



CHARTERED INSTITUTE FOR
BUSINESS ACCOUNTANTS NPC

Welcome to **CIBA's** Army of Accountants

Information Field Guide

JANUARY 2025



Message from the CEO

Welcome to the Chartered Institute of Business Accountants (CIBA), where we march as an 'army of accountants' towards excellence in our industry. As part of this collective force, you play a pivotal role in navigating the financial terrains of businesses and organisations locally, in Africa, and across the globe.

Your dedication to this craft fuels our commitment to supporting your professional progression. This welcome pack is your essential field guide, providing resources and information to help you maximise the benefits of your CIBA enlistment. We encourage you to familiarise yourself with it.

At CIBA, we are more than a professional body. We are a stronghold where your potential is cultivated, your hard work acknowledged, and your financial burdens shared. As you step into the ranks of our 'army of accountants', you unlock a wealth of opportunities for recognition and growth.

We're strategically positioned, our 'accountant army' is set to bolster economic development across Africa. As a recruit, you are now a key player in this mission. Together, we will support businesses to thrive, boosting profits, nurturing prosperity, and enhancing livelihoods for countless families.

Joining this journey is more than a professional move; it's a commitment to a greater cause. Welcome to the frontlines of financial impact. Welcome to CIBA, and may you relish the rewarding journey that lies ahead!

Best wishes,

Nicolaas van Wyk
CIBA CEO



CIBA's Mission

To ensure every SME, listed company, community organisation, and tribal authority in Africa employs competent business accountants to help them make better economic decisions that make their business better.



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1. Welcome

Established in 1987, the Chartered Institute of Business Accountants (CIBA) revolutionised the accounting industry with the introduction of modular accounting. We recognise the untapped potential in individuals with diverse educational backgrounds who have found their way into finance roles.

CIBA, guided by the ethos, “anyone can be an accountant,” expanded our admission criteria to acknowledge non-traditional paths into the profession. We focus on practical job roles, critical thinking skills, and work experiences, beyond just formal qualifications. CIBA is a statutorily recognised professional accountancy organisation under the following legislation:

South Africa

- National Qualifications Framework Act 67 of 2008.
- Tax Administration Act, 2011.
- Companies Act, 2008 and Close Corporations Act, 1984.

Namibia:

- Close Corporations Act, 1988.



Our aim is to safeguard public interest by enforcing stringent ethics, conduct, and quality standards, ensuring CIBA members deliver transparent, accountable professional services.

With a strong commitment to inclusivity, CIBA proudly operates as a Non-Profit Company (NPC) and a level 2 Broad-Based Black Economic Empowerment (BBBEE) contributor, boasting a 60% representation of black professionals.

Welcome to CIBA: a pioneer in accounting, an advocate for diversity, and an unwavering champion for professional excellence.

2. From SAIBA to CIBA

During 2022 the name the Southern African Institute for Business Accountants (SAIBA) was changed to the **Chartered Institute for Business Accountants (CIBA)**.

As a result of the expansion of CIBA’s brand and activities internationally, the use of “Southern African” in CIBA’s name no longer adequately conveyed the objects, purpose and composition of CIBA and the name “Chartered Institute for Business Accountants” more appropriately reflected the objects, purpose and activities of CIBA, and supports CIBA’s international expansion strategy.

The name was changed at the Annual General Meeting on 28 July 2022 and approved by The South African Qualifications Authority (SAQA) in September 2022.

The name change will be phased in, and members will systematically see changes to certificates and communication. It is essential to read through communication from CIBA to stay informed.

saiba
SOUTHERN AFRICAN INSTITUTE
FOR BUSINESS ACCOUNTANTS



ciba
CHARTERED INSTITUTE FOR
BUSINESS ACCOUNTANTS NPC

3. The CIBA Group

The CIBA Group consists of 4 brands:

- **CIBA**, a recognised controlling body and registered professional body for business accountants.
- **CIBA CPD Channel**, the official CPD and professional development platform of CIBA.
- **Accounting Weekly**, a dedicated news portal that keeps you abreast of industry developments.
- **CFO Club Africa**, a community of financial executives.

3.1. CIBA, the RCB and Professional Body for Business Accountants

www.myciba.org

CIBA offers various non-voting* membership titles and voting** SAQA registered designations relevant to the different levels within the Finance Department. The CIBA designations provide members with the opportunity to charter their own national or international career paths and to receive the recognition due at every level.

*non-voting – Members can attend the Annual General Meetings (AGMs) but are not allowed to participate in the voting process.

**voting – Members can attend and participate in the voting process at the Annual General Meetings.

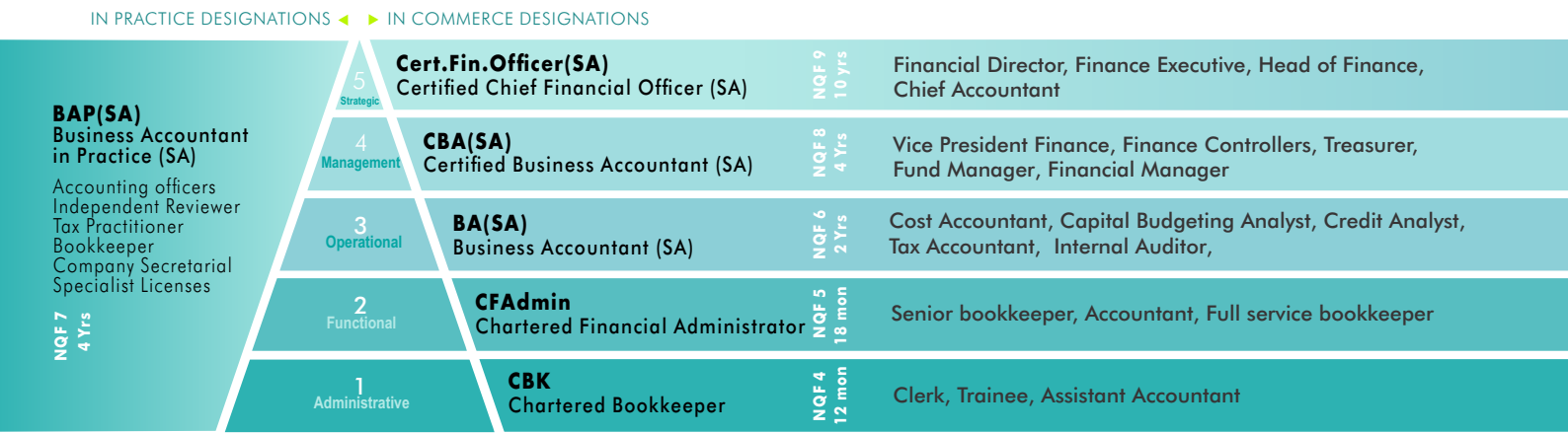
Being awarded a designation serves the following key purposes:

- **Relevance**: A professional designation demonstrates that the finance professional possesses a specific set of skills, knowledge, and expertise in the accounting field. It indicates that they have undergone specialised training and have met the standards set by the CIBA. Having a professional designation can make you stand out from other accountants (whether in commerce or in practice) and increase your chances of being considered for relevant positions/appointments. It shows that you have invested time and effort to develop your skills, keeping up with the latest industry trends and best practices.
- **Credibility**: A professional designation provides a mark of credibility and professional integrity. They are associated with a code of ethics and standards that members must adhere to. By obtaining a professional designation, you signal to employers, clients, and colleagues that you have met certain criteria and are committed to maintaining high professional standards. This can enhance your professional reputation and increase trust in your abilities. Clients and employers are more likely to have confidence in your capabilities and entrust you with important responsibilities, leading to greater opportunities for career advancement.
- **Higher income potential**: In many industries, obtaining a professional designation can lead to higher income potential. The designation can serve as evidence of your competency, which can justify higher pay scales or potential salary negotiations.



It is only logical that CIBA's name change will reflect in CIBA's designations. As with the name change the changes in the designations naming conventions will be phased in, subject to certain procedures being followed. Members will systematically see changes to certificates and communication.

Naming convention pre name change:



Non Voting Membership: Member | Student Membership | CFO Club Africa Member | Academic Associate Membership

Naming convention post name change*:



Non Voting Membership: Member | Student Membership | CFO Club Africa Member | Academic Associate Membership



We care about the **Finance Department**.
 Championing accountants, bookkeepers, financial managers, financial officers, accounting officers, tax practitioners, independent reviewers, treasurers and accounting firms.

* Subject to pending procedures

The following are the main functions of CIBA as the RCB and Professional Body for Business Accountants:

1 Support

The Membership department has an army of Professional Portfolio Consultants (PPC's) to support you and assist with any queries on your career journey.



2 Accounts (Applications & Renewals)

Your membership/designation with CIBA will automatically renew annually. CIBA will issue an invoice approximately 2-3 months before your renewal date with a discounted membership/designation fee should you settle your membership fees in advance (*T's&C's will apply).



CIBA has two invoice cycles: July and January.

The July Cycle:

If you are registered as a member during May to October ("the July Cycle"), your membership/ designation fees will be due and payable on or before 8 July of each year.

The January Cycle

Alternatively, if you are registered as a member during the period November to April ("the January Cycle"), your membership/designation fees will be due and payable on or before 8 January of each year.

Your membership fee enables CIBA to register you annually on the National Database of Accountants with the South African Qualifications Authority (SAQA), represent you with Regulators, stand up for your rights, ensure your designation credibility is maintained and keep you updated and relevant. We have various payment offerings, including a convenient monthly debit order managed by PayFast (*T's&C's will apply) at no additional cost.

Your ability to continue to earn an income is the most critical factor in your career, which should make paying your CIBA membership fees one of your top priorities.

3 Compliance

The Compliance department ensures your membership and designation are maintained by managing and verifying the following:

- Continuous Professional Development (CPD)
- Annual Declarations
- Assessments (if applicable)
- Annual Licenses (if applicable)



Is all of this really necessary? I am so tired of admin.

CIBA can appreciate that you may feel the administration load is unnecessary, but CIBA is regulated and have to report on members regularly. The above is not only industry norm and required by other professional bodies as well, but it was investigated and approved by the board as the most cost-effective way to ensure quality and maintain a professional reputation based on CIBA members' admission criteria and typical career journey.

4 Reporting

CIBA is subject to inspections from Regulators and has to submit annual reports to Regulators based on the following:

- Being recognised as a professional body by the South African Qualifications Authority (SAQA) and the SAQA registration of designations,
- Being awarded the status of Recognised Controlling Body (RCB) for Tax Practitioners (Section 240A of the Tax Administration Act, 2011) by SARS and
- Requirements set for Professional Accountancy Organisation for Assurance and Non-assurance providers (Regulation 29(4) of the Companies Act, 2008 and Section 60(2) of the Close Corporations Act, 1984).



CIBA's Membership Department has a dedicated team preparing for and conducting the inspections, plus drafting and submitting the annual reports due to Regulators.

5 Disciplinary Procedures

Unfortunately it does happen that members do not comply to the appropriate standards of professional conduct that leads to complaints from the public.

Regulators, like SAQA, CIPC and SARS, review CIBA and CIBA members to ensure standards and legislation are maintained. During these reviews, regulators can lodge a complaint against a member of CIBA. CIBA will follow the disciplinary procedures as prescribed in CIBA's Disciplinary Procedure Policy, which is available on the website: www.myciba.org/complaints



3.2. CIBA CPD Channel, the Educational Department

www.cpd.myciba.org

CIBA is dedicated to supporting individuals on their professional accounting career journey.

CIBA recognises the importance of the accounting profession in driving financial stability and success in both the public and private sectors.

CIBA's Education departments' functions include:

- To establish and maintain a comprehensive, competency-based framework for accounting education accessible to all.
- To provide a clear and flexible progression path for members, from entry-level to the highest levels of corporate accounting and independent practice.
- To provide an innovative, inclusive, and practical learning experience that empowers individuals with the knowledge and skills to contribute to Africa's economic growth as competent and ethical accountants
- Offer optional specialisation licenses for complex or niche services, enhancing the skills and marketability of our members.

CIBA CPD Channel

www.cpd.myciba.org

Staying compliant is a prerequisite for validation of your membership. CIBA CPD Channel is CIBA's official CPD platform and your gateway to quality professional development. CIBA CPD Channel makes staying updated and CPD compliant, easy, convenient and cost-effective. We believe that as you learn more, you will earn more.

All CIBA members can access their CIBA CPD Channel via their membership profile. Login at www.myciba.org and click on the CPD.myciba logo on the right.



3.3. CFO Club Africa

www.cfoclub.co.za

CFO Club Africa is a network of international Finance Executives where senior finance leaders debate, travel, learn and share ideas about a constantly changing profession. The community is built around providing support and valuable CFO insights with a focus on four pillars:

- International Taxation
- Automation and Digital Transformation
- Environment, Social and Governance
- CFO Certification Workgroup



CFO CLUB
AFRICA

3.4. Accounting Weekly

www.accountingweekly.com

Accounting Weekly is a premier digital publication for accountants and finance professionals across Africa, covering key developments in tax, accounting standards, business advisory, and regulatory compliance. The editorial team is dedicated to delivering in-depth analysis, news, and insights that support practitioners in making informed decisions for their practices and clients.



