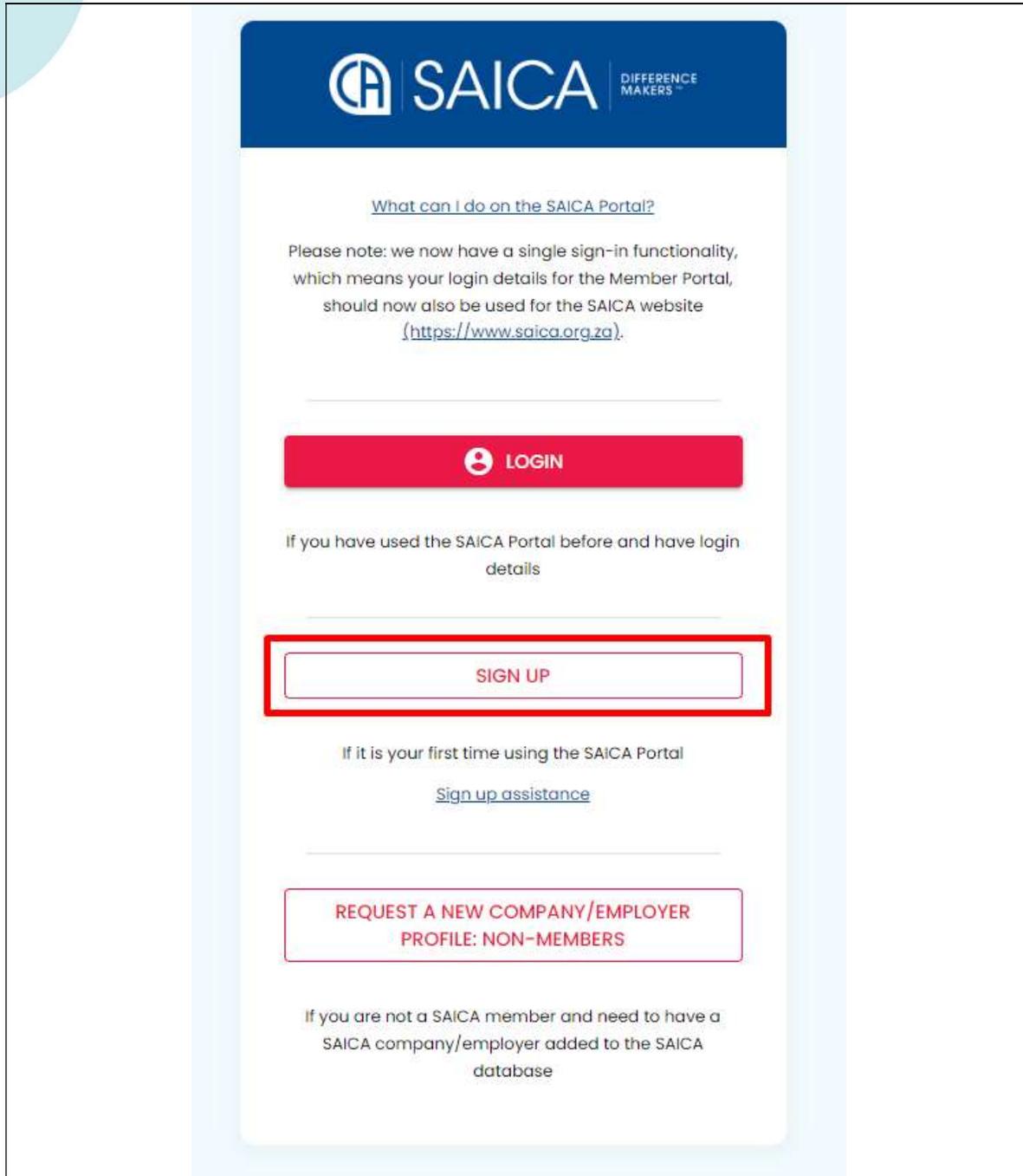
Assessment of Professional Competence (APC)

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- Dates and fees
- Online registration**
 - Complete the online registration**
- Information on what will be examined
- Reciprocity
- Special concessions
- Examination or assessment fee policy (Including the refund policy)

STEP	ACTION
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4	Click on “Complete the online registration” which will the direct you to the “Exams” portal.
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STEP	ACTION
5	Upon reaching the portal, click on “Signup” if you are a new user. If you are an existing user, click on “Login.”



SAICA Portal

I HAVE A SAICA PROFILE (SAICA ID)

I have an existing record with SAICA. Example - I am / was a CA(SA), AGA(SA), AT(SA), Trainee, Student, Delegate but have not used this SAICA Portal before

I DO NOT HAVE A SAICA PROFILE (SAICA ID)

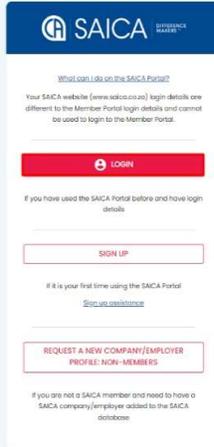
I do not have an existing record with SAICA – i.e. I have never interacted with SAICA before

◀ **GO BACK**

STEP	ACTION
6	A new page will open, in which you need to enter all the mandatory fields.



STEP	ACTION
7	Once you have filled in all the details, click on the “Submit” button.



STEP	ACTION
8	After clicking “Submit,” you will be redirected to the Login page. Click on the “Login” button to proceed.



STEP	ACTION
9	Enter your Email address and then click on “Forgot Password.”



SAICA Portal

Please provide the following details.

Verification is necessary. Please click Send button.

Email Address
cecape7179@evimzo.com

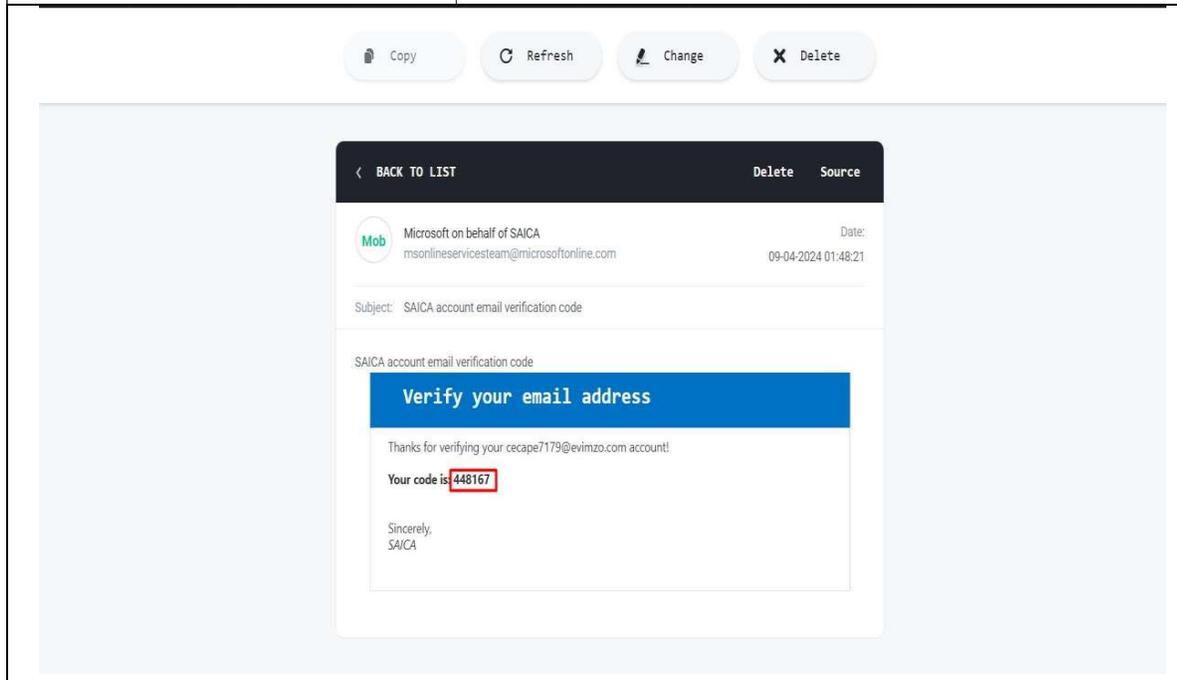
What is this?

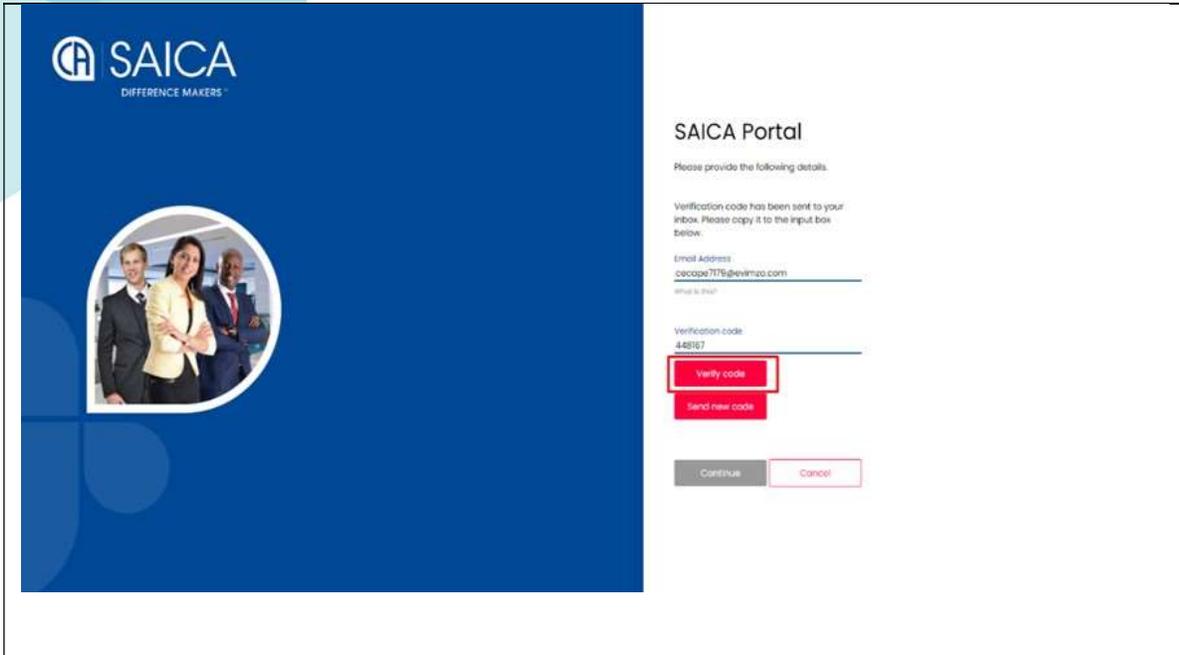
Send verification code

Continue

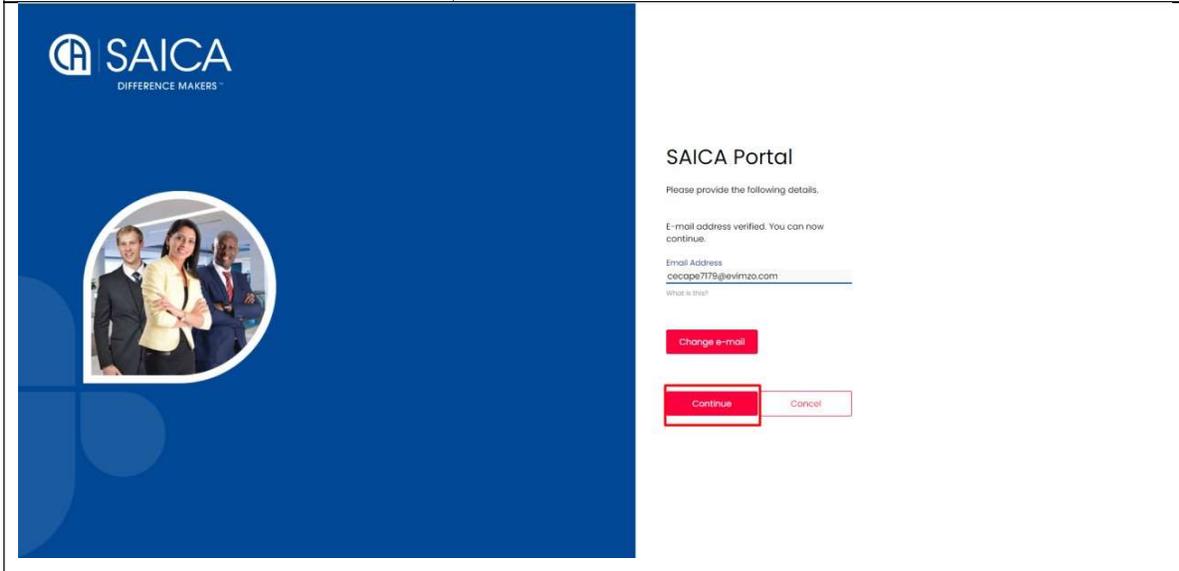
Cancel

STEP	ACTION
10	Enter your email address and click on “Send verification code.” This will send the verification code to the provided email address.

