

TEMPLATES TO THE TRAINING REGULATIONS

Effective 1 January 2026

**Template - Notification letter for failure to submit
the assessment forms on a timely basis**

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INTRODUCTION

The purpose of this document is to provide guidance. Kindly note the template below will be available on the [SAICA website](#).

Please note that this document is used for clarification of certain clauses in the Regulations and can be considered in the interpretation of the Regulations. However, it does not replace the Regulations.

**TEMPLATE 3 NOTIFICATION LETTER FOR FAILURE TO SUBMIT THE ASSESSMENT FORMS ON A
TIMELY BASIS**

Dear (trainee accountant name)

This letter hereby serves as notification that you are not complying with the requirement to timeously initiate and/or correctly complete your assessment forms (LORs and/or PDSs).

In terms of Regulation 21.2.1, failure by the trainee accountant to timeously initiate and/or correctly complete two successive assessment forms within the time frames prescribed by the training office's assessment policy, assessment process timelines as per Training Regulations and to the required quality may lead to disciplinary action, including, but not limited to, cancellation of your training contract.

Training Officer

Date

I hereby confirm that I have read and understood the contents of this letter and have no objections thereto.

Trainee accountant

Date