Bookmark the CIBA url's
for easy reference

www.myciba.org

www.cpd.myciba.org

www.cfoclub.co.za

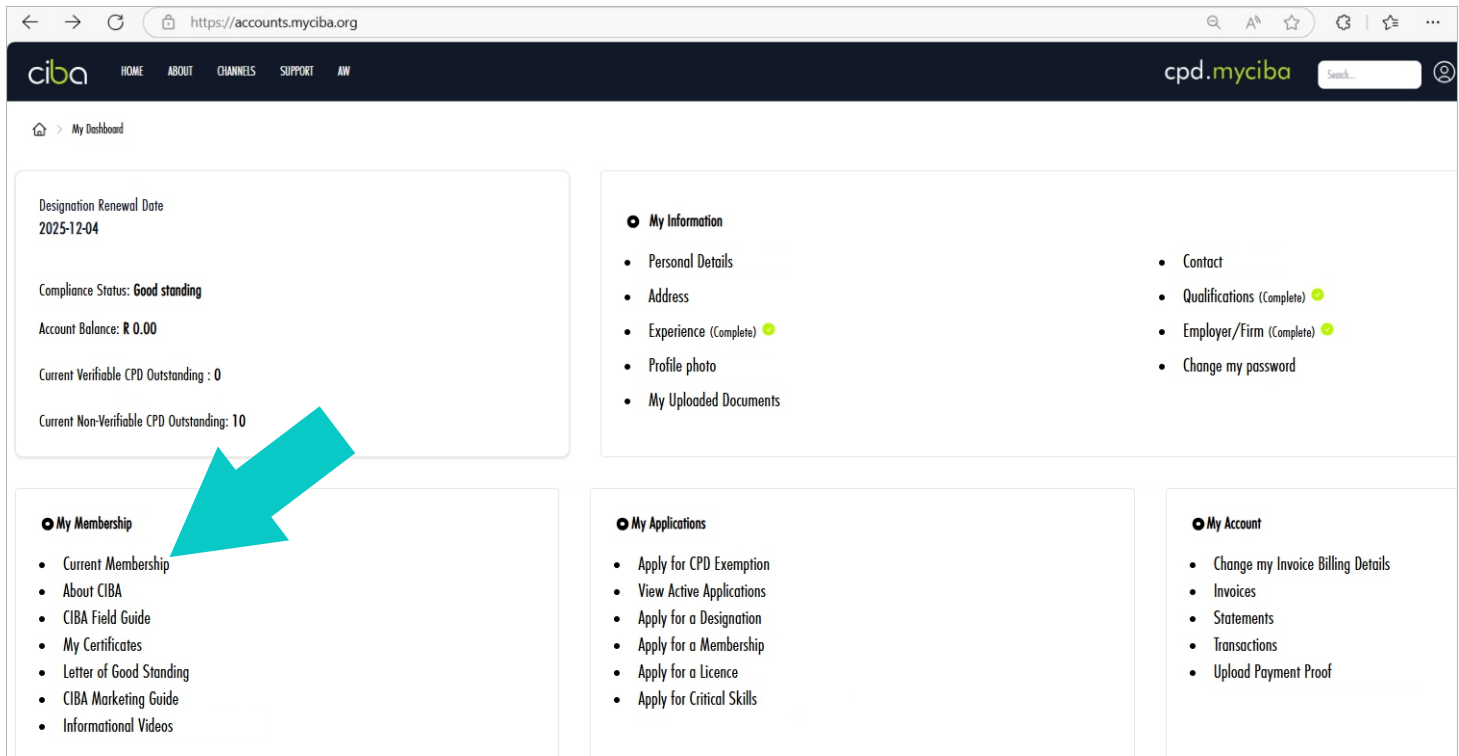
www.accountingweekly.com

4. Your Professional Portfolio Consultant (PPC)

Each member is assigned to a Professional Portfolio Consultant (PPC) that provides comprehensive support and guidance to members. The PPC has an understanding of CIBA's inner working and will ensure your queries are attended to.

Your PPC should always be your first point of call. To view your PPC's information:

1. Log in at accounts.myciba.org/login
2. Select Current Membership under My Membership
3. Scroll down to Your First Port of Call.



The screenshot shows the 'My Dashboard' page on the CIBA website. The page is divided into several sections:

- Designation Renewal Date:** 2025-12-04
- Compliance Status:** Good standing
- Account Balance:** R 0.00
- Current Verifiable CPD Outstanding:** 0
- Current Non-Verifiable CPD Outstanding:** 10
- My Information:**
 - Personal Details
 - Address
 - Experience (Complete) ✓
 - Profile photo
 - My Uploaded Documents
 - Contact
 - Qualifications (Complete) ✓
 - Employer/Firm (Complete) ✓
 - Change my password
- My Membership:** (highlighted with a red arrow)
 - Current Membership
 - About CIBA
 - CIBA Field Guide
 - My Certificates
 - Letter of Good Standing
 - CIBA Marketing Guide
 - Informational Videos
- My Applications:**
 - Apply for CPD Exemption
 - View Active Applications
 - Apply for a Designation
 - Apply for a Membership
 - Apply for a Licence
 - Apply for Critical Skills
- My Account:**
 - Change my Invoice Billing Details
 - Invoices
 - Statements
 - Transactions
 - Upload Payment Proof

The Membership Department's email address:

membership@myciba.org

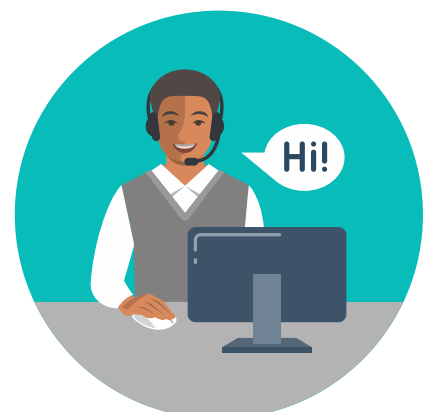
and

support@myciba.org

serves as ticket systems of which a record is kept of all communication.

As an organisation, we strive to respond to your emails within a maximum of 48 hours. We understand the importance of addressing your inquiries, concerns, and requests promptly. Despite our best efforts, this can sometimes cause a slight delay in our response time. Rest assured, our team is diligently working to handle each message as efficiently as possible.

Thank you for understanding and greeting us with a **smile**.

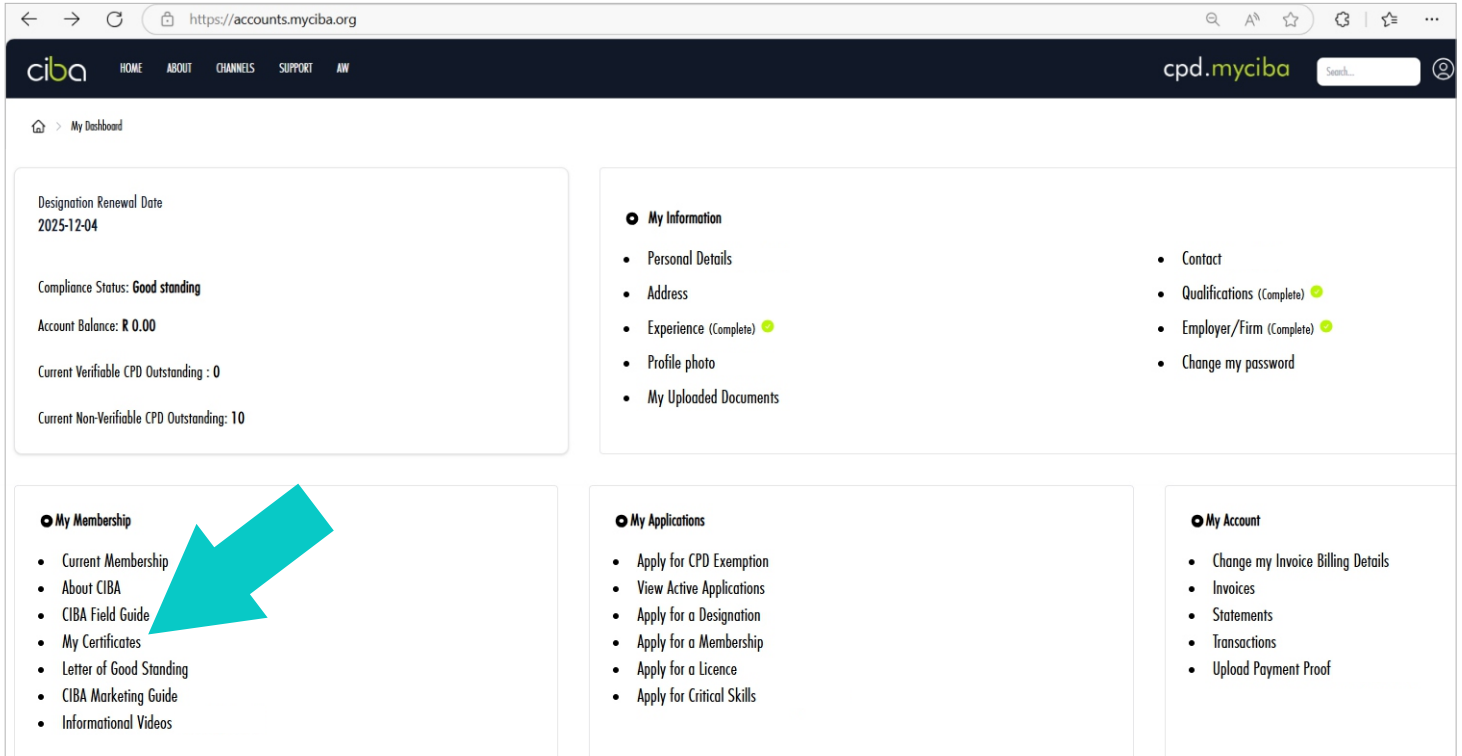


5. Membership Certificate

Non-voting members receive a letter of confirmation. Designation holders receive a member certificate.

How to access your current year membership certificate and seal:

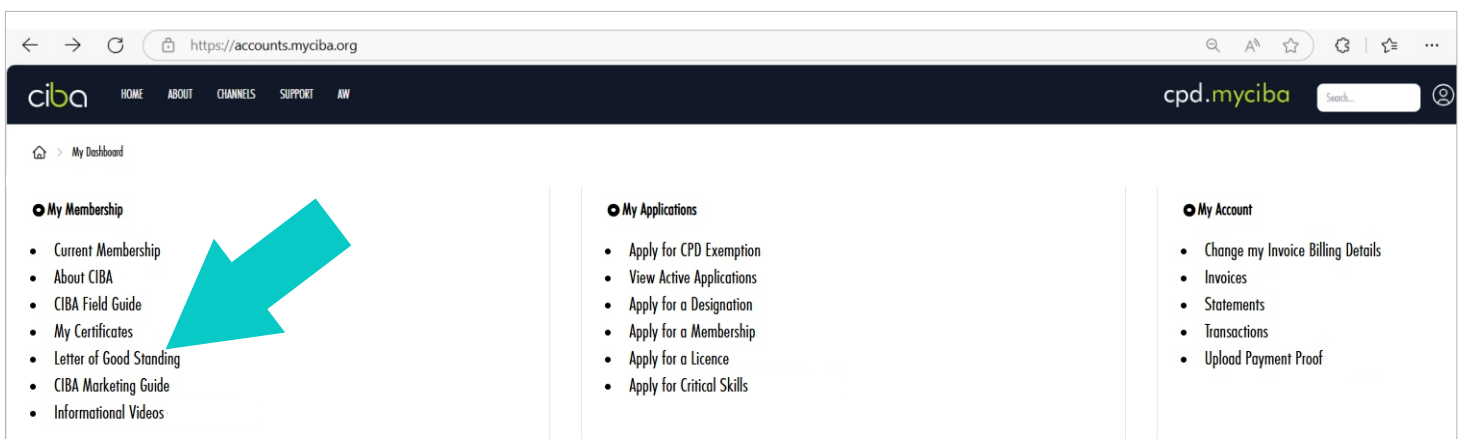
1. Login to your membership profile at accounts.myciba.org/login
2. From your Dashboard, scroll to My Membership
3. My Certificates



6. Letter of Good Standing

How to access the letter of good standing:

1. Login to your membership profile at accounts.myciba.org/login
2. From your dashboard go to My Membership
3. Select Letter of Good Standing



7. Defining “Good Standing”

CIBA is registered to issue and **maintain** designations with the South African Qualifications Authority (SAQA). Designations are maintained by:

- Continuous Professional Development (CPD)
- Annual Declarations
- Assessments
- Disciplinary Procedures

A CIBA member **in good standing** is defined as a member who:

1. Has paid their membership fees in full or has an active debit order in place,
2. Has logged their CPD in accordance with CIBA’s requirements,
3. Has submitted the required annual declarations,
4. Has completed the required assessments,
5. Has no disciplinary actions or complaints against them and
6. Is compliant with all CIBA's rules and regulations.

8. Annual Declarations

Relevant levels of membership and designations are subject to annual declarations. In addition, CIBA Tax Practitioners are subject to an annual declaration.