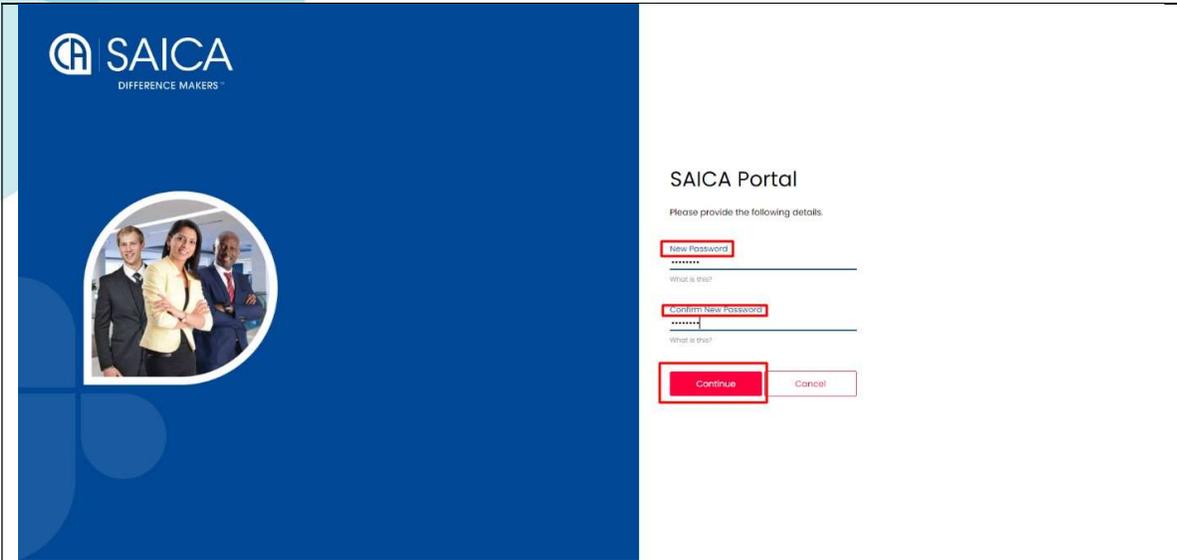




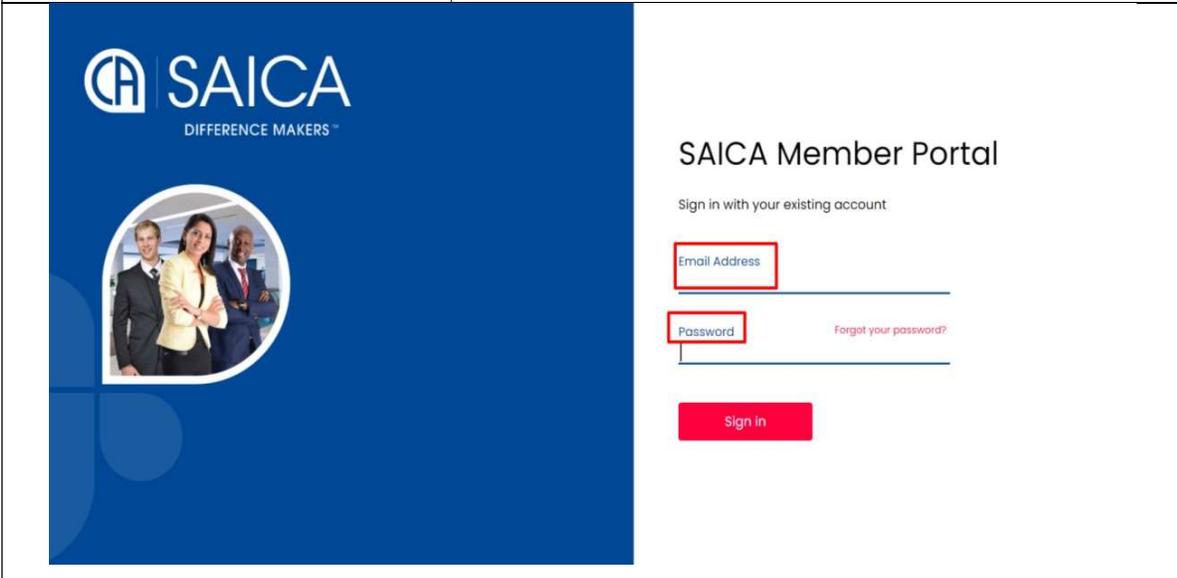
STEP	ACTION
11	Enter the verification code then click on “Verify code.”



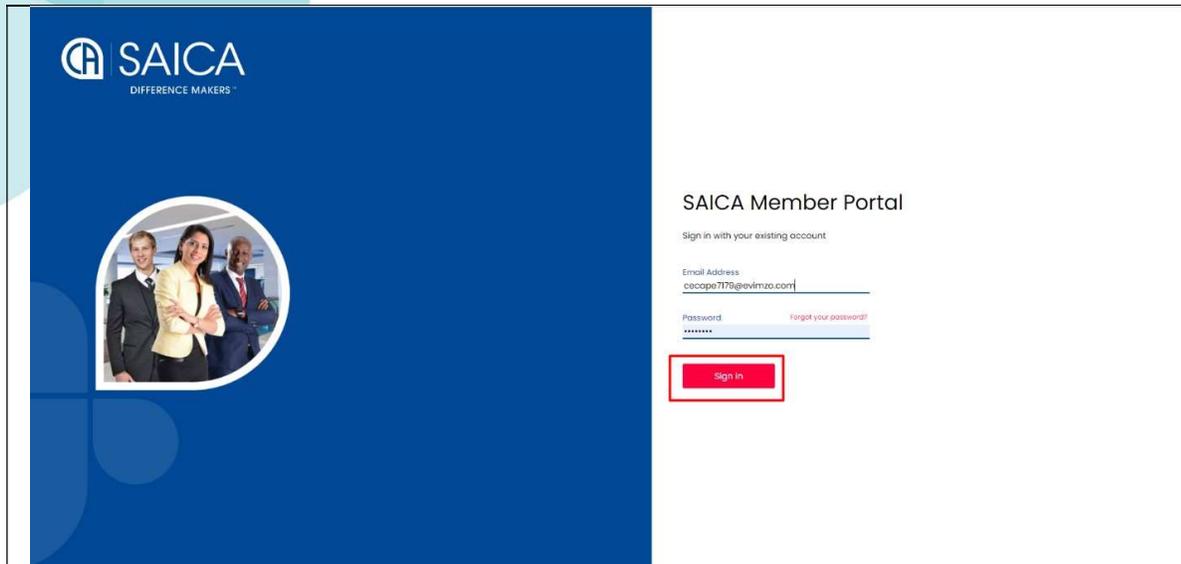
STEP	ACTION
12	Click on the “Continue” button.



STEP	ACTION
13	Enter a new password and confirm password then click on "Continue." The new password will be saved, and you will be redirected to the login page again.

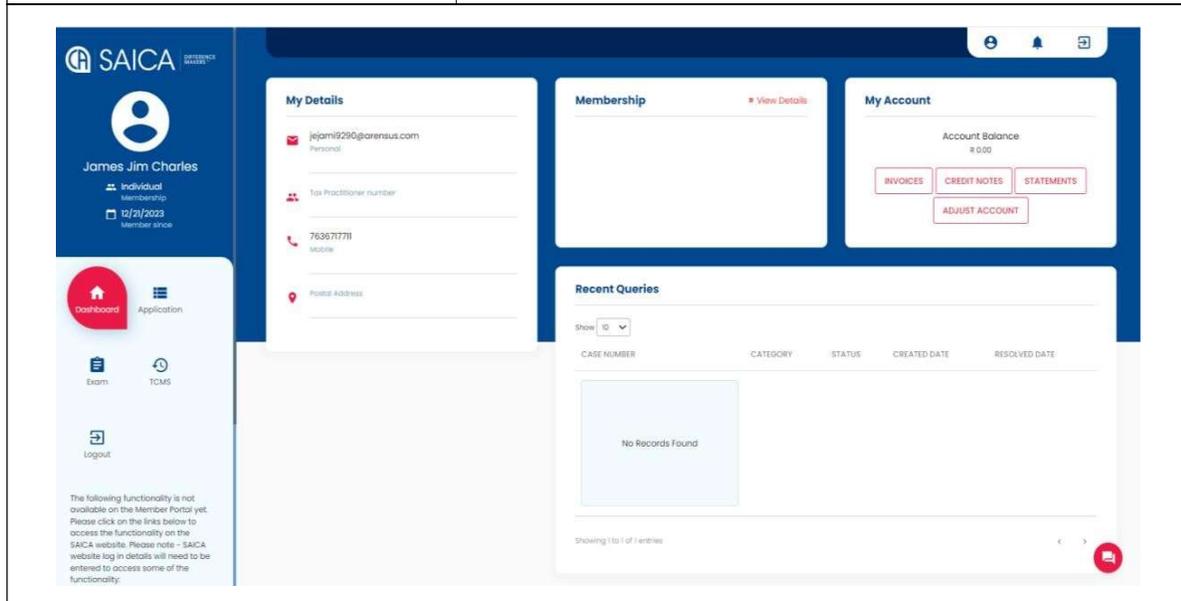


STEP	ACTION
14	Once you are on the Login page, enter your email address and password.