Membership level	NOCLAR & Ethics	APL	CPD	FIC (*)
Member	Yes		Yes	Yes
CBK	Yes		Yes	Yes
CDAdmin	Yes		Yes	Yes
BA(SA)/CBAC	Yes		Yes	Yes
CBA(SA)/CFM	Yes		Yes	Yes
Cert.Fin.Off.(SA)/CCFO	Yes		Yes	Yes
BAP(SA)/CBAP	Yes	Yes	Yes	Yes

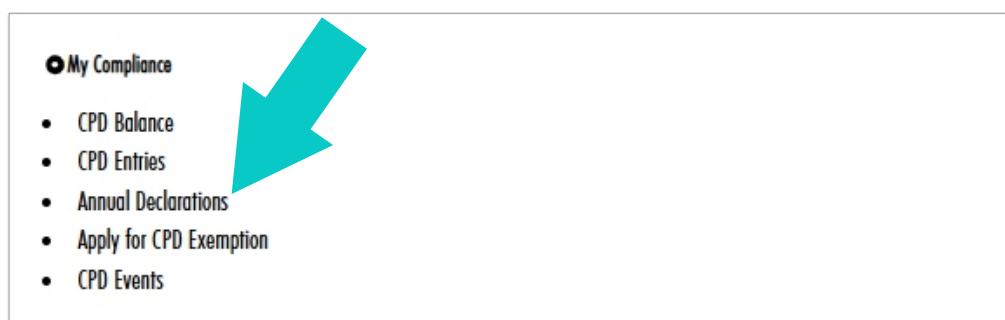
**Plus
CIBA Licensed
Tax Practitioners**

* Members who perform Company Secretarial Services at a fee should register with the FIC (www.fic.gov.za) and submit an annual return.

9. How to submit Annual Declarations

How to submit your annual declaration:

1. Login to your membership profile at accounts.myciba.org/login
2. From your dashboard scroll to My Compliance.
3. Select Annual Declaration.
4. Click on Submit now next to the relevant declaration and complete the information.



10. Your Invoice and Statement

Your membership/designation with CIBA will automatically renew annually. CIBA will issue an invoice approximately 2-3 months before your renewal date. The renewal date is based on whether you fall in the July and January invoice cycle. The invoice includes a discounted membership/ designation fee should you settle your membership fees in advance (*T's&C's will apply).

Statements are sent to you via email from Accounts on the 15th, 25th and last day of the month. Payment links are included on these emails for your convenience.

You can view your invoice from within your membership profile.

1. Login to your membership profile at accounts.myciba.org/login
2. From your dashboard scroll to the My Account.
3. Select Invoices
4. Select View next to the relevant invoice.

The screenshot shows the CIBA My Account dashboard. The top navigation bar includes 'ciba', 'HOME', 'ABOUT', 'CHANNELS', 'SUPPORT', 'AM', 'cpd.myciba', and a search bar. The main content area is divided into four columns:

- My Information:** Personal Details, Address, Experience (Complete), Profile photo, My Uploaded Documents, Contact (In), Qualifications (Complete), Employer/Firm (Complete), Change my password.
- My Membership:** Current Membership, About CIBA, CIBA Field Guide, My Certificates, Letter of Good Standing, CIBA Marketing Guide, Informational Videos - Coming Soon!
- My Applications:** Apply for CPD Exemption, View Active Applications, Apply for a Designation, Apply for a Membership, Apply for a Licence, Apply for Critical Skills (Coming Soon).
- My Account:** Change my Invoice Billing Details, Invoices, Statements, Transactions, Upload Payment Proof (Coming Soon).

Invoices will be listed and the invoice is due 7 days after the invoice date.

Invoice number	Total amount	Balance due	Status	Issue date	Due date	
600000159533	R 7,220.00	R 0.00	paid	Jan 1, 2025	Jan 7, 2025	View
600000159531	R 2,975.00	R 0.00	paid	Dec 3, 2024	Dec 10, 2024	View
600000159532	R 1,480.00	R 0.00	paid	Dec 3, 2024	Dec 10, 2024	View

Showing 1 to 3 of 3 results

Per page: 10

Timely payments are crucial for maintaining our current fee structure. Delays in payment may contribute to a potential fee adjustment in the upcoming year.

11. How to activate a debit order arrangement

A debit order arrangement is a simple way to keep your membership up to date without any hassle. With a debit order, you won't face the risk of having your profile automatically suspended due to overdue fees.

By signing up for a debit order through Payfast, payments are automatically taken care of. Your profile will be marked as 'payment arrangement in place,' keeping your account active and suspension-free. It's a convenient way to ensure continuous membership without having to remember the payment deadlines.

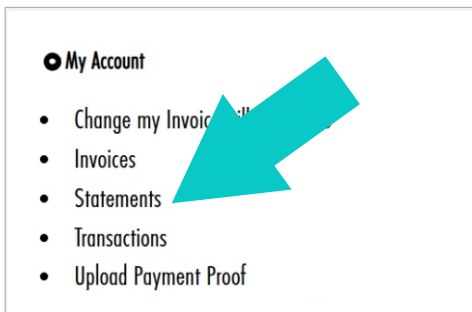
How to set a debit order arrangement

Step 1

Open your Account Statement.

Your Account Statement can be accessed as follows:

1. Login to your membership profile at accounts.myciba.org/login
2. From your dashboard scroll to the My Account.
3. Select Statements



4. Your statement will be displayed.

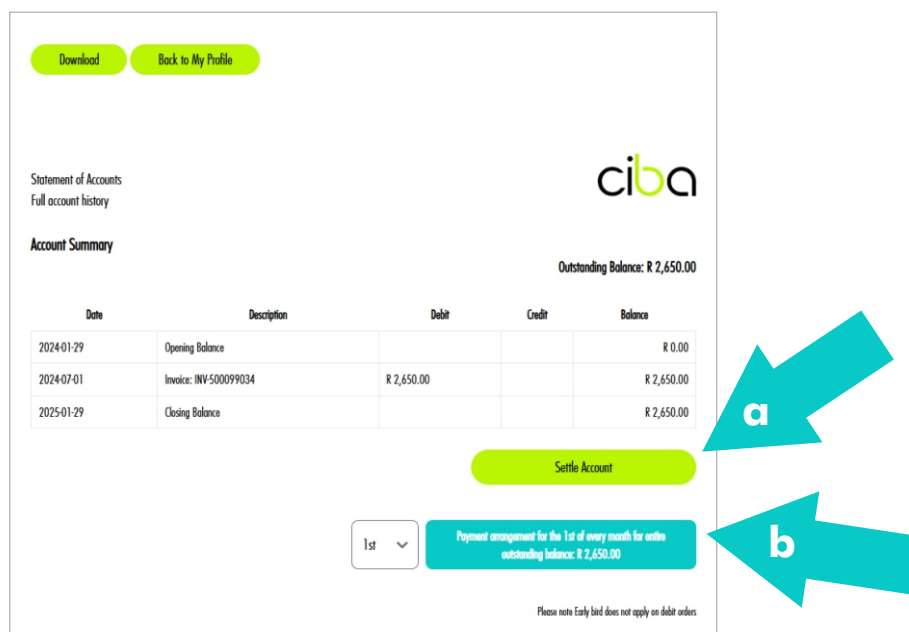
Step 2

Settle your account conveniently via PayFast by clicking the "Settle Account" button (a), or arrange a payment plan by selecting the "Payment Arrangement" button (b).

Important:

Business Accountants in Practice (SA) must settle their account within 3 months to maintain their Professional Indemnity Cover.

All other members have up to 6 months to settle their account.



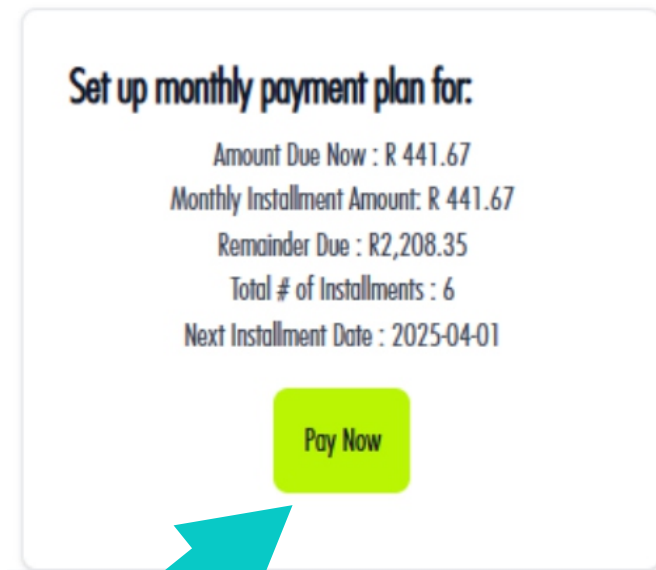
Step 3

A summary of the payment plan will be provided.
Select Pay Now

Set up monthly payment plan for:

Amount Due Now : R 441.67
Monthly Installment Amount: R 441.67
Remainder Due : R2,208.35
Total # of Installments : 6
Next Installment Date : 2025-04-01

Pay Now



The system requires payments to meet the minimum amount set by the CIBA policy. Amounts below the minimum required amount will not be accepted.

Fees need to be paid as follows per CIBA Terms and Conditions clause 14.9:

- 3 (three) equal installments for BAP(SA)s and/or specialist license holders to ensure the validity of PI insurance
- 6 (six) equal installments from the invoice date for all other membership types.



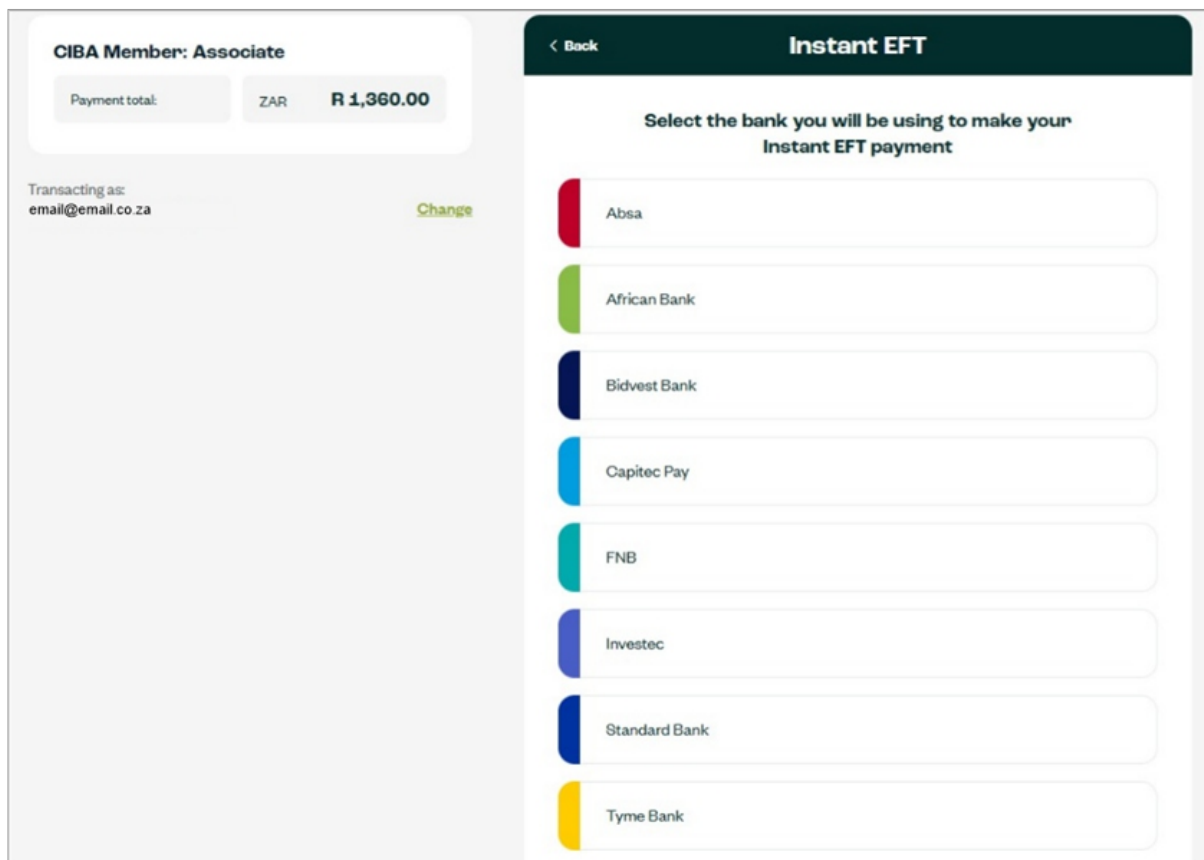
Join. Earn
Grow.

12. Alternative Payment Methods for Unlisted Banks on PayFast (Debit Orders)

If your bank does not appear among the options on PayFast when you try and finalise a debit order arrangement, preventing you from signing up through a PayFast-affiliated bank, you will need to set up a stop order through your bank's application or arrange for manual monthly payments.

The term for stop orders varies by bank:

- FNB calls it "scheduled payments"
- Nedbank refers to it as "Automatic payment orders"
- ABSA uses the term "Recurring payments"



The screenshot shows a mobile application interface for an Instant EFT payment. On the left, the user is identified as a 'CIBA Member: Associate' with a payment total of 'ZAR R 1,360.00'. The user is transacting as 'email@email.co.za'. On the right, a list of banks is presented for selection: Absa, African Bank, Bidvest Bank, Capitec Pay, FNB, Investec, Standard Bank, and Tyme Bank. Each bank name is accompanied by a small colored icon representing the bank's logo.

13. Debit Order Duration Terms

According to clause 14.9 of the CIBA Terms and Conditions, fee payments are structured as follows:

- BAP(SA)s and specialist license holders should pay their fees in three (3) equal installments to maintain their professional indemnity insurance validity.
- All other members can spread their payments over six (6) equal installments, starting from the invoice date.

14. Payments not reflecting on your statement

If you have made payments not reflected on your statement, please email your proof of payment to support@myciba.org.

Please allow 48 hours for payments to reflect on your statement, as payments are only allocated once they reflect on CIBA's bank account.

The same link on the statement shared can be used to view an updated statement.

To ensure correct allocation of your payments, please use the following as reference when making payments:

- **Your ID number**
- **Your CIBA number - remember to include the full number for example SAIBA2099 or SAIBR2099, not only 2099**

15. Account Suspension

CIBA's system automatically suspends profiles with unpaid fees three or six months after the invoice date, based on the billing cycle and membership type:

- If fees billed in January are not paid by 31 March, the system will suspend the profile on 1 April.
- Similarly, for July billings, the profile will be suspended on 1 October if the fees are not cleared by 30 September.

16. Assessments

Relevant membership levels and designations may require assessments as part of the designation application process.

BAP(SA) holders must complete the Practice Ready License Assessment (PRA), while Business Accountants (SA) are required to complete the Business Accountant Assessment (BAA).

Both BAP(SA) and BA(SA) members will retain access to the content, allowing them to revisit and refresh their knowledge as needed.



17. Digital Accreditation Services

CIBA subscribed to the PrivySeal Digital Accreditation Service to provide you with real-time digital credentials and digital certificate, to showcase your CIBA membership and status as an approved accountant or finance professional.

CIBA believes this will benefit:

- CIBA by helping protect the Brand, Membership and Intellectual Property.
- You as member to provide credibility and showcase your competencies.



How to load the digital credential to your signature

1. Login to your membership profile at accounts.myciba.org/login
2. Navigate to My Membership.
3. Click on CIBA Marketing Guide.
4. Select Download and open the file in your Downloads folder
5. Refer to Section 9. Email signature.

If you require further assistance, register for the free course as this will equip you with the knowledge of how to make the most of your digital certification and credentials:

<https://cpd.myciba.org/product/ciba-privyseal-certification/>

18. CIBA WhatsApp Groups & Regions

CIBA members are allocated to a region based on the address listed on the application form. CIBA refer to these regions as Practice Support Networks (PSNs). PSNs serve as a network to collaborate, ask questions, and receive guidance from both peers and CIBA support consultants.

CIBA has >14 regions. Each region or group includes a PSN leader. Each region has a WhatsApp Group hosted by the Region/PSN leader.

How to access the Practice Support Network or WhatsApp Group per Region

1. Login to your membership profile at accounts.myciba.org/login
2. Navigate to My Communications
3. Select Join the CIBA WhatsApp Community
4. The WhatsApp Group will reflect based on the physical address reflecting on your membership.
5. Click “join” and you will automatically be redirected to join the WhatsApp group.



19. Your Rewards

The responsibility of CIBA is to award and monitor designations that serve the interests of employers and clients of accountants in practice.

CIBA rewards member compliance through initiatives, professional development, and offers. By leveraging the collective strength of the CIBA membership base, CIBA establishes partnerships with various trusted third-party organisations to offer exclusive offers to our members.

These partnerships enable members to access a wide range of products and services at discounted rates. Through careful negotiations these benefits are designed to provide cost-saving opportunities for CIBA members.

Login to your CIBA membership profile at accounts.myciba.org/login and navigate to My Rewards to view the list of rewards.



20. Member Brand Guide

Our logo is much more than a mere symbol; it's the banner under which our Army of Accountants marches, embodying our collective identity, shared values, and the lofty standards we uphold in our professional community.

It's vital that the use of the CIBA logo aligns with the guidelines established in the Member Brand Guide, ensuring that our army moves forward in unison, maintaining consistency, professionalism, and the integrity of our brand across all platforms and mediums.

How to access the CIBA Member Brand Guide

1. Login to your membership profile at accounts.myciba.org/login
2. Navigate to My Membership.
3. Click on CIBA Marketing Guide.

21. Professional Indemnity (PI) Insurance

Professional Indemnity (PI) Insurance cover is included complimentary as a reward for all Business Accountants in Practice (SA), BAP (SA), designation holders in good standing subject to specific criteria being met.

Criteria to qualify for PI Insurance

To qualify for this reward BAP(SA)s need to comply with the following:

- Ensure that within 7 days of the invoice date the renewal invoices are paid in full or a debit order arrangement was signed up for to settle the invoice within **3 months** from the invoice issued date (1 July renewals debit orders should be settled on/before 30 September and 1 Jan renewals on/before 31 March),
- Completed and submitted a Practice Ready Assessment (PRA) or completed a Learnership with a SAQA registered Professional Body on a similar level than a BAP(SA),
- Submitted their annual NOCLAR Declaration,
- Submitted their annual CPD Declaration,
- Submitted their FIC Declaration,
- Are CPD compliant as per the CIBA's CPD Policy,
- Does not have any pending disciplinary investigations against them or have been found guilty of misconduct,
- Have completed and submitted their insurance questionnaire, and such questionnaire has been received by the appointed insurance broker.

Any BAP(SA) designation holder that holds an additional specialist license with CIBA will automatically have specialist insurance included into their PI Cover. If a BAP(SA) performs specialist services without a CIBA license, their professional liability will not include the specialised service.

How to activate your PI Insurance

1. New BAP(SA)s log into the Membership system.
2. Scroll to My Rewards and click on Reward Partners
3. Scroll to the PI Insurance Service Provider and select the Interest Form.
4. Complete the insurance questionnaire that opens.
5. The membership team will review the completed forms and forward the approved ones to First Equity.
6. First Equity will send a PI Policy Schedule back to CIBA, which will then be uploaded to My Rewards, under the heading My Professional Indemnity Insurance.

If a member has submitted the insurance questionnaire but does not receive a PI Policy Schedule within 5 business days, it is the responsibility of the member to contact support@myciba.org and follow-up.

How to view your PI Insurance letter

1. Login to the Membership system
2. Select My Rewards
3. Click on My Professional Indemnity Insurance
4. Select the View button next to the PI Policy document.

How to renew your PI Insurance annually

1. Renew your CIBA membership and
2. Comply with the qualifying criteria.

If your membership has been suspended or terminated, for whatever reason, your PI insurance cover will be suspended for the duration of the suspension of your membership or terminated, as the case may be.

CIBA regularly communicates with members regarding changes to the membership value proposition and associated rewards. Please ensure your contact details on your membership profile remain accurate and up to date to ensure you don't miss out on essential tools made available to you.

PI Insurance is subject to conditions listed in CIBA's Terms and Conditions.

CIBA is not a Financial Service Provider and does not provide financial advice. Any information provided regarding PI Insurance is merely a description and should not be understood as advice. CIBA will refer all PI Insurance matters to the appointed insurance broker.

22. CIBA Support

As a member of CIBA, you have access to a wide range of technical support resources designed to help you succeed in your professional endeavors. In addition to your own Professional Portfolio Consultant (PPC) and the support on the Regional WhatsApp Groups or Practice Support Networks (PSNs) support is provided as follows:

22.1 Weekly Newsletters

Stay informed with weekly newsletters from CIBA and Accounting Weekly covering the latest technology and industry news. Ensure the emails end up in your inbox and not your spam folder by:

1. Adding the emails **membership@myciba.org** and **cpd@myciba.org** to your contact list.
2. If the email ends up in your Spam Folder, mark the emails from membership@myciba.org and academy@myciba.org as “Not Spam” or “Not Junk”.

22.2 Technical Queries

Email any technical queries to technical@myciba.org for prompt assistance from our support team. Describe your query in adequate detail to enable our team to respond.



Faith Ngwenya has held roles at Unilever SA, Mangosuthu University of Technology, and the University of Johannesburg. She served as the Technical & Standards Executive at SAIPA for 13 years and joined the CIBA Technical Team in 2024. Faith has contributed to IFAC’s SMP Advisory Group, PAFA, and ABP and currently chairs the FASSET Working Committee and Hand in Hand Southern Africa (NPC). She is Certified Business Accountant (SA) with CIBA, Professional Accountant (SA) with SAIPA and a Chartered Certified Accountant (ACCA UK).



Leana van der Merwe has over 18 years of experience in business accounting, auditing, and corporate governance. She has held leadership roles, including Audit Director at a medium-sized firm and Technical and Standards Executive at SAIPA, where she supported over 14,000 members through complex regulations. Leana serves on several prestigious committees, contributing to industry standards and legislative commentary. Leana is also a recognised speaker and thought leader.

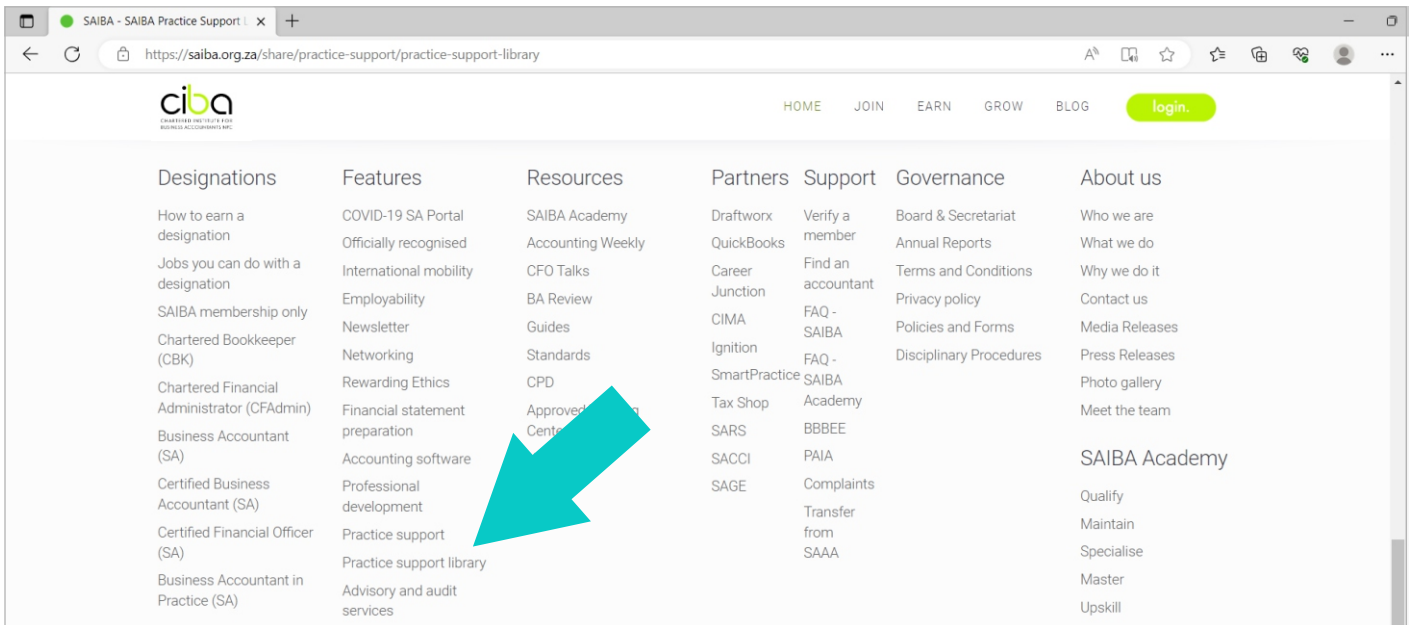


Eszter Rapanos started her career in the Office of the Auditor-General South Africa as an audit manager. She completed various professional projects, for amongst others, the European Union, World Bank, the German Cooperation Agency (GIZ) and KFW. Her career included being the Audit, Training and Quality control manager at accounting firms, before joining CIBA as Technical Manager.

22.3 Practice Support Library

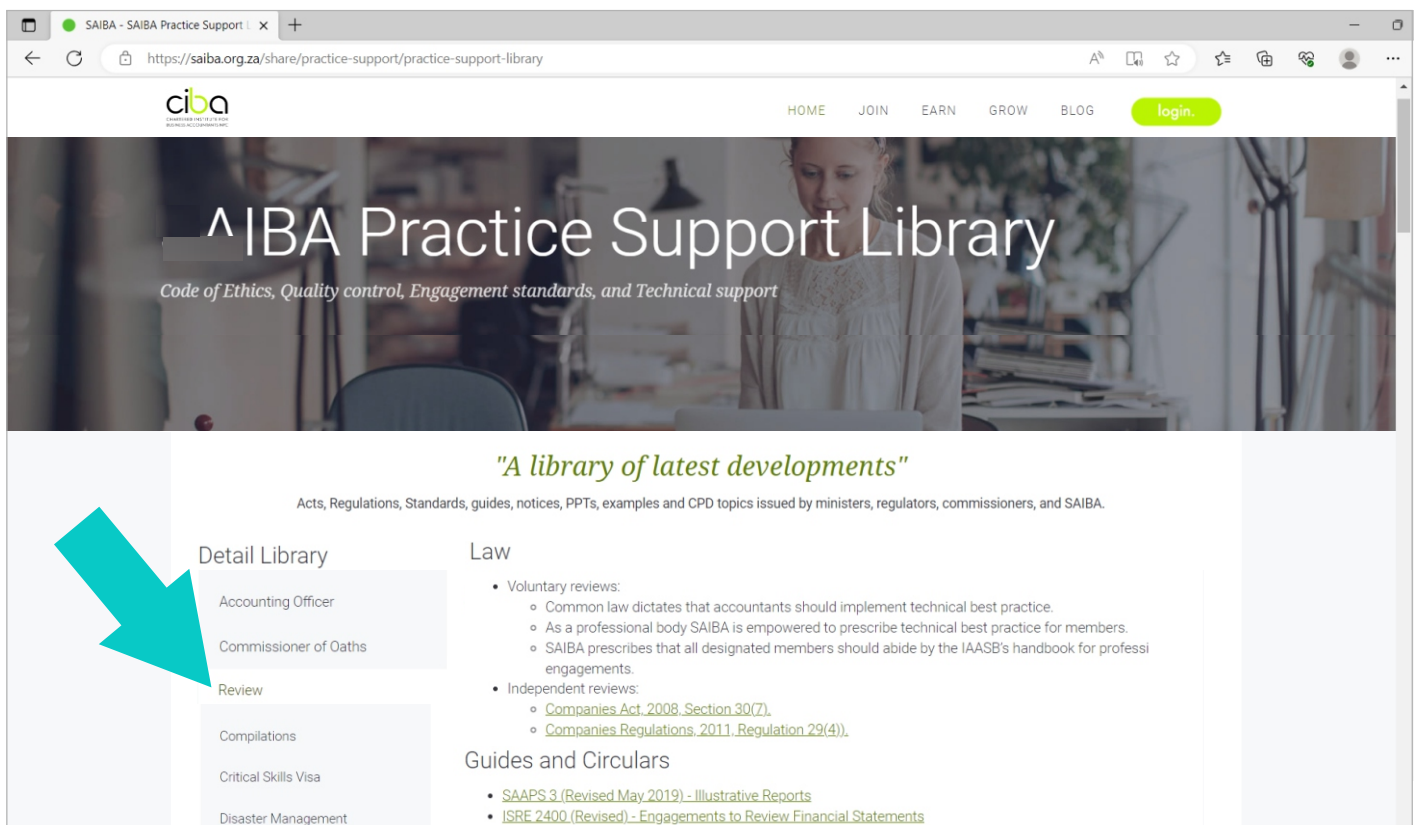
CIBA offers a library of the latest developments named Practice Support Library, that can be accessed via the CIBA website footer.