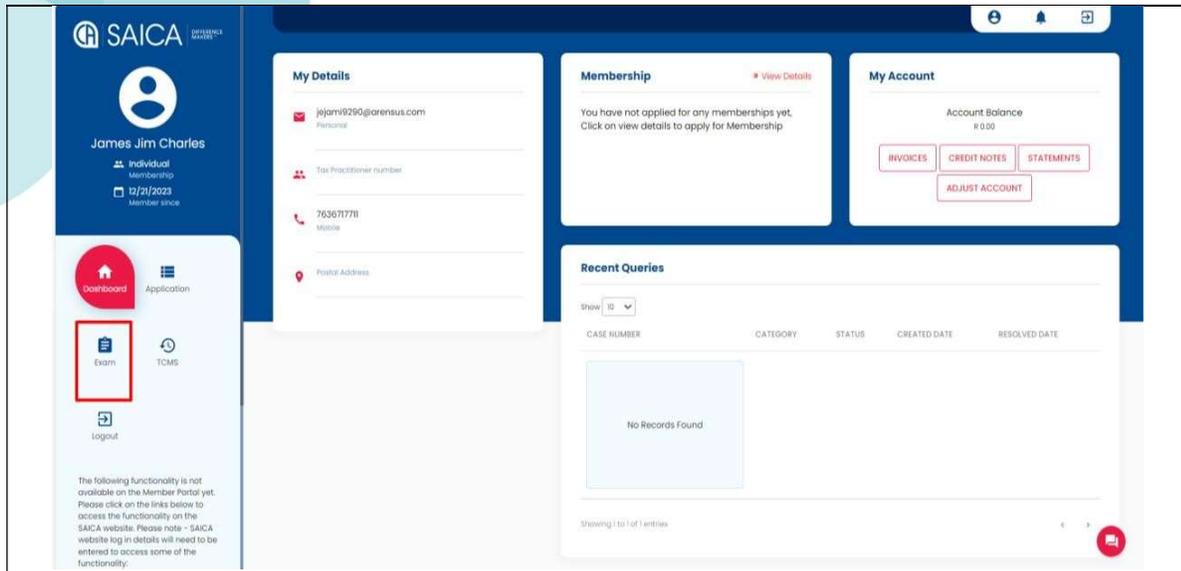
STEP	ACTION
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15	Click on "Sign in."
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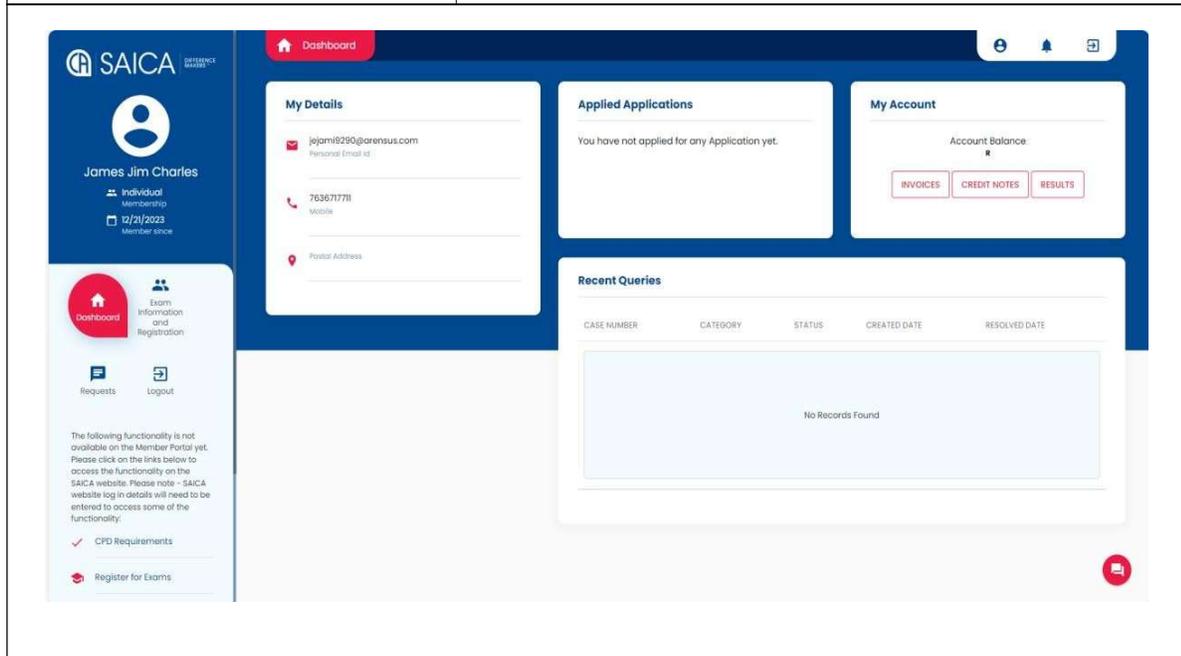


STEP	ACTION
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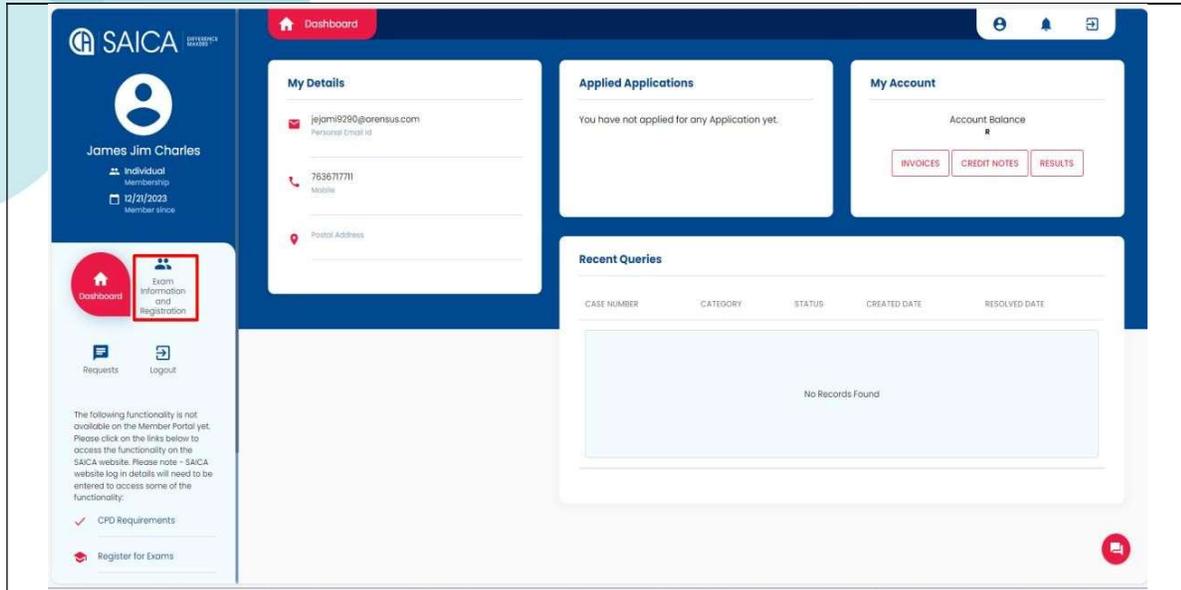
16	You will be directed to the Dashboard page.
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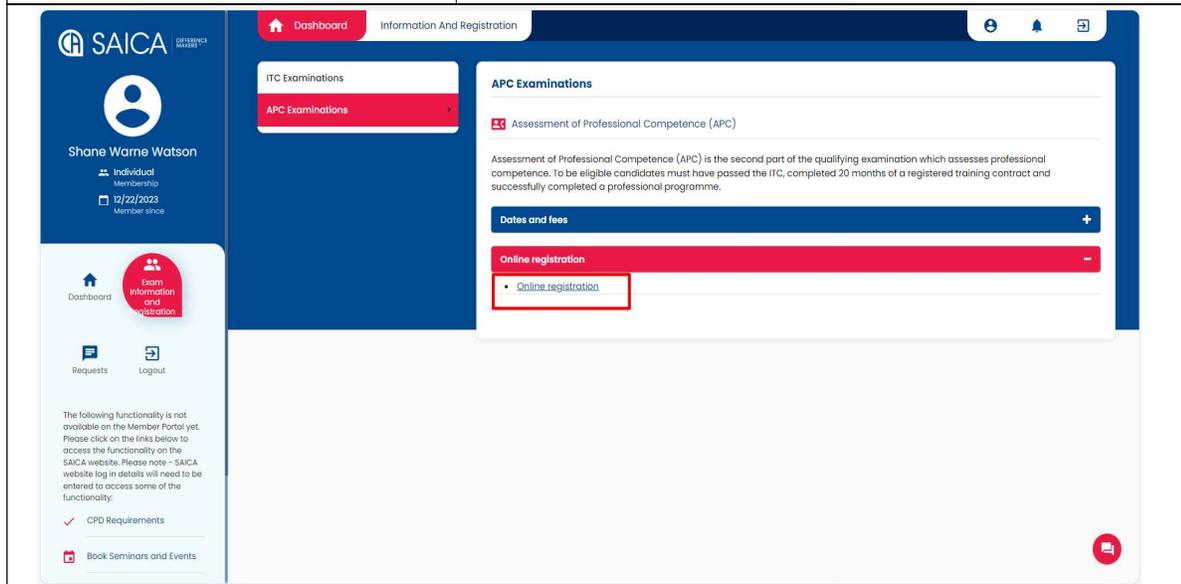
STEP	ACTION
17	Click on the “Exam” tab.



STEP	ACTION
18	After clicking on the “Exam” tab, the Exam Dashboard will open.



STEP	ACTION
19	Click on “Exam Information and Registration.”



STEP	ACTION
20	After clicking on “Exam Information and Registration,” click on the “Online Registration” tab.



APC Examinations

Show 10 entries

EVENT	START DATE	TYPE	CITY	PRICE
Assessment of Professional Competence (APC) Nov 2023 - Johannesburg	30/Sep/2023	EXM	Johannesburg	R600.00
Assessment of Professional Competence (APC) Sept 2023 - Gauteng	04/Oct/2023	EXM	Gauteng	R2875.00
Assessment of Professional Competence (APC) Sept 2023 - Lephalale Local Municipality	04/Oct/2023	EXM	Lephalale Local Municipality	R2300.00

Showing 1 to 3 of 3 entries

PREVIOUS 1 Next

STEP	ACTION
21	Click on the relevant event.
	You can choose any of the events but after applying, you will not be able to apply for another event.

Event Details

Event Name	Assessment of Professional Competence (APC) Sept 2023 - Lephalale Local Municipality
Code	A_1_23
Type Of Event	APC
Examination Fee	R2300.00
Start Date	04/Oct/2023
End Date	15/Oct/2024
Description	APC
Address	1 Kotie Street, Lephalale(Ellisras) Limpopo Lephalale Local Municipality Limpopo 387009 South Africa
City	Lephalale Local Municipality
Province	Limpopo

[Book Online](#)

STEP	ACTION
22	Click on “Book Online.”



Applicant's Information

Personal Details

Login ID: 003e2fd7-f5ac-4839-9b13-4842ad727290

SAICA ID Number*: 99989923

Member Type: Individual

Prefix: Mr

Initials: _____

First Name: Shane

Middle Name: Warne

Last Name: Watson

Maiden Name: _____

ID Type: Foreign ID (Passport Number)

Document ID: _____

STEP	ACTION
------	--------

23

You will then need to enter all the details in the fields that will come up.

Applicant's Information

Personal Details

Login ID: 003e2fd7-f5ac-4839-9b13-4842ad727290

SAICA ID Number*: 99989923

Member Type: Individual

Prefix: Mr

Initials: _____

First Name: Shane

Middle Name: Warne

Last Name: Watson

Maiden Name: _____

ID Type: Foreign ID (Passport Number)

Document ID: _____



STEP	ACTION
24	Under the “Applicant’s Information” page, you must fill in all the mandatory fields and then click on the “Next” button.

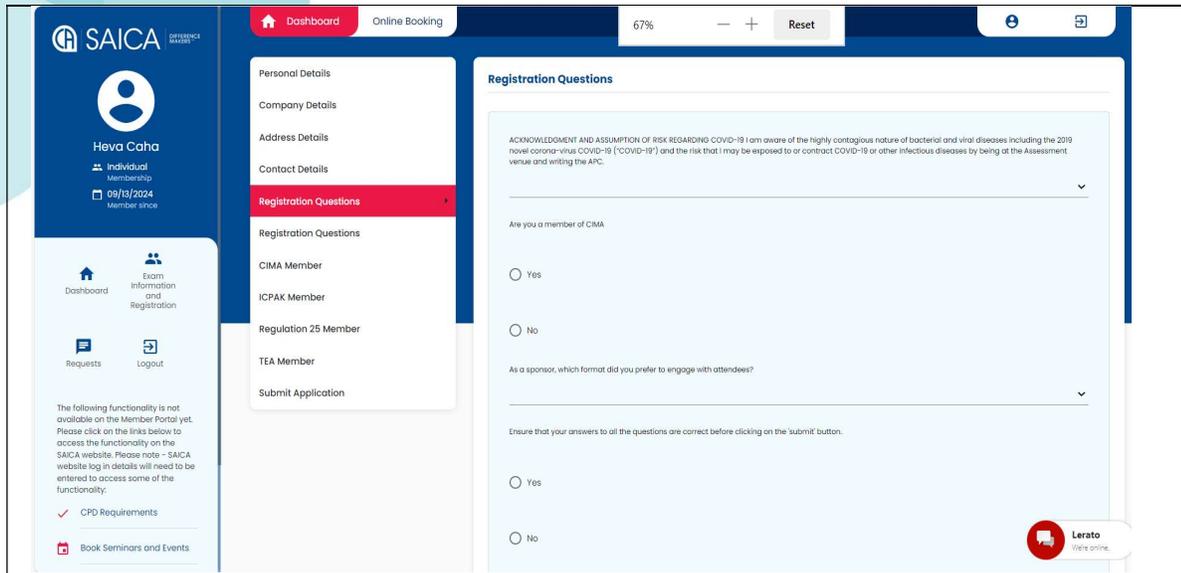


STEP	ACTION
25	Under the “Company Details” page, you must fill in all the mandatory fields and then click on the “Next” button.