1. Visit www.myciba.org
2. Scroll down
3. Under the Features heading select Practice Support Library



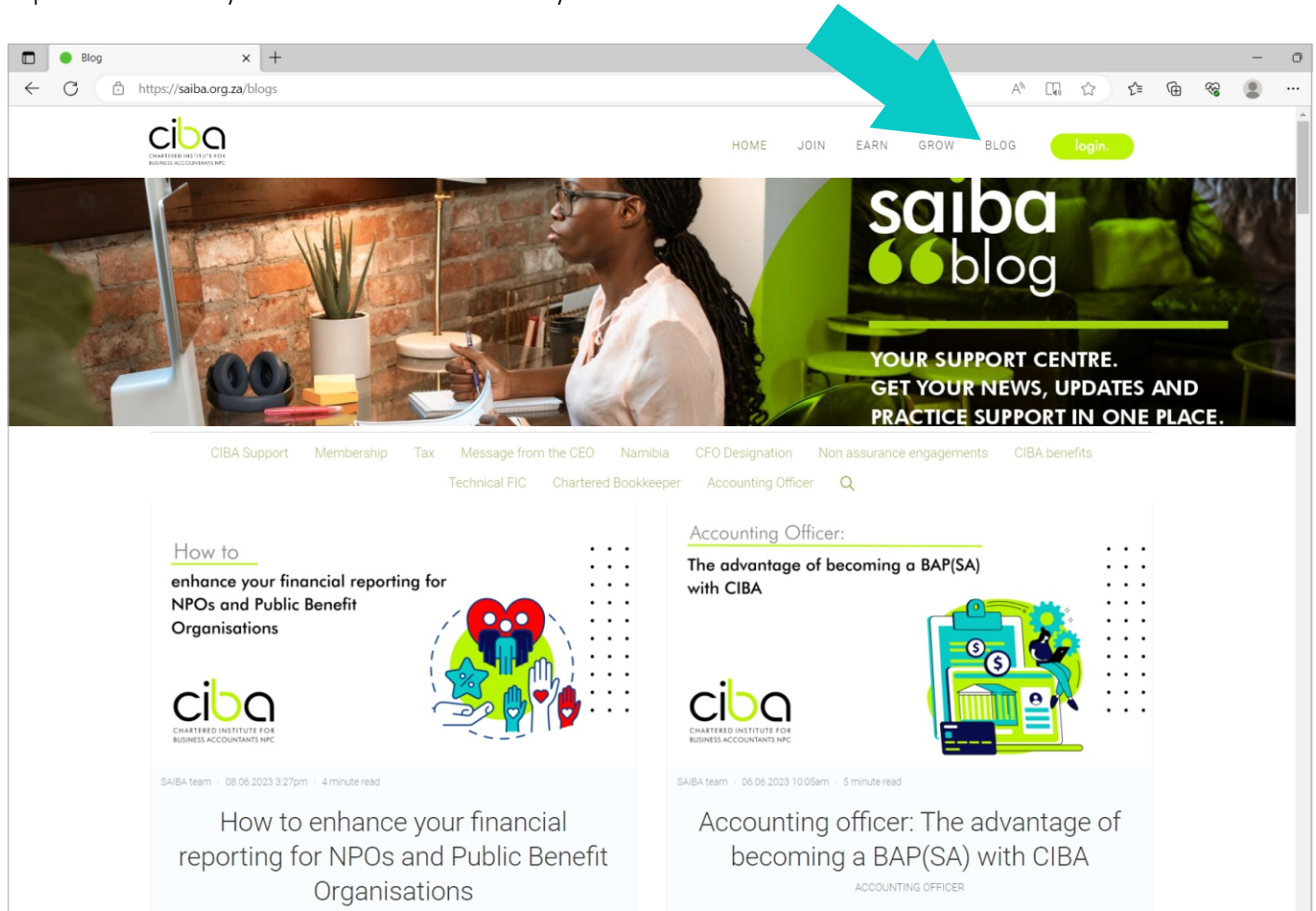
You can access the page [here](#).

Select the relevant category on the left, then scroll on the right to view a list of documents, guides and templates.



22.4 CIBA Blog

Visit CIBA's blog at www.myciba.org/blogs for updates on CIBA's advocacy efforts and representation of your interests in the industry.



22.5 Operational Support Consultant

CIBA's Operational Support Consultant can guide you through any operational challenges related to Tax, CIPC, UIF, or Compensation Commissioner queries.

Log your query to receive personalised assistance by emailing technical@myciba.org.

22.6 Stakeholder Representation

CIBA continuously engage with the government, employers, legislators, and SMEs to represent members' interests.

The CIBA Technical Task Team represents CIBA members at stakeholder meetings like:

- SARS National meetings
- SARS Regional meetings
- CIPC meetings
- Business Rescue meetings
- Government meetings
- Pan African Federation of Accountants (PAFA)

22.7 Guides

CIBA publishes guides to assist members with technical and operational matters. The guides vary between designation holders. CIBA sources experts to research and summarise information relevant to designation holders.

How to gain access:

1. Login to your Membership profile at <https://accounts.myciba.org/login>
2. From the dashboard navigate to My Support and Tools
3. Select Free Guides

22.8 CIBA Technical Updates

Accounting Weekly is your go-to source for technical updates, analysis, breaking news, opinions, and expert advice.

Accounting Weekly is the premier information hub for accountants across the African continent, catering to a wide array of professionals specialising in tax preparation, bookkeeping, accounting, tax planning, auditing, and business advisory services for individuals and small businesses, with a keen focus on the core issues that matter most in our industry—from tax law and accounting standards to technology.

The screenshot shows the Accounting Weekly website interface. At the top, there is a navigation bar with the logo 'AW ACCOUNTING WEEKLY by CIBA' and a menu with items: 'INSIGHTS & ANALYSIS', 'NOTICES', 'TRENDING NEWS', 'CIBA EVENTS', 'PODCAST', 'READER PROFILES', and 'ABOUT'. There are also 'ACCOUNT' and 'SUBSCRIBE' buttons. The main content area is divided into two columns: 'Latest News' and 'Trending Topics'. The 'Latest News' section features three articles with illustrations: 'Mastering the Role of a Bookkeeper' (dated 04 Feb 2025), 'IFRS for SME's, the Financial Reporting Standard for Small Businesses' (dated 03 Feb 2025), and 'How to Handle Leave Pay Provisions and Accruals' (dated 24 Jan 2025). The 'Trending Topics' section features three articles: 'Complete the Office of the Tax Ombud (OTO) Survey on eFiling Profile Hijacking' (dated 03 Feb 2025), 'US Tax Fraud Cases and Lessons Leant' (dated 03 Feb 2025), and 'Court Ruling - A 'Certificate of Balance' is not Adequate Proof of Debt' (dated 03 Feb 2025). A 'LEARN MORE' button is visible at the bottom of the trending topics section.

Accounting Weekly is free for CIBA members and designation holders.

Read more on how to gain access from your membership dashboard:

1. Select My Support and Tools
2. Click on Free Technical Updates (AW)

22.9 Continuing Professional Development (CPD)

CIBA members obtain their CPD hours exclusively from cpd.myciba.org. This platform is the official CIBA CPD platform for CIBA members and assists CIBA in fulfilling its reporting requirements to Regulators. Completing CPD on other platforms leads to additional costs that are not included in CIBA membership fees and will be recouped in accordance to CIBA's CPD policy.

Be careful when committing to third-party service providers that have not been approved and do not offer their CPD on cpd.myciba.org. CPD claimed from these providers may not be awarded.

22.10 Social Media Platforms

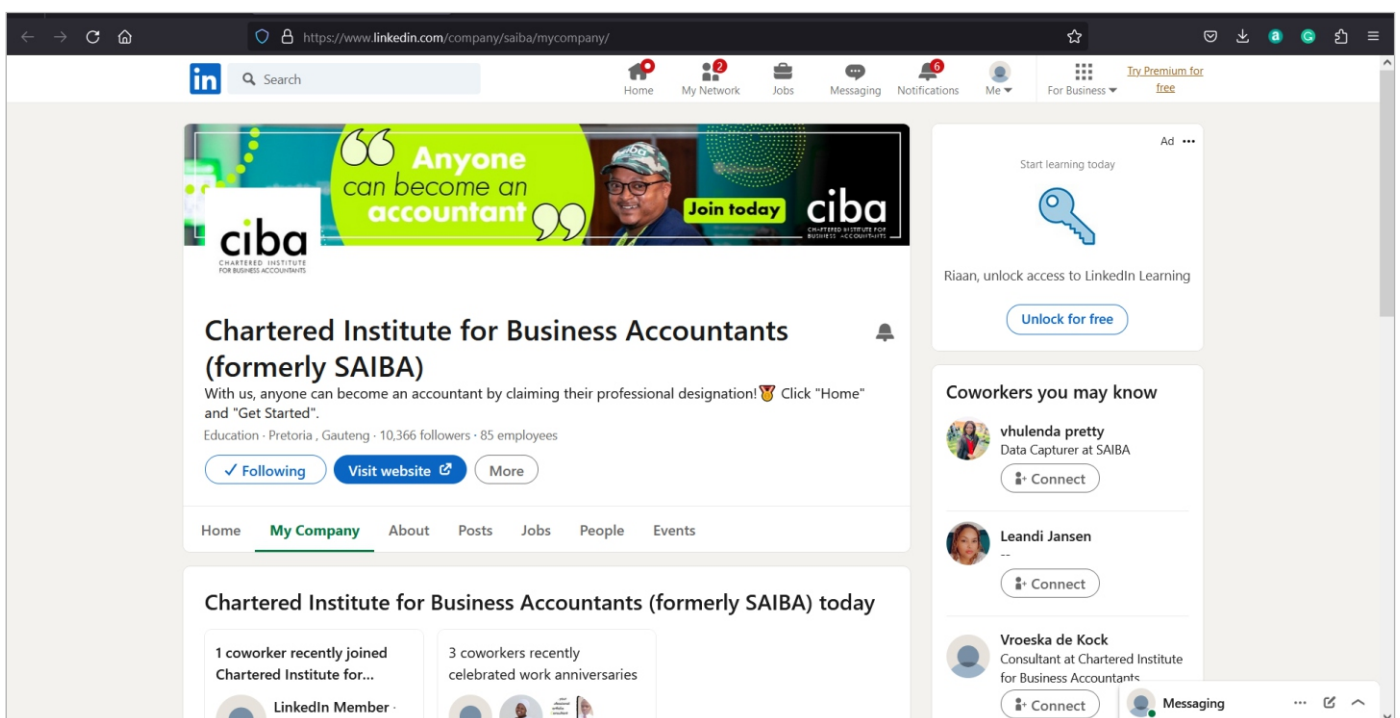
Follow CIBA's social media accounts as they provide platforms for professionals to connect with fellow members of the accounting community, including peers, colleagues, and potential employers. It allows you to expand your professional network, establish new connections, and engage in meaningful discussions within the industry.

By actively engaging with CIBA on social media platforms, you increase your visibility and enhance your professional brand. This can attract potential employers, clients, or business partners, opening doors for career advancement, job opportunities, and collaborations.

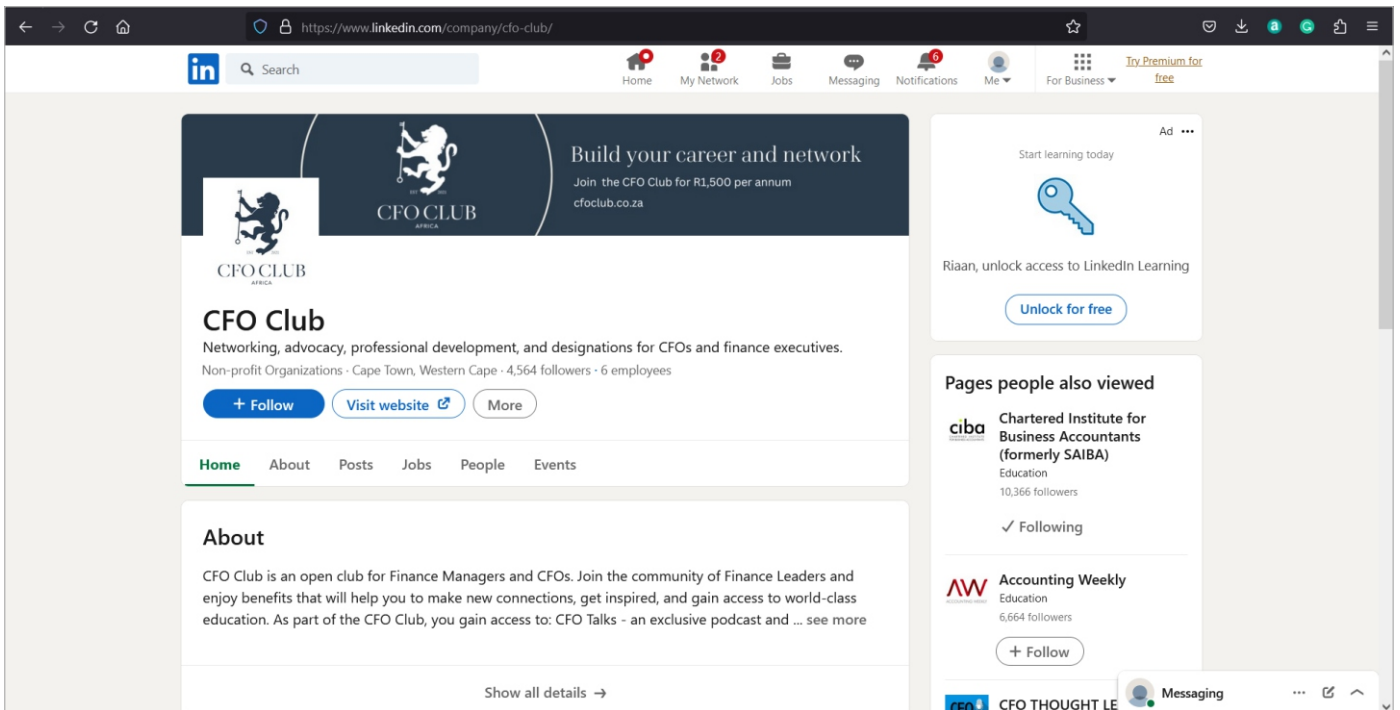
Remember to optimise your LinkedIn profile, showcase your professional accomplishments, and actively engage with CIBA's network to make the most of the benefits LinkedIn offers to its members.

CIBA's **LinkedIn** platforms are as follows:

- CIBA - <https://www.linkedin.com/company/saiba/mycompany/>
- CFO-Club - <https://www.linkedin.com/company/cfo-club/>
- Accounting Weekly - <https://www.linkedin.com/company/accounting-weekly/>
- CIBA Tax Group - <https://www.linkedin.com/groups/9092446>



CFO-Club - <https://www.linkedin.com/company/cfo-club/>



Build your career and network
Join the CFO Club for R1,500 per annum
cfoclub.co.za

CFO Club
Networking, advocacy, professional development, and designations for CFOs and finance executives.
Non-profit Organizations · Cape Town, Western Cape · 4,564 followers · 6 employees

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About

CFO Club is an open club for Finance Managers and CFOs. Join the community of Finance Leaders and enjoy benefits that will help you to make new connections, get inspired, and gain access to world-class education. As part of the CFO Club, you gain access to: CFO Talks - an exclusive podcast and ... see more

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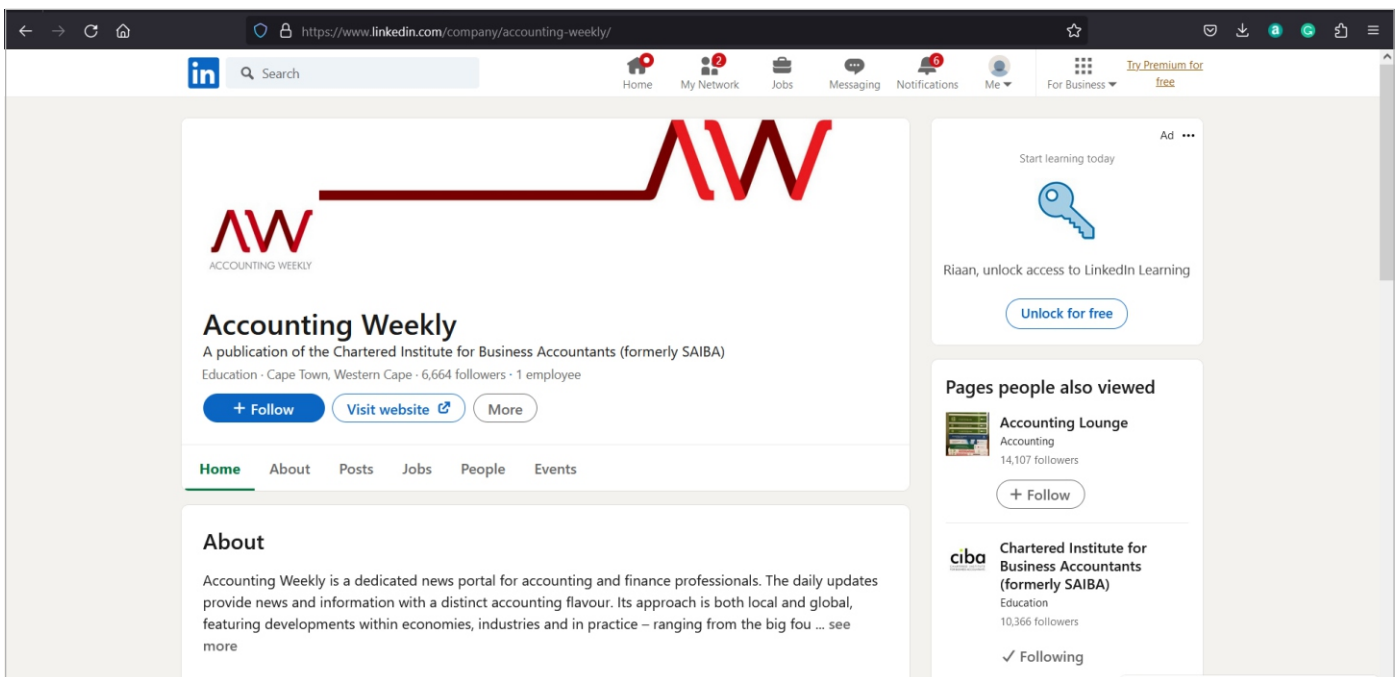
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Accounting Weekly - <https://www.linkedin.com/company/accounting-weekly/>



Accounting Weekly

A publication of the Chartered Institute for Business Accountants (formerly SAIBA)
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About

Accounting Weekly is a dedicated news portal for accounting and finance professionals. The daily updates provide news and information with a distinct accounting flavour. Its approach is both local and global, featuring developments within economies, industries and in practice – ranging from the big fou ... see more

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22.11 Find a Business Accountant Directory

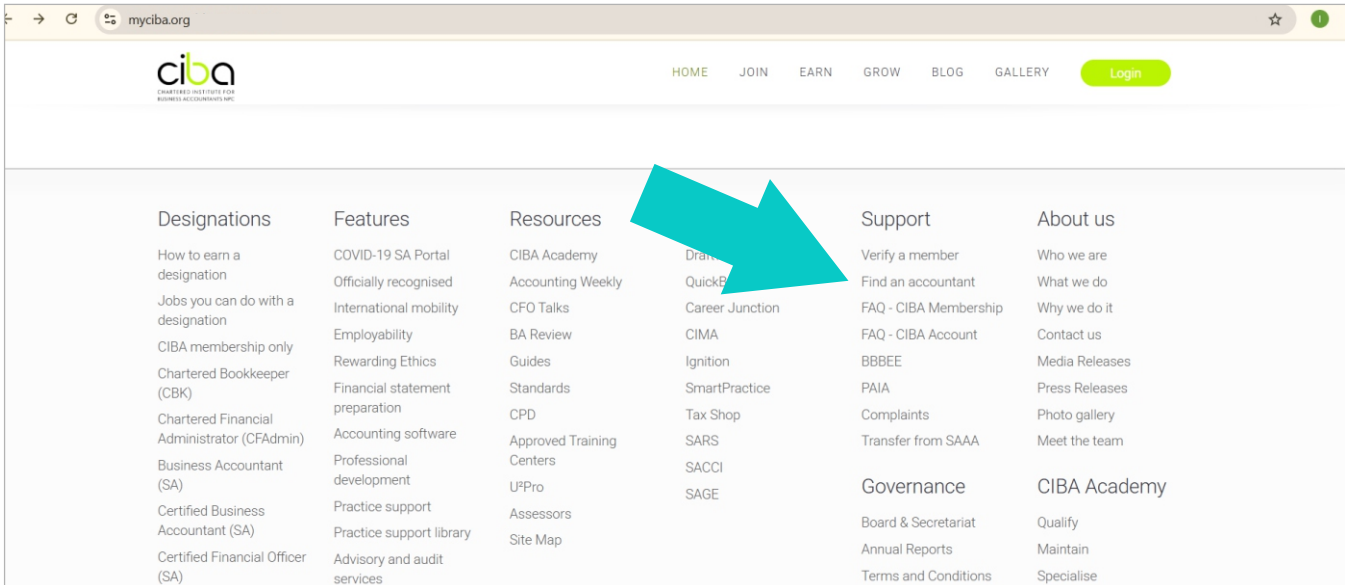
CIBA proudly offers a business directory service for Business Accountants in Practice. The directory service serves as a valuable platform that connects business accountants with potential clients, fostering business growth and professional networking.

By being listed in the directory, accountants gain visibility within their target market, increasing their chances of attracting new clients and expanding their professional network.

How to get listed on CIBA's Find a Business Accountant Directory?

1. Login to your Membership profile at <https://accounts.myciba.org/login>
2. Select My Rewards
3. Select Display Professional Services
4. Insert your information

Your information will reflect under Find an accountant only if you are in good standing.



22.12 CIBA automated financial platform

We are dedicated to helping our members provide SMEs with high-quality accounting and tax services through the use of technology. To achieve this, CIBA has partnered with quality service providers. These are listed under Your Rewards. A CIBA automated financial platform was designed to help you automate your working papers and streamline your workflow. With automated working papers, pre-built templates for financial statement preparation, collaboration tools, audit trail management, and more, the CIBA automated financial platform is packed with features to help you work smarter, not harder.

CIBA members will receive credits that amount up to up to two sets of statements.

How to access the platform:

1. Before you use the platform, ensure you are in good standing: your membership fees are paid, and your CPD is current. Do not use the platform if you are not in good standing, the system will block access to your clients.
2. Login to your CIBA Membership profile
3. Navigate to My Rewards
4. Select Automated Financials f
5. Complete the sign-up Form
6. You will be redirected to the third-party's website.

23. CIBA's Code of Ethics

CIBA prescribes professional values and attitudes that all CIBA members should abide by, need to develop and demonstrate in order to perform their role as a professional business accountant. This includes upholding, promoting and enforcing the highest ethical standards. This is supported by common law which dictates that accountants should be accountable to ethical best practice.

CIBA aids its members in fulfilling their ethical responsibilities by instituting and maintaining standards against which their professional performance can be measured. CIBA has adopted the following code of ethics:

IESBA's Code of Ethics for Professional Accountants.

These statements apply to all CIBA members.

Compliance with professional standards of practice reaffirms the public's awareness of the professionalism that is associated with CIBA designations.

Members should be committed to acting with integrity, transparency, and compliance with all applicable laws and regulations in the following areas:

- 1 Personal ethics**
The personal value system applied by a member to decision-making, conduct and interaction.
- 2 Business ethics**
The ethical principles and values applied by the member in their business environment to decision-making, conduct and the relationship between their place of business, its stakeholders and society.
- 3 Professional ethics**
The fundamental ethical principles and values applied by a professional business accountant to decision-making, conduct and the relationship between the professional, its stakeholders and society.

CIBA includes mandatory professional development on Ethics in their Continuous Professional Development (CPD) policy to ensure members are able to comply with their responsibilities to act ethically and understand the core values that form the foundation of CIBA's ethical culture.