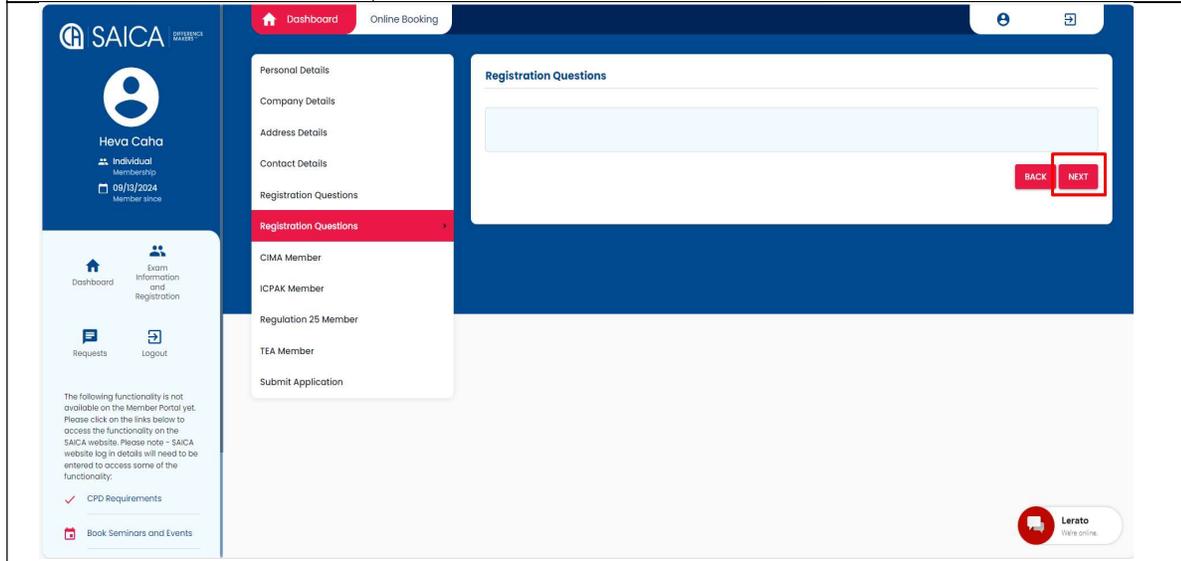


STEP	ACTION
26	Under the “Address Details” page, you must fill in all the mandatory fields and then click on the “Next” button.

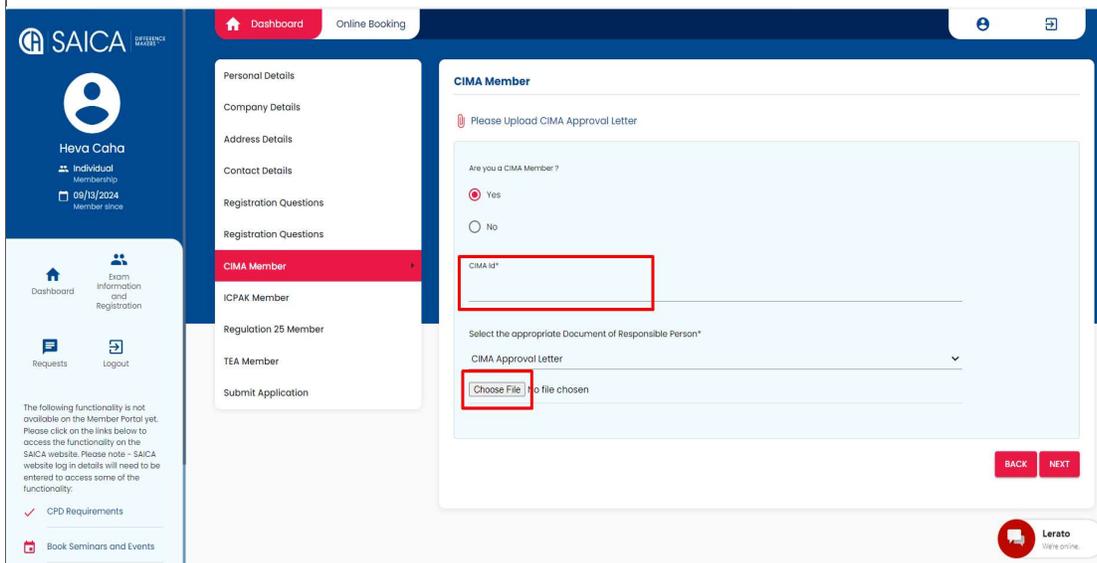
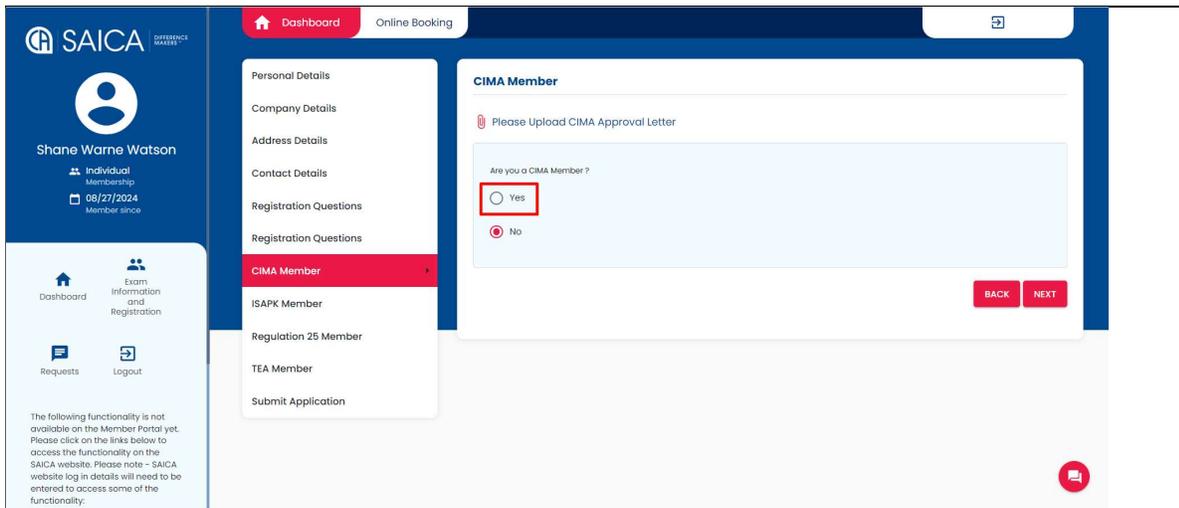
STEP	ACTION
27	Under the “Contact Details” page, you must fill in all the mandatory fields and then click on the “Next” button.



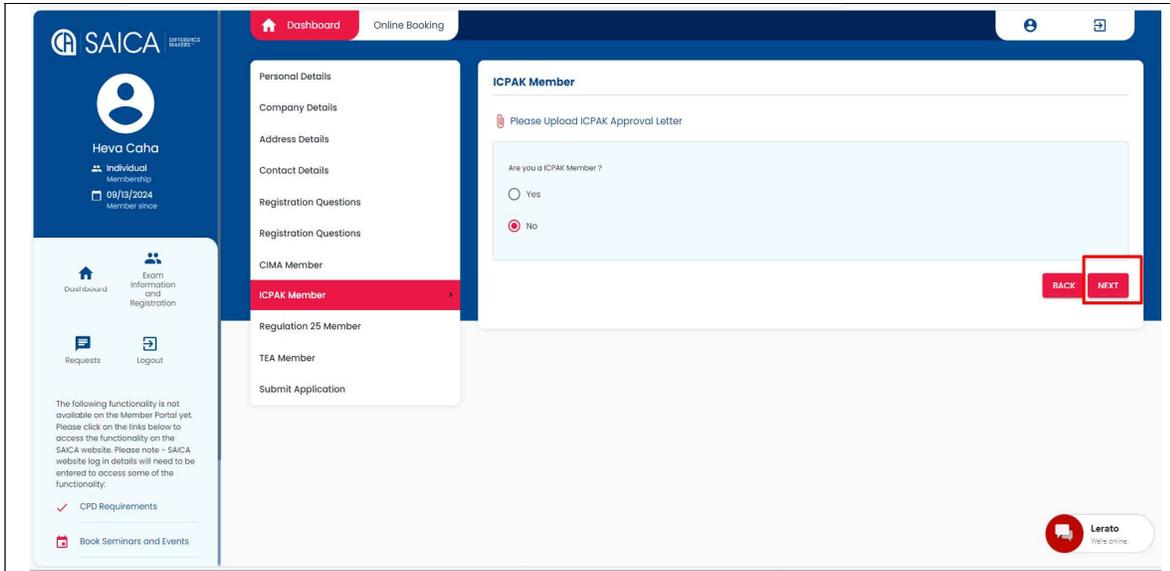
STEP	ACTION
28	Under the “Registration Questions” page, you must fill in all the mandatory fields and then click on the “Next” button.



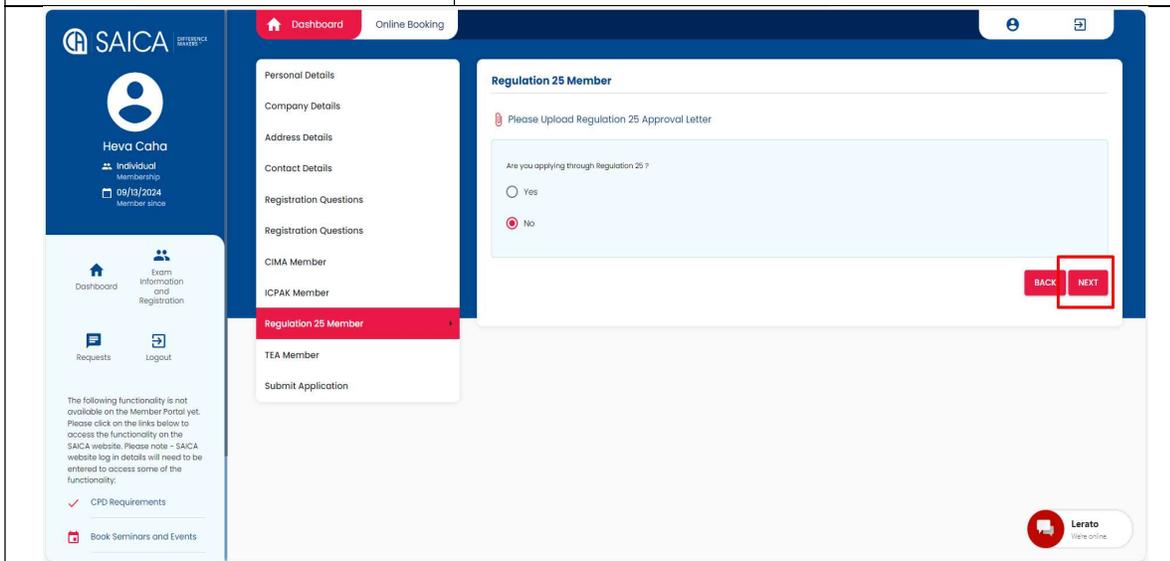
STEP	ACTION
29	You must fill in all the mandatory questions and click on the “Next” button.



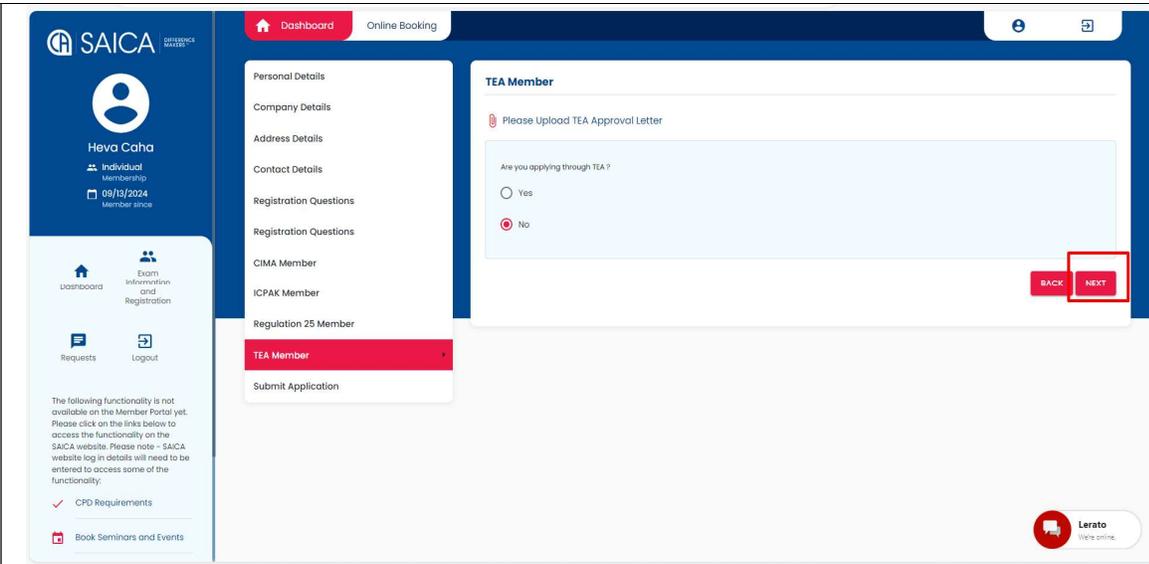
STEP	ACTION
30	If you are member of CIMA, then you must select yes and upload the CIMA Approval Letter
	If you are a CIMA member, you cannot apply through ICPAK, Regulation 25 for Member and TEA Member status. Similarly, this applies to members of ICPAK, Regulation 25 and TEA



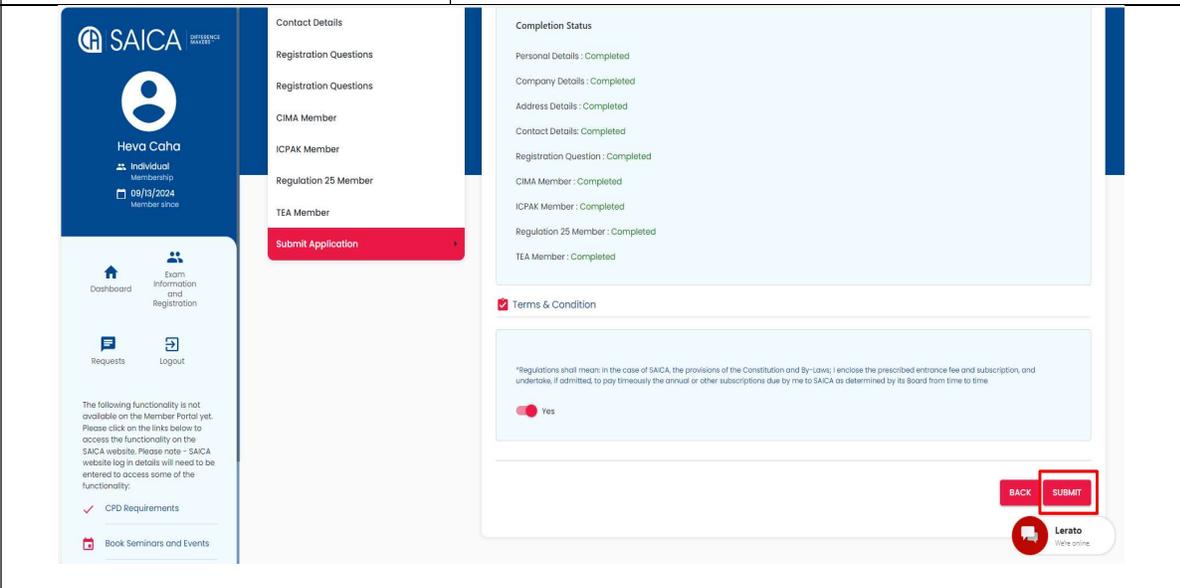
STEP	ACTION
31	Click on Next
	Because we select CIMA member, system will not allow us to apply through ICPAK



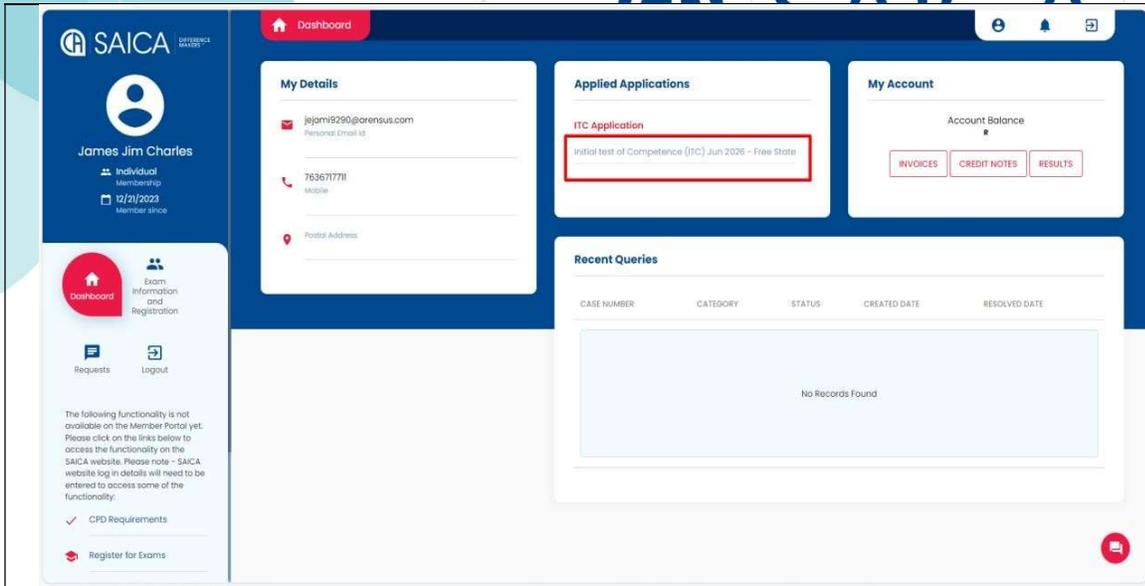
STEP	ACTION
32	Click on Next
	Because we select CIMA member, system will not allow us to apply through Regulation 25



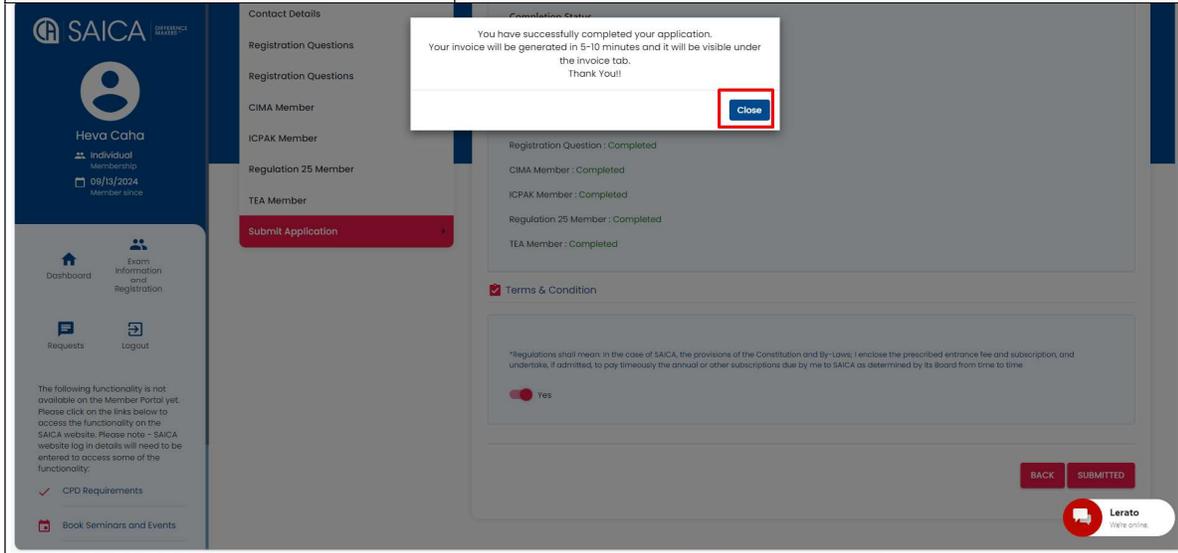
STEP	ACTION
33	Click on Next
	Because we select CIMA member, system will not allow us to apply through TEA



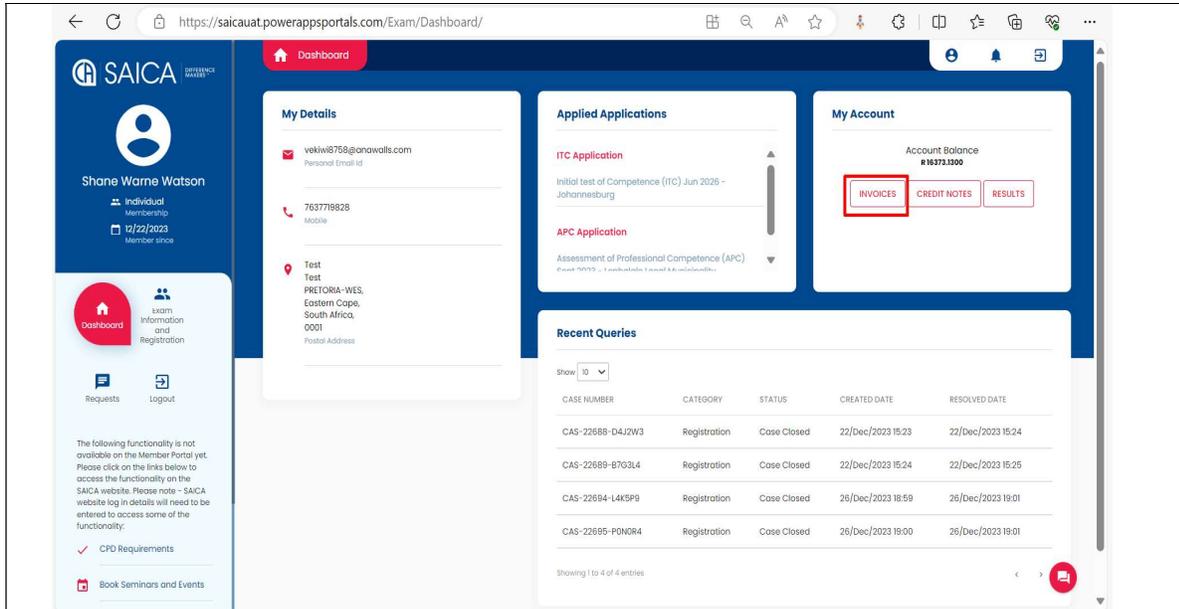
STEP	ACTION
34	Click "Yes" on Terms & Conditions and the click on Submit.



STEP	ACTION
35	Once your application has been submitted, it will redirect you to the dashboard page and you will get a confirmation email with all the details.



STEP	ACTION
36	Click on Close



STEP	ACTION
37	The invoice will be generated after 7 – 10 minutes, click on “Invoices” under the “My Account” tab.

My Account
Account Balance
R 16373.13
[REQUEST REFUND](#)

Invoices

INVOICE	OUTSTANDING AMOUNT	TOTAL AMOUNT	ISSUED ON	PAID ON	ACTION
INV-124273-J0J0L5	R 9918.75	R 9918.75	12/22/2023	MM/DD/YYYY	VIEW PAY DOWNLOAD
INV-124274-T1M5Z7	R 4959.38	R 4959.38	12/22/2023	MM/DD/YYYY	VIEW PAY DOWNLOAD
INV-124276-Q4Y5G1	R 345.00	R 345.00	12/26/2023	MM/DD/YYYY	VIEW PAY DOWNLOAD
INV-124277-N8TBN3	R 1150.00	R 1150.00	12/26/2023	MM/DD/YYYY	VIEW PAY DOWNLOAD

Showing 1 to 4 of 4 entries

STEP	ACTION
38	You will see all your invoices here.