Consider what is good and right



Distinguish between right and wrong

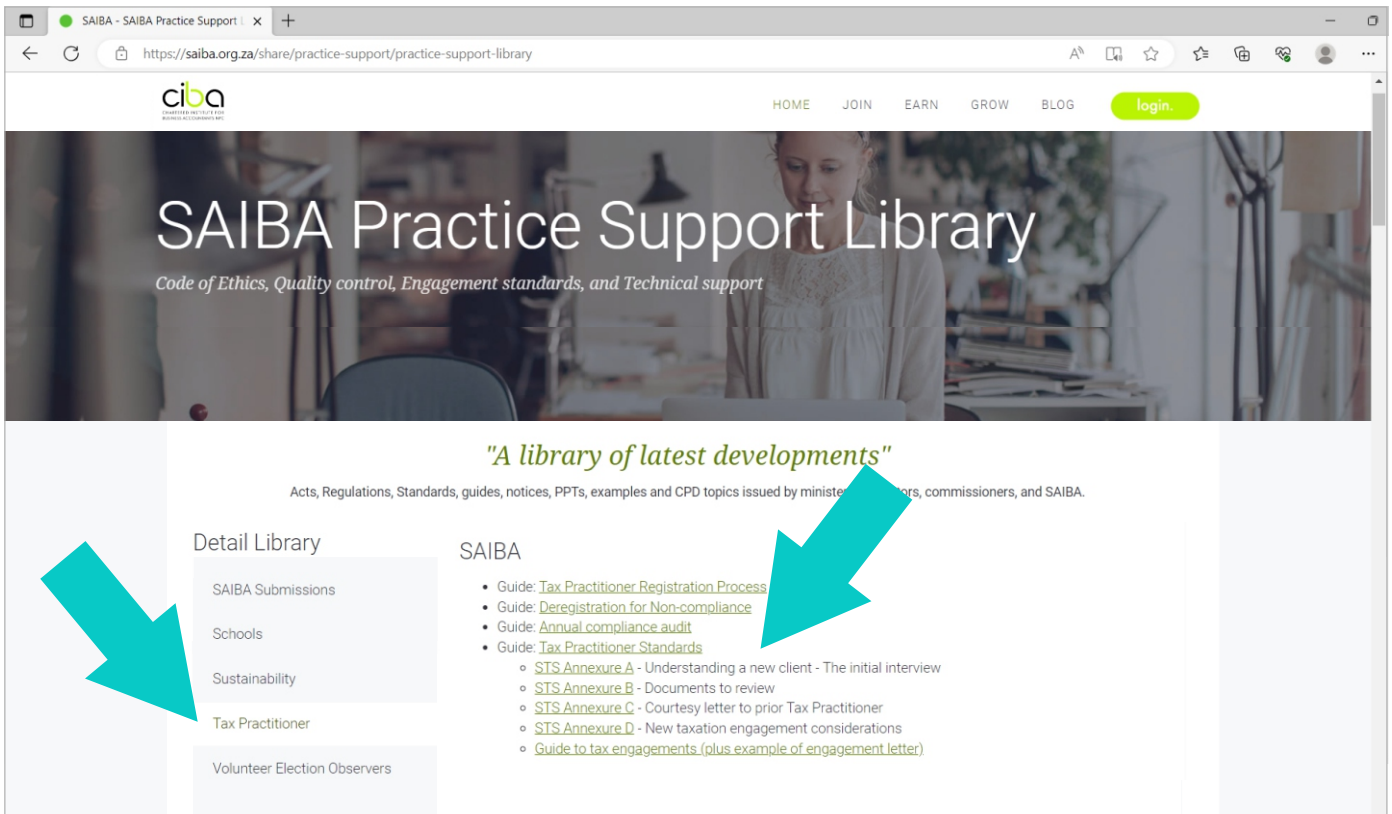


Do what is right

24. CIBA Tax Standards

CIBA has a set of guidelines and principles to follow when dealing with tax-related matters, named Statements on Standards for Tax Services (SSTS). These tax standards provide guidance, ensure compliance, promote transparency, and uphold the credibility of CIBA members in the taxation profession.

CIBA's Tax Standards are available in CIBA's Practice Support Library:



The Tax Standards include guidance on best practices before accepting a new engagement, an illustrative courtesy letter to the previous Tax Practitioner and an illustrative tax engagement letter.



25. Continuous Professional Development (CPD)

As a regulated profession, accountants must stay updated and invest in professional development just like doctors have to. BUT, CPD is not only about compliance, governed by CIBA's CPD policy. CPD is your insurance policy for your future earnings

It is important to realise CPD should address the following:

- 1 your career growth aspiration,
- 2 your career environment,
- 3 your professional engagements,
- 4 your need to stay ahead of new legislation, trends, technology and
- 5 what you need to know to stay competitive in the market

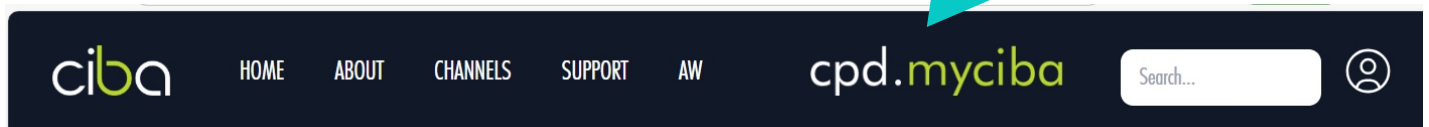
Only CPD events listed on **www.cpd.myciba.org** are recognised by CIBA for CPD credits, ensuring seamless integration with SAQA reporting and keeping your membership fees in check.

CIBA only recognises CPD events from approved 3rd parties that applied for and received approval from CIBA, and offer their events on cpd.myciba.org.

CPD events completed on **www.cpd.myciba.org** integrates with the membership compliance system and aligns with CIBA's CPD policies ensuring cost effective compliance.

How to gain access to **www.cpd.myciba.org**

From your membership profile, click on the cpd.myciba logo



ciba CPD CHANNEL

Channel 0: Foundation Phase

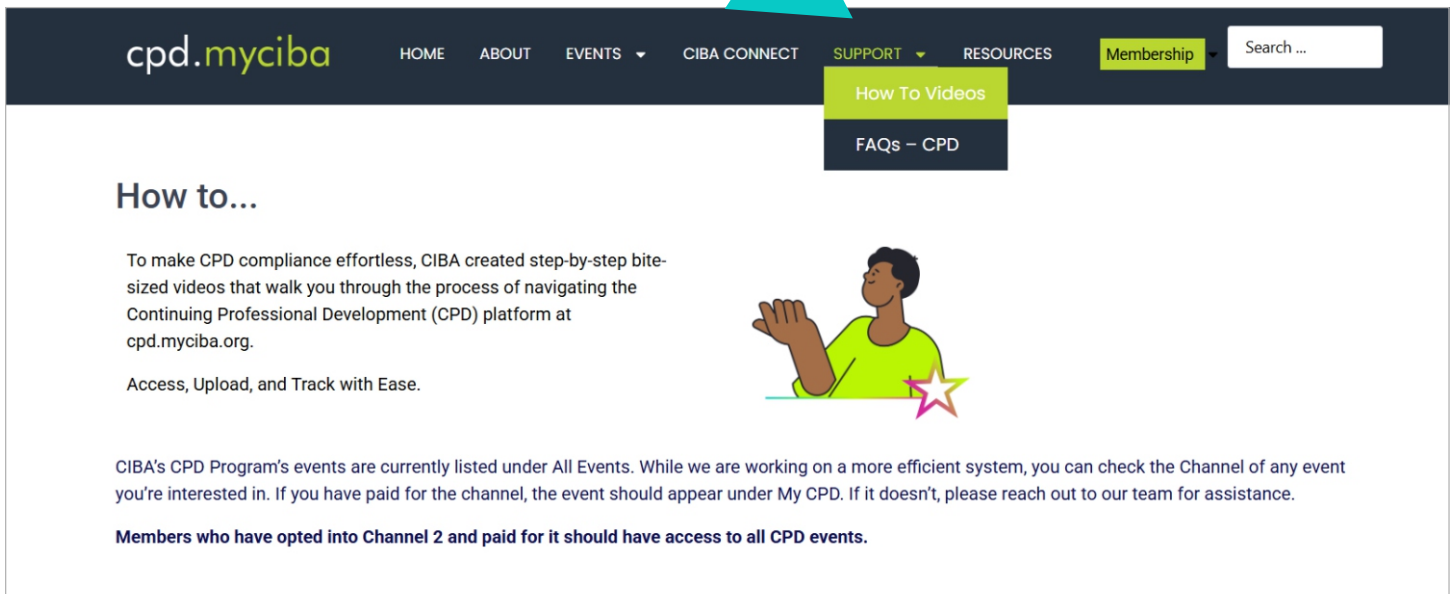
Channel 1: Compliance

Channel 2: Growth

Channel 3: Specialisation



For answers to common questions about CPD, the channels, enrollment, compliance, technical support and more, visit the SUPPORT menu option. How to videos and Frequently Asked Questions were designed to help you navigate your CPD journey with ease.




cpd.myciba HOME ABOUT EVENTS CIBA CONNECT SUPPORT RESOURCES Membership Search ...

How To Videos
FAQs - CPD

How to...

To make CPD compliance effortless, CIBA created step-by-step bite-sized videos that walk you through the process of navigating the Continuing Professional Development (CPD) platform at cpd.myciba.org.

Access, Upload, and Track with Ease.



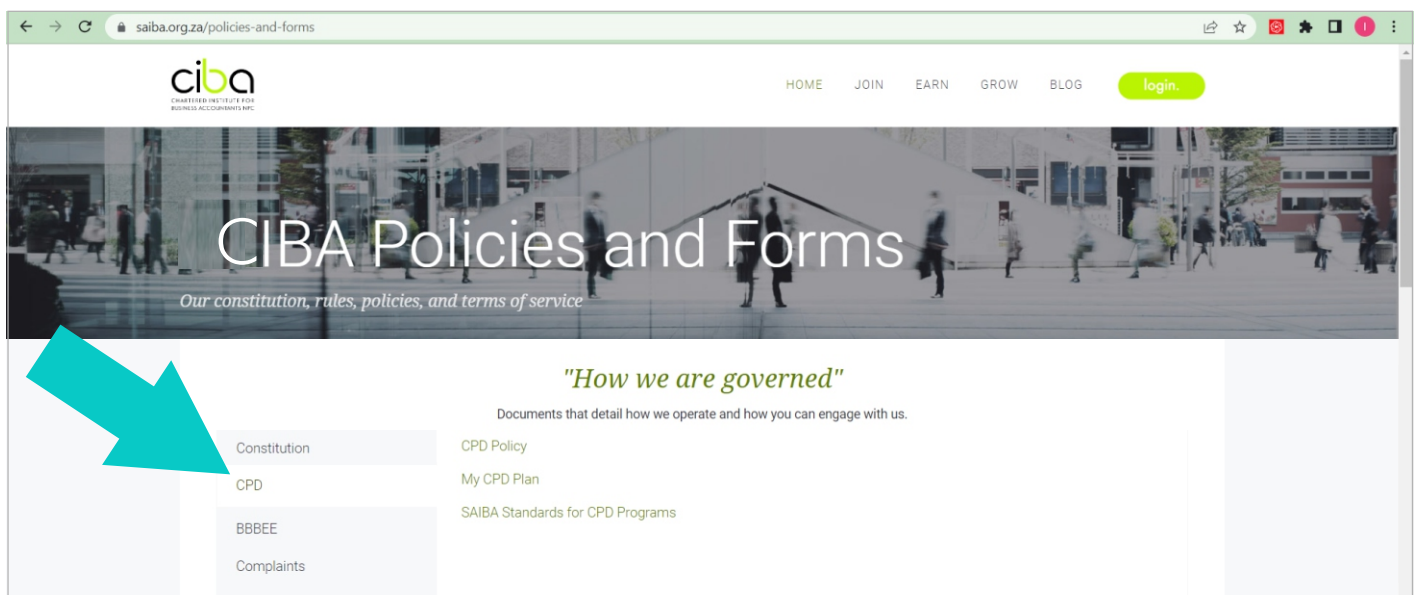
CIBA's CPD Program's events are currently listed under All Events. While we are working on a more efficient system, you can check the Channel of any event you're interested in. If you have paid for the channel, the event should appear under My CPD. If it doesn't, please reach out to our team for assistance.

Members who have opted into Channel 2 and paid for it should have access to all CPD events.

26. CPD Policy and requirements

CIBA's CPD policies can be found on CIBA's website. Navigate to footer of www.myciba.org. Under Governance select the Policies and Forms option. You will be navigated to: **www.myciba.org/policies-and-forms**

Select CPD from the menu on the left. The CPD policy will be listed with other CPD information.



saiba.org.za/policies-and-forms

ciba CHAMBERED INSTITUTE FOR BUSINESS ACCREDITATION

HOME JOIN EARN GROW BLOG login.

CIBA Policies and Forms

Our constitution, rules, policies, and terms of service

"How we are governed"

Documents that detail how we operate and how you can engage with us.

- Constitution
- CPD
- BBBEE
- Complaints
- CPD Policy
- My CPD Plan
- SAIBA Standards for CPD Programs

CPD requirements differ per designation holder and is listed in CIBA's CPD Policy under section 5.

The CPD requirements for a BAP(SA) is stipulated as follows per the CIBA CPD Policy:

5.8.5	Members with the designation Business Accountant in Practice (SA) must obtain at least 40 units per annum (30 Verifiable, 10 Non-Verifiable) of acceptable CPD learning activities. The 30 units verifiable should be related to:
5.8.5.1	Financial Reporting 12 units
5.8.5.2	Management Accounting 4 units
5.8.5.3	Ethics 4 units
5.8.5.4	Tax 8 units
5.8.5.5	Practice Management 2 units

Is CPD mandatory?

Yes.

For the following reasons:

- 1 Regulated Requirement**
In terms of South African Qualifications Authority (SAQA) accreditation regulations and the South African Revenue Services (SARS) regulations members of recognised professional body and Tax Practitioners should complete mandatory CPD.
- 2 Maintain your professional expertise**
CPD ensures professionals continue to be competent in their trade or profession. Engaging in CPD activities ensures that both academic and practical qualifications do not become out-dated or obsolete, allowing individuals to continually 'up skill' or 're-skill' themselves.
- 3 Grow your professional skillset and your career prospects with CPD**
Achieve competence in specific areas that require additional knowledge and expertise by completing CPD events that addresses specialist or new areas.
- 4 Stay ahead**
Get ahead by increasing your credibility, transparency, accountability and stay relevant in terms of compliance and governance.
- 5 Boosts productivity and provide better services to your clients**
CPD enables you to learn faster and more productive ways of performing your services to your clients.