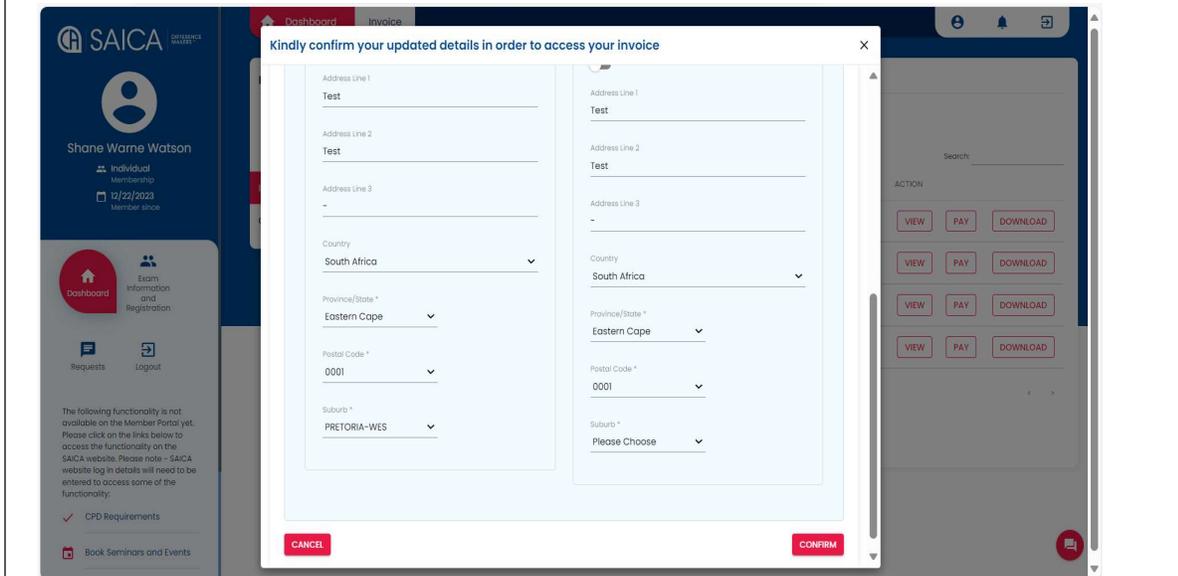
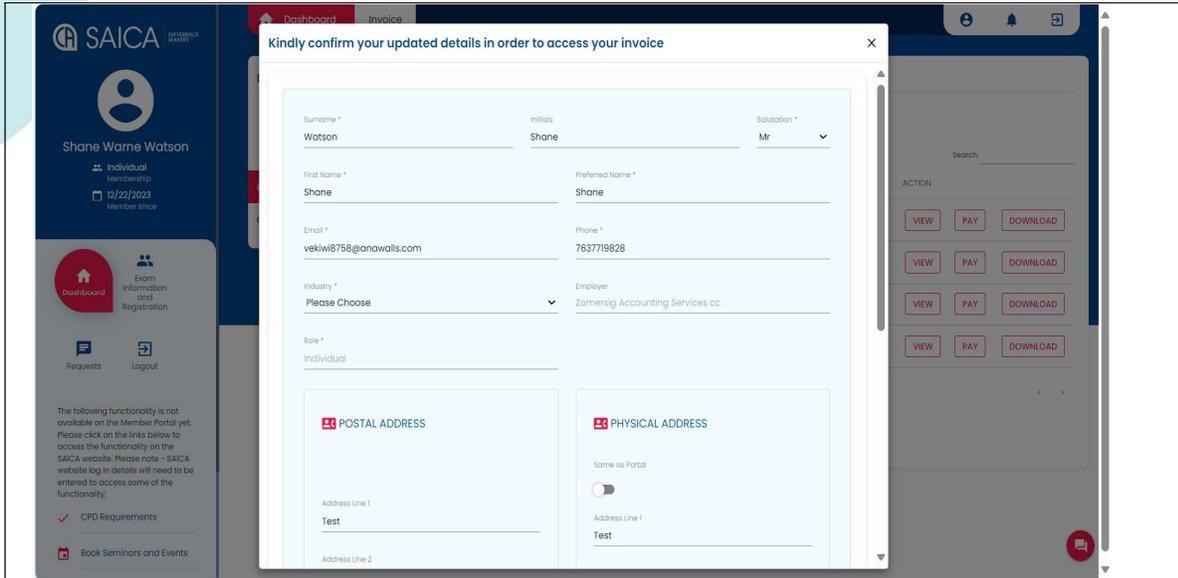
My Account
Account Balance
R 16373.13
[REQUEST REFUND](#)

Invoices

INVOICE	OUTSTANDING AMOUNT	TOTAL AMOUNT	ISSUED ON	PAID ON	ACTION
INV-124273-J0J0L5	R 9918.75	R 9918.75	12/22/2023	MM/DD/YYYY	VIEW PAY DOWNLOAD
INV-124274-T1M5Z7	R 4959.38	R 4959.38	12/22/2023	MM/DD/YYYY	VIEW PAY DOWNLOAD
INV-124276-Q4Y5G1	R 345.00	R 345.00	12/26/2023	MM/DD/YYYY	VIEW PAY DOWNLOAD
INV-124277-N8TBN3	R 1150.00	R 1150.00	12/26/2023	MM/DD/YYYY	VIEW PAY DOWNLOAD

Showing 1 to 4 of 4 entries

STEP	ACTION
39	Click on “View” to verify the contact information before downloading the invoice.



STEP	ACTION
40	Verify the information and then click on “Confirm” if everything is correct.



The screenshot shows the SAICA Member Portal dashboard for Shane Warne Watson. The 'My Account' section displays an account balance of R 16373.13 and a 'REQUEST REFUND' button. The 'Invoices' section shows a table with one invoice: INV-124277-N8T8N3, issued on 12/26/2023, due on 12/26/2023, for an amount of R 1150.00. A 'BACK' button is visible in the top right of the invoice details area.

STEP	ACTION
41	Once you have verified the information, you can view the invoice details and click on “Back” to pay the invoice.

The screenshot shows the SAICA Member Portal dashboard with a list of invoices. The 'PAY' button for the invoice INV-124277-N8T8N3 is highlighted with a red box. The table below shows the details of the invoices listed.

INVOICE	OUTSTANDING AMOUNT	TOTAL AMOUNT	ISSUED ON	PAID ON	ACTION
INV-124273-J0J0L5	R 9918.75	R 9918.75	12/22/2023	MM/DD/YYYY	VIEW PAY DOWNLOAD
INV-124274-TM527	R 4959.38	R 4959.38	12/22/2023	MM/DD/YYYY	VIEW PAY DOWNLOAD
INV-124276-Q4Y5G1	R 345.00	R 345.00	12/26/2023	MM/DD/YYYY	VIEW PAY DOWNLOAD
INV-124277-N8T8N3	R 1150.00	R 1150.00	12/26/2023	MM/DD/YYYY	VIEW PAY DOWNLOAD

STEP	ACTION
42	Click on “Pay” to pay the invoice.

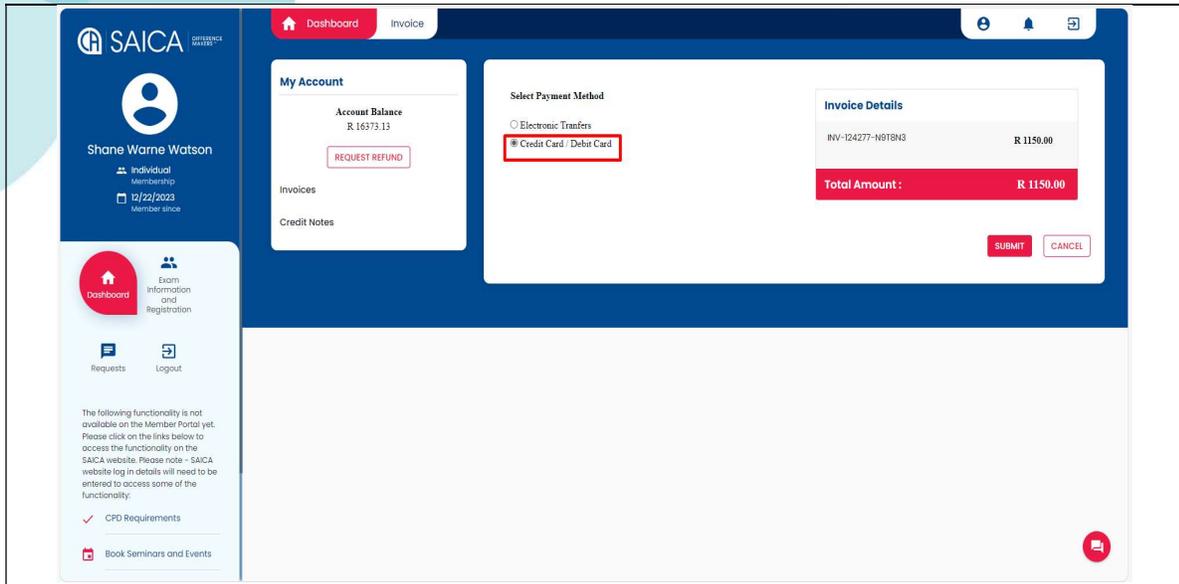


The screenshot shows the SAICA member portal for Shane Warne Watson. The 'My Account' section displays an account balance of R 16373.13 and a 'REQUEST REFUND' button. The 'Invoices' section is active, showing a table with one invoice: INV-124277-N918N3, dated 12/26/2023, with an outstanding amount of R 1150.00. A 'PAY' button is highlighted in a red box in the top right corner of the invoice details area.

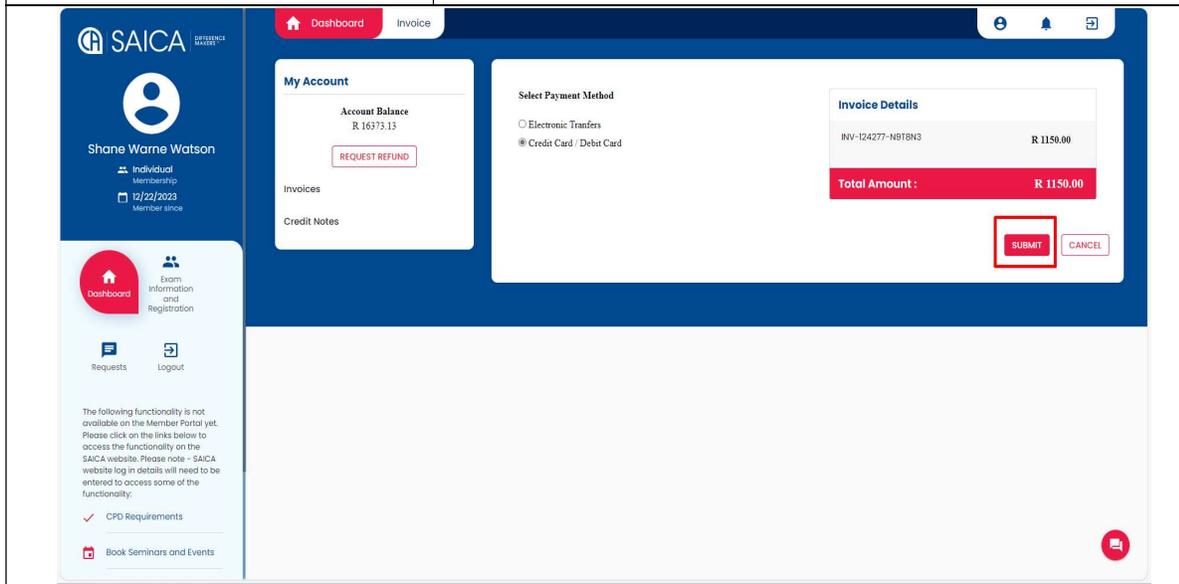
STEP	ACTION
43	Again, click on "Pay" to pay the invoice.

The screenshot shows the same SAICA member portal, but now a 'Select Payment Method' dialog box is open. It contains two radio button options: 'Electronic Transfers' (which is selected) and 'Credit Card / Debit Card'. The 'Invoice Details' section shows the total amount of R 1150.00. 'SUBMIT' and 'CANCEL' buttons are visible at the bottom of the dialog.

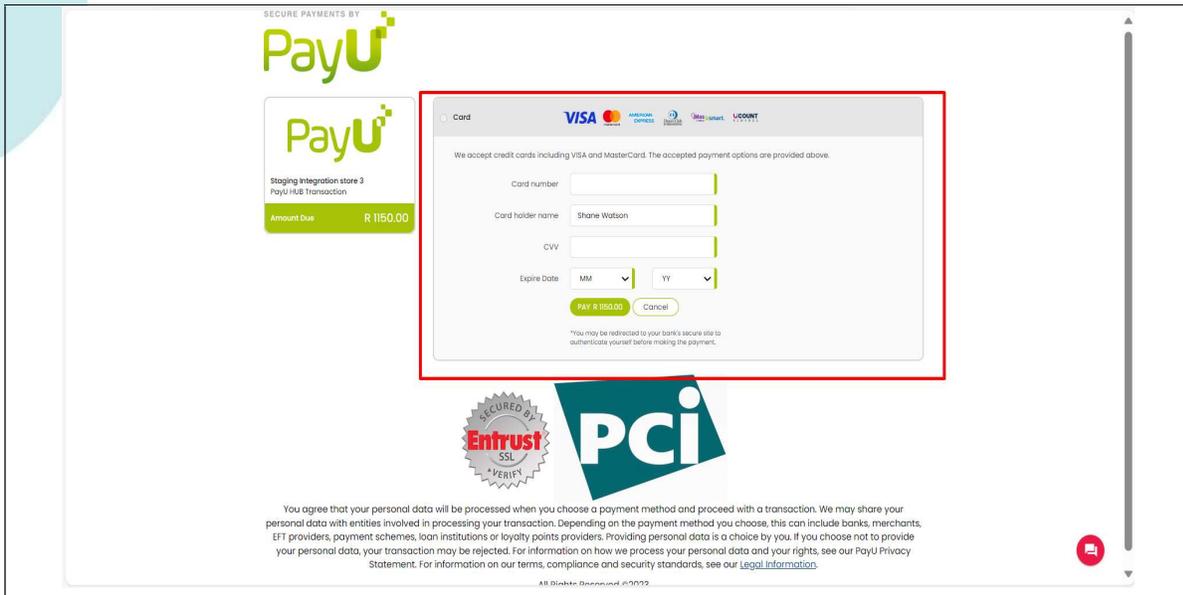
STEP	ACTION
44	Select payment method to pay the invoice.



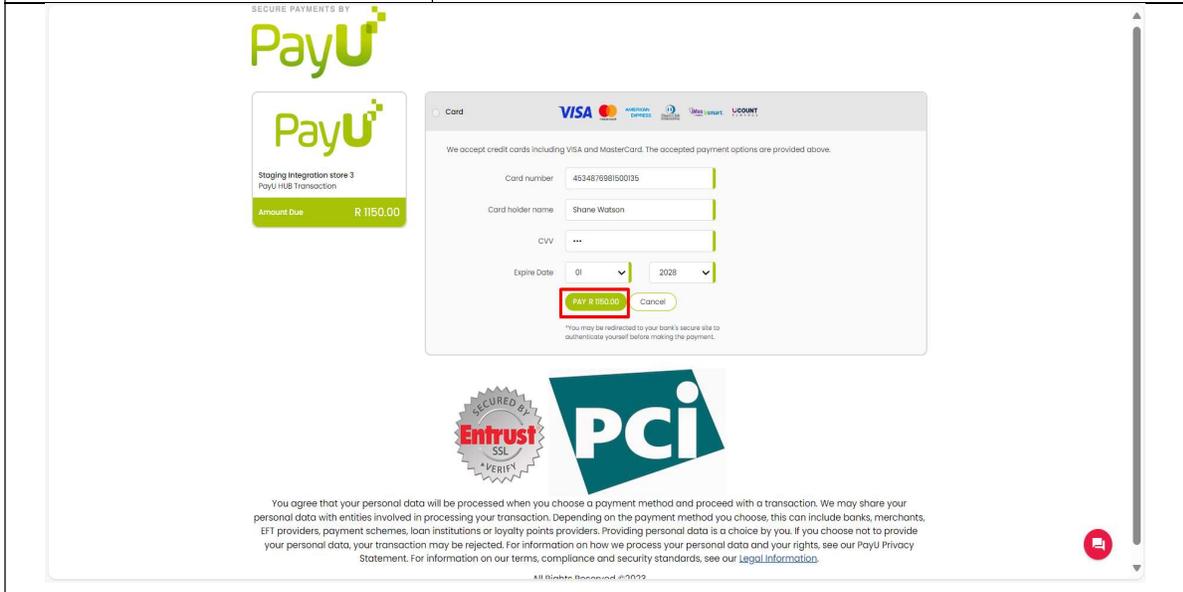
STEP	ACTION
45	Select “Credit Card” payment to pay the invoice.



STEP	ACTION
46	Click on “Submit” to open the PayU portal.



STEP	ACTION
47	Fill in the details in the PayU fields.

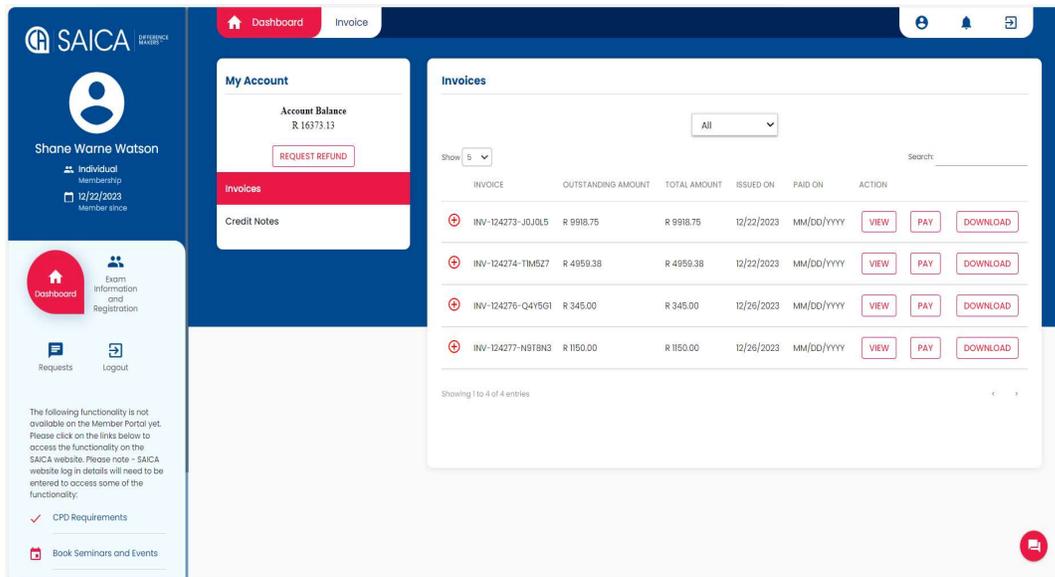
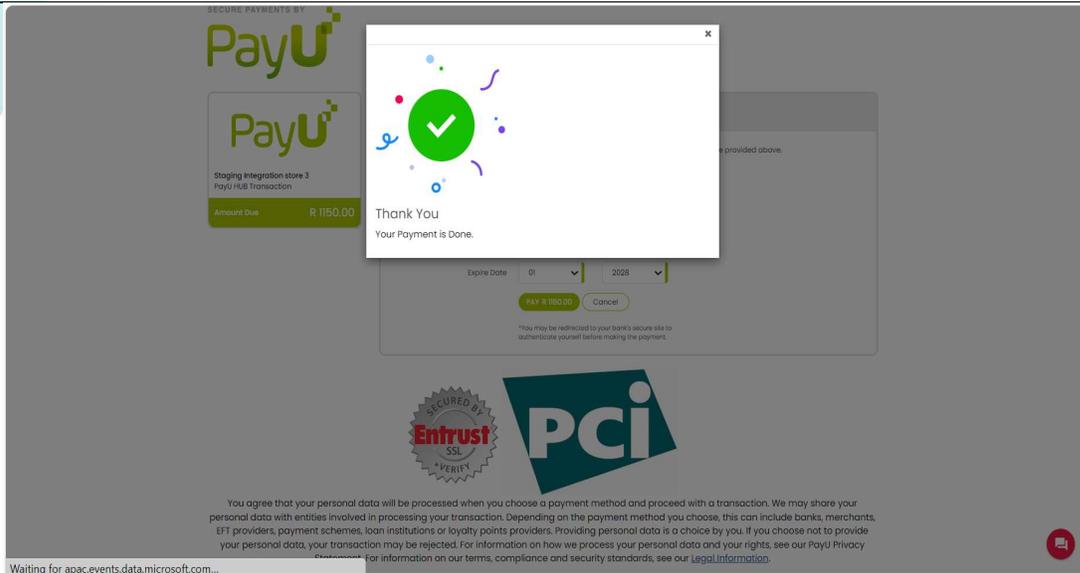


STEP	ACTION
48	Then click on the “Pay” button.



SAICA

DIFFERENCE MAKERS™



STEP	ACTION
49	The system will then redirect you to the invoice page on the portal.



The screenshot shows the SAICA member portal dashboard for Shane Warne Watson. The 'My Account' section displays an account balance of R 15223.13 and a 'REQUEST REFUND' button. The 'Invoices' section shows a table of invoices with columns for INVOICE, OUTSTANDING AMOUNT, TOTAL AMOUNT, ISSUED ON, PAID ON, and ACTION. The selected invoice (INV-124277-N8TBNS) has a 'PAY' button highlighted with a red box.

INVOICE	OUTSTANDING AMOUNT	TOTAL AMOUNT	ISSUED ON	PAID ON	ACTION
INV-124273-J0J0L5	R 9918.75	R 9918.75	12/22/2023	MM/DD/YYYY	VIEW PAY DOWNLOAD
INV-124274-T1M5Z7	R 4959.38	R 4959.38	12/22/2023	MM/DD/YYYY	VIEW PAY DOWNLOAD
INV-124276-Q4Y5G1	R 345.00	R 345.00	12/26/2023	MM/DD/YYYY	VIEW PAY DOWNLOAD
INV-124277-N8TBNS	R 0.00	R 1150.00	12/26/2023	12/27/2023	VIEW PAY DOWNLOAD

STEP	ACTION
50	Once the full payment has been received by SAICA, the "Pay" button will be disabled (greyed out).

The screenshot shows the SAICA member portal dashboard for Shane Warne Watson. The 'My Account' section displays an account balance of R 15223.13 and a 'REQUEST REFUND' button. The 'Invoices' section shows a table of invoices with columns for INVOICE, OUTSTANDING AMOUNT, TOTAL AMOUNT, ISSUED ON, PAID ON, and ACTION. The selected invoice (INV-124277-N8TBNS) has a 'DOWNLOAD' button highlighted with a red box.

INVOICE	OUTSTANDING AMOUNT	TOTAL AMOUNT	ISSUED ON	PAID ON	ACTION
INV-124273-J0J0L5	R 9918.75	R 9918.75	12/22/2023	MM/DD/YYYY	VIEW PAY DOWNLOAD
INV-124274-T1M5Z7	R 4959.38	R 4959.38	12/22/2023	MM/DD/YYYY	VIEW PAY DOWNLOAD
INV-124276-Q4Y5G1	R 345.00	R 345.00	12/26/2023	MM/DD/YYYY	VIEW PAY DOWNLOAD
INV-124277-N8TBNS	R 0.00	R 1150.00	12/26/2023	12/27/2023	VIEW DOWNLOAD

STEP	ACTION
51	Click on the "Download" button to download the invoice.



The South African Institute of
Chartered Accountants
NPO Registration number: 020-050
VAT Reg No: 4570104366
Private Bag X32, Northlands, 2116
17 Fricker Road, Illovo, 2198
Contact Centre: 08610 SAICA (72422)
International: +27 11 621 6600
Website: www.saica.org.za

TAX INVOICE

Invoice to:
Shane Warne Watson

Account:
Invoice no: INV-124277-N9T8N3
Invoice date: 2023/12/26
SAICA ID: 47940036
Recipient VAT No:
Invoice Due Date: 2023/12/26
Payable by date: 2023/12/26
Purchase Order number:

DESCRIPTION	QTY	AMOUNT	DISCOUNT	VAT AMOUNT	TOTAL
APC Special Concession fee - Assessment of Professional Competence (APC) Sept 2023 - Lephalale Local Municipality 1 Kotie Street, Lephalale(Ellisras) Limpopo Lephalale Local Municipality Limpopo 387009 South Africa	1,00	R1 000,00	R0,00	R150,00	R1 150,00
Total		R1 000,00	R0,00	R150,00	R1 150,00
Total amount due					R1 150,00

BANKING DETAILS

Nedbank
Branch: Nedbank Business Central - 128 405
Acc No: 1284 023 230
SWIFT Code: NEDSZAJJ

FNB
Branch: Eastgate - 257705
Acc No: 62506747122
SWIFT Code: FIRNZAJ

Please send remittance advice to Debtors@saica.co.za.

Please use your SAICA ID 47940036 as a reference number on all payments

STEP

ACTION

52

Your Invoice will be downloaded in PDF format.