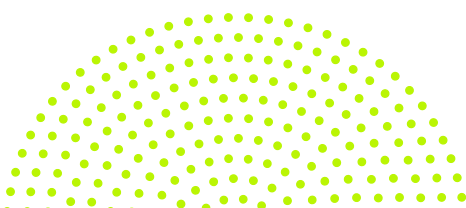
CPD requirements for a holder of multiple designations

If you have more than one designation, you are required to complete the CPD for the highest designation.

27. Your CPD Balance

Your CPD balance is displayed on your dashboard when you log into the membership system.

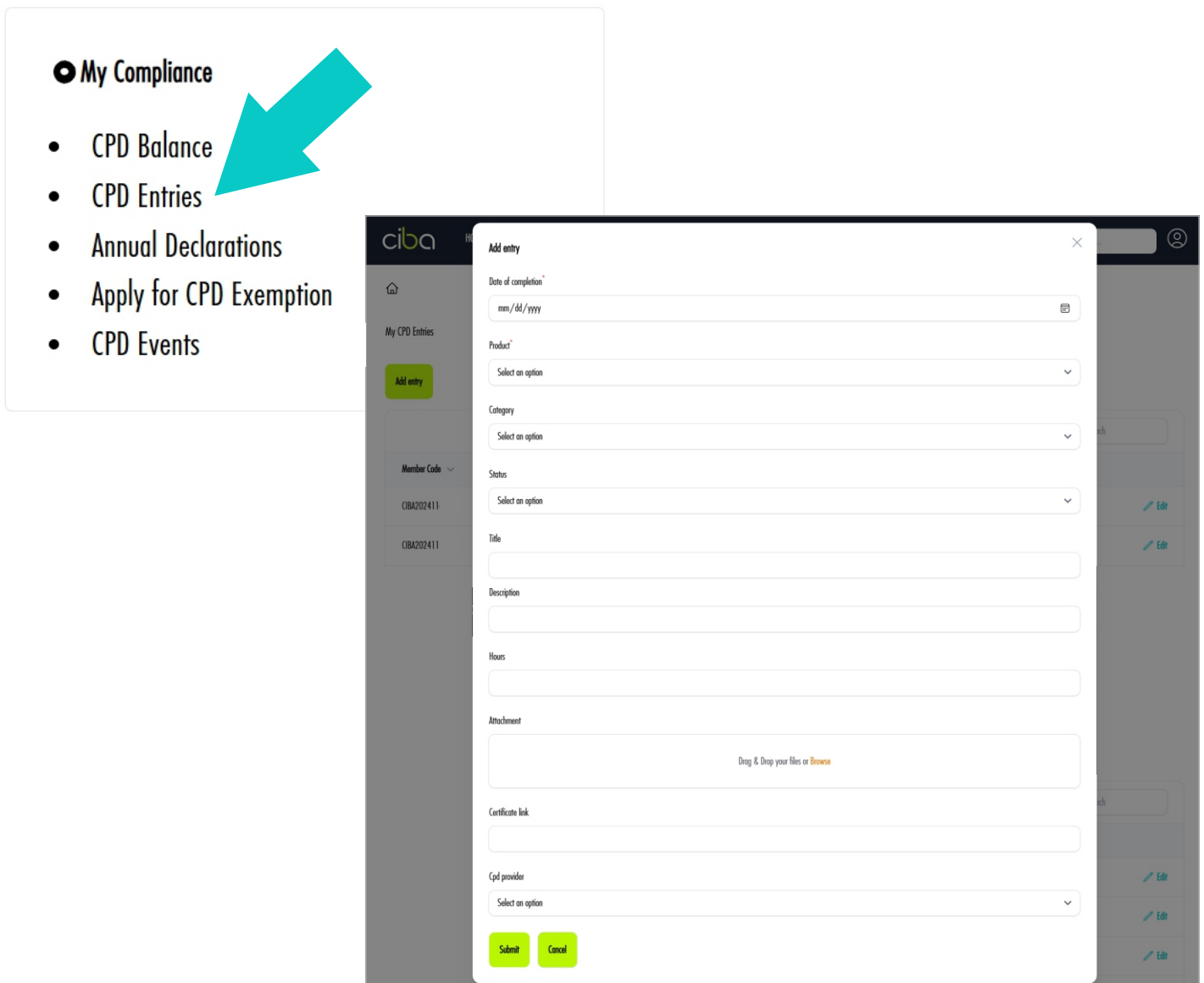
Navigate to My Compliance, CPD Balance.



28. How to load your CPD

cpd.myciba.org integrates with your membership profile to streamline the administration of CPD. Missing CPD can be loaded separately on the Membership System as per the below steps.

1. Login at <https://accounts.myciba.org/login>
2. Navigate to My Compliance
3. Select CPD Entries
4. Select Add entry
5. Insert your information and upload your CPD certificate (not larger than 1 MB).
6. Select Submit.
7. A confirmation message will appear.



Verifiable CPD undergoes a verification process, where it is labelled as declined, deleted, rectified or approved.

Only after the Ethics and Compliance Officer has approved the verifiable CPD entry, will the CPD units be added to the member's total logged CPD units.

29. CIBA CPD Events

CIBA hosts a variety of conferences and CPD events annually. Attending these events is highly beneficial and they provide an unique opportunity to gain valuable insights, knowledge and practical tips from industry experts, through leaders and fellow professionals.

Your net worth is determined by your network. Building connections at these events can enhance career prospects, facilitate knowledge sharing, and provide a support system for professional growth.

It is an invaluable investment in one's professional growth and an opportunity to thrive in the ever-changing accounting landscape. A few standard events are listed below, but the CIBA newsletter will keep you updated. Registrations are managed through CIBA Academy.

1 **GROAD SHOW**

10 Cities
4 Major Metropolitans



2

Practice Management Conference



Hosted annually
in September

3

tax
happy **hour**

with
Johan Heydenrych,
Director: Tax Services,
Kreston SA

**Every 2nd last
Wednesday of
the month**

@16:00
on

ciba 
academy
Learn more Earn more



4

and more

visit

www.saiba.academy/calendar



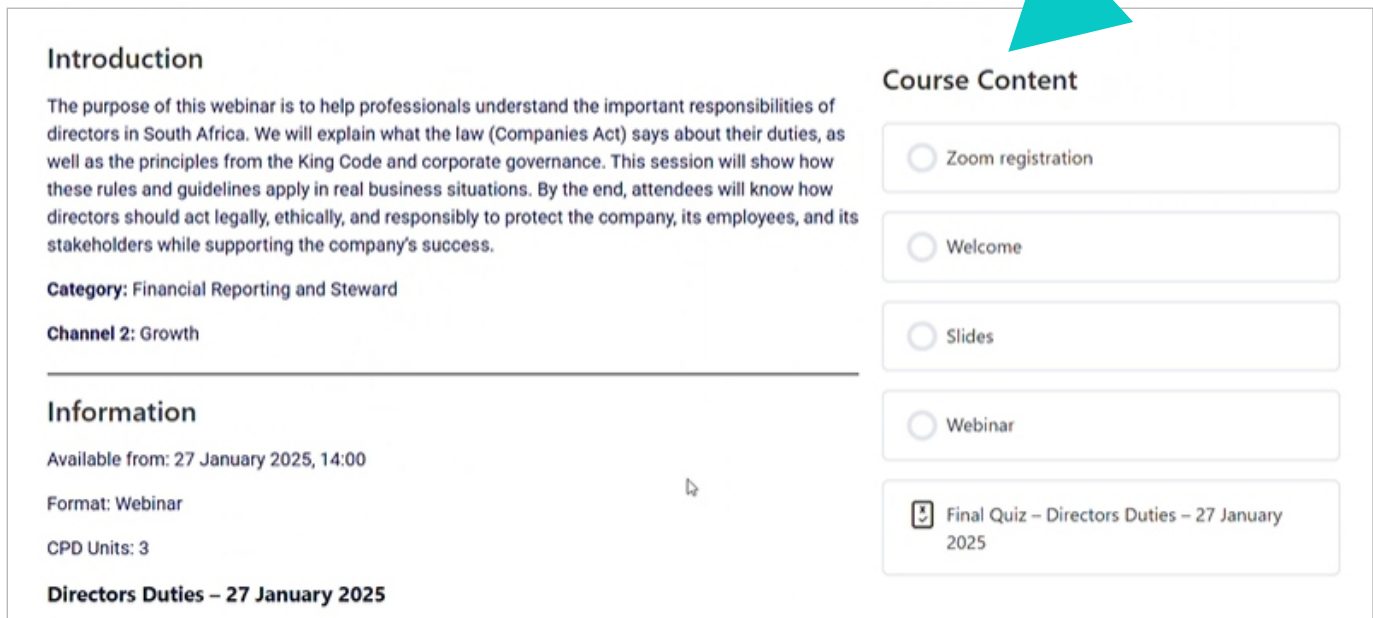
30. How to view your CPD event content

You can view the content for events included from within your membership profile.

Content can consist of a recorded webinar, presentation slides, additional study material or quizzes/assessments.

How to view the CPD content:

1. Log in to your membership profile at www.myciba.org.
2. Click on the CPD.myCIBA logo in the top right corner of the page.
3. Navigate to the **Events** menu button and from the dropdown, select My CPD. All events that you have access to the content will be displayed under **My CPD**.
4. Scroll or use the search function to find the relevant event. The label "Enrolled" confirms you have access to the content.
5. Click See More to view event details.
6. The event information will be displayed. To register for an upcoming live webinar, click Zoom Registration under **Course Content**.
7. To view the event recording after the live event, click Webinar.



Introduction

The purpose of this webinar is to help professionals understand the important responsibilities of directors in South Africa. We will explain what the law (Companies Act) says about their duties, as well as the principles from the King Code and corporate governance. This session will show how these rules and guidelines apply in real business situations. By the end, attendees will know how directors should act legally, ethically, and responsibly to protect the company, its employees, and its stakeholders while supporting the company's success.

Category: Financial Reporting and Steward

Channel 2: Growth

Information

Available from: 27 January 2025, 14:00

Format: Webinar

CPD Units: 3

Directors Duties – 27 January 2025

Course Content

- Zoom registration
- Welcome
- Slides
- Webinar
- Final Quiz – Directors Duties – 27 January 2025



Bookmark the CIBA url's
for easy reference

www.myciba.org

www.cpd.myciba.org

www.cfoclub.co.za

www.accountingweekly.com

31. CIBA Licenses for Specialised Services

As custodian of the finance department, CIBA establishes and constantly reviews and researches competencies and skills relating to the finance department, including specialised services.

Specialised services refer to specific accounting and taxation professional services that require expert knowledge, as these fields are governed by specialised legislation and regulations.

These engagements typically involve higher levels of risk due to their nature or potential impact. Regulatory bodies and governing authorities have established stringent rules and standards to safeguard the public interest and maintain confidence in the financial information compiled or reviewed by designated accountants with the proven competencies.

Important: Any Business Accountant in Practice (SA) designation holder that holds an additional specialist license with CIBA will automatically have specialist insurance included into their PI Cover. If a BAP(SA) performs specialist services without a CIBA license, their professional liability will not include the specialised service.

To ensure regulators and legislation allows for the continual inclusion of CIBA's practice designation, CIBA has to report on specialised services. CIBA licenses are used to comply with this regulation. Implementing additional monitoring and remaining vigilant in these engagements will not only safeguard the interests of clients and stakeholders but also protect the reputation and credibility of the Business Accountant in Practice designation and the accounting profession as a whole.

CIBA offers various licenses with different entry requirements, that are renewable annually. CIBA measures members skills and competencies based on an assessment. On successful completion of the assessment, CIBA issues a License.

You can find CIBA licenses on cpd.myciba.org under Channel 3:
<https://cpd.myciba.org/channel-3/>

Remember to note the entry requirements

cpd.myciba

HOME

ABOUT

EVENTS ▾

CIBA CONNECT

SUPPORT ▾

RESOURCES

Membership

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CPD myciba
CHANNEL 3

Learning for designated finance professionals that want to specialise.



Free Licenses for BAP(SA)s who opted -in for Channel2.

Other Licenses.



32. Checklist of what is required from members

- Update your your stationery and electronic communication with your professional designation and CIBA's logo
- Ensure your membership information is accurate and up to date
- Join the CIBA Regions WhatsApp group
- Review the available benefits under the Rewards section on your Membership profile
- CPD Compliance - To take a break January and December, then divide your CPD requirements through 10 months and commit monthly to completing the CPD.
- Complete your applicable annual declaration (NOCLAR, FIC)
- Complete your annual CPD Declaration
- Renew your membership annually
- Attend the Annual CIBA Practice Management Conference (PMC)



33. Checklist of what is required from CIBA

- Issue and monitor membership and designations relevant to the job functions within the finance department
- Support members on their career journey and with their job functions
- Represent members in industry to ensure the upkeep of member rights and responsibilities
- Communicate industry developments from Regulators and Stateholders
- Leverage the collective strength of the CIBA membership base to establish partnerships with various trusted third-party organisations to offer exclusive benefits to CIBA members
- Establish a comprehensive, competency-based framework for accounting education accessible to all
- Encourage and facilitate active community engagement by all members
- Provide comprehensive CPD opportunities for our members, supporting their ongoing learning and professional growth
- Ensure compliance with IFAC education standards, maintaining