The screenshot shows the SAICA member portal dashboard for Shane Warne Watson. The 'Invoices' section is active, displaying a table of invoices. The 'PAY' button for invoice INV-124276-Q4Y5G1 is highlighted with a red box.

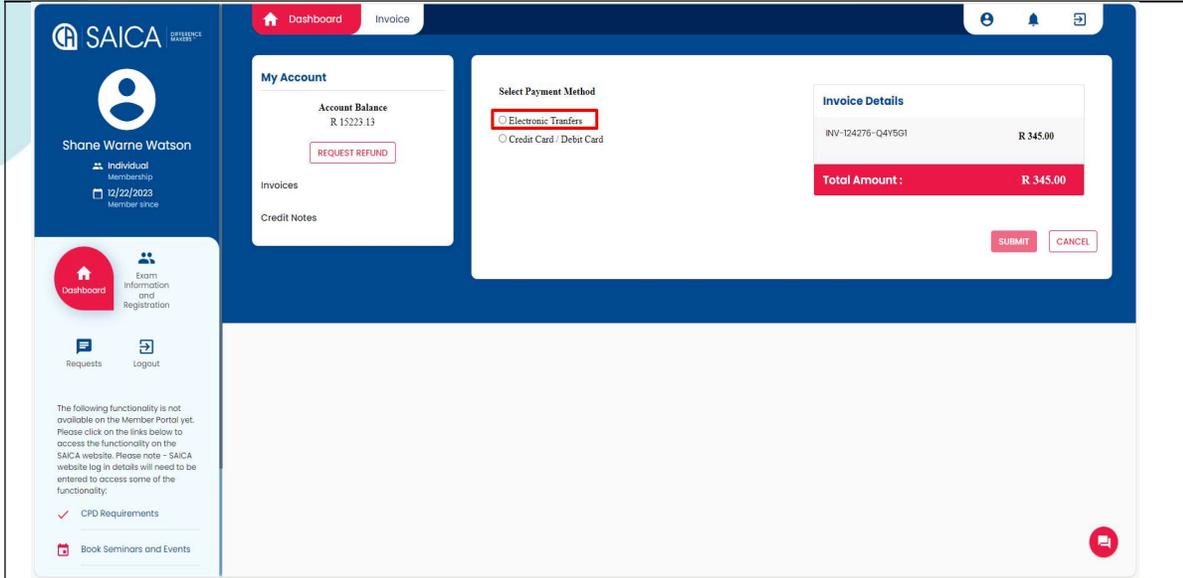
INVOICE	OUTSTANDING AMOUNT	TOTAL AMOUNT	ISSUED ON	PAID ON	ACTION
INV-124273-J0J0L5	R 9918.75	R 9918.75	12/22/2023	MM/DD/YYYY	VIEW PAY DOWNLOAD
INV-124274-T1M5Z7	R 4959.38	R 4959.38	12/22/2023	MM/DD/YYYY	VIEW PAY DOWNLOAD
INV-124276-Q4Y5G1	R 345.00	R 345.00	12/26/2023	MM/DD/YYYY	VIEW PAY DOWNLOAD
INV-124277-N918N3	R 0.00	R 1150.00	12/26/2023	12/27/2023	VIEW PAY DOWNLOAD

STEP	ACTION
53	To process payment via EFT, click on “Pay” to pay the invoice by EFT payment.

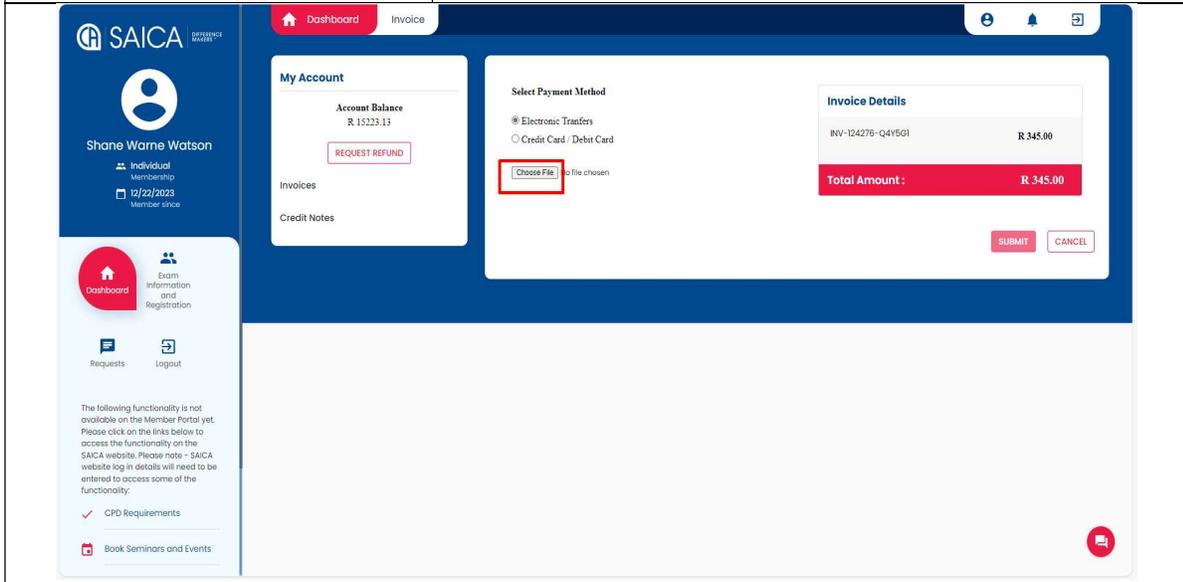
The screenshot shows the payment details for invoice INV-124276-Q4Y5G1. The 'PAY' button is highlighted with a red box.

INVOICE	DATE ISSUED	DATE DUE	OUTSTANDING AMOUNT	TOTAL AMOUNT	AMOUNT TO PAY
INV-124276-Q4Y5G1	12/26/2023	12/26/2023	R 345.00	R 345.00	345.00

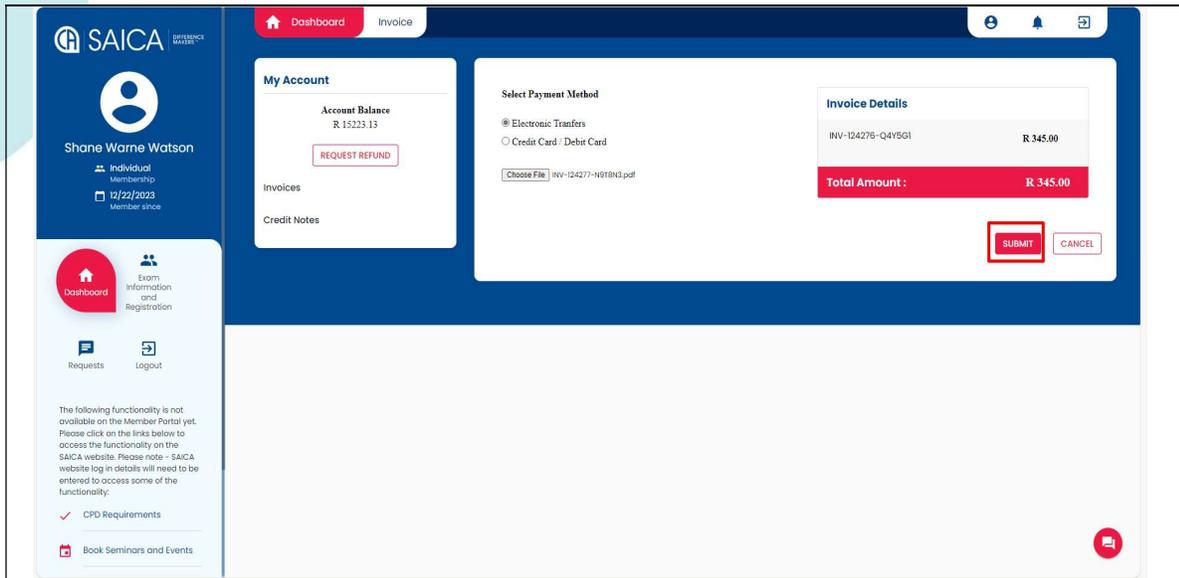
STEP	ACTION
54	Click on “Pay” to pay the Invoice.



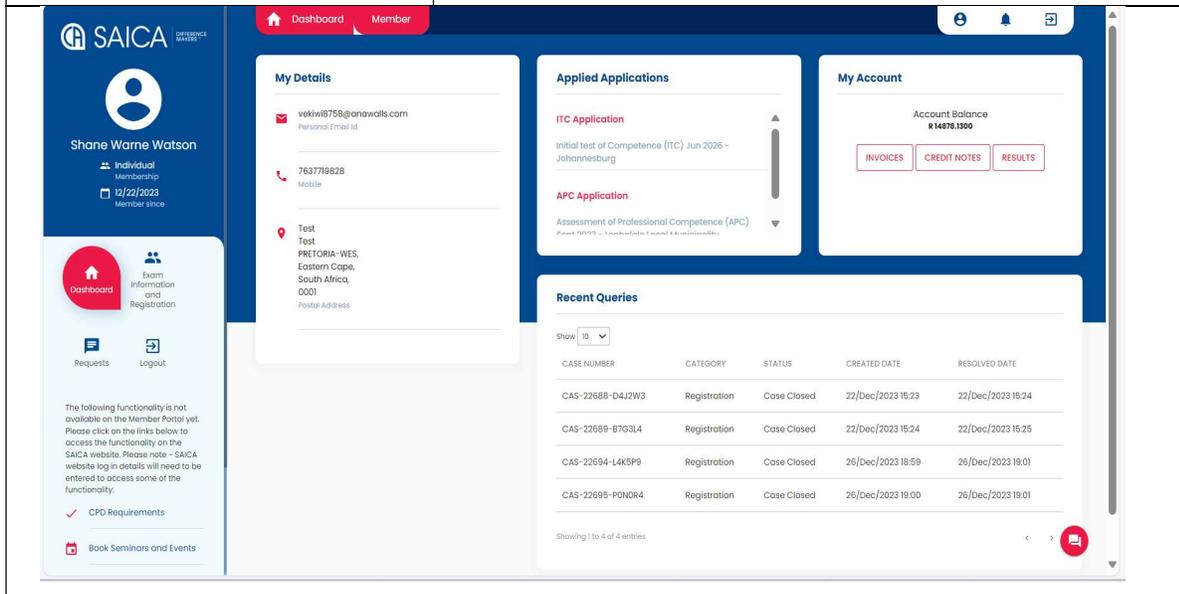
STEP	ACTION
55	Select the payment method as “Electronic Transfers.”



STEP	ACTION
56	Select “Choose file” to upload the proof of payment.



STEP	ACTION
57	Once the document has been uploaded, click on the “Submit” button.



STEP	ACTION
58	Once you have clicked on the “Submit” button, you will be redirected back to the dashboard.



SAICA

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The screenshot shows the SAICA Member Portal interface. On the left, there is a user profile for Shane Warner Watson, an individual member since 12/22/2023. The main content area is divided into 'My Account' and 'Invoices'. The 'My Account' section shows an account balance of R 14878.13 and a 'REQUEST REFUND' button. The 'Invoices' section displays a table of invoices with columns for INVOICE, OUTSTANDING AMOUNT, TOTAL AMOUNT, ISSUED ON, PAID ON, and ACTION. The 'PAY' button for the invoice INV-124274-Q4Y5G1 is highlighted with a red box.

INVOICE	OUTSTANDING AMOUNT	TOTAL AMOUNT	ISSUED ON	PAID ON	ACTION
INV-124273-JUJ0L5	R 9918.75	R 9918.75	12/22/2023	MM/DD/YYYY	VIEW PAY DOWNLOAD
INV-124274-TIM5Z7	R 4959.38	R 4959.38	12/22/2023	MM/DD/YYYY	VIEW PAY DOWNLOAD
INV-124276-Q4Y5G1	R 0.00	R 345.00	12/26/2023	01/01/2001	VIEW PAY DOWNLOAD
INV-124277-N818N3	R 0.00	R 1150.00	12/26/2023	12/27/2023	VIEW PAY DOWNLOAD

STEP	ACTION
59	Once the full payment has been received by SAICA, the “Pay” button will be disabled (greyed out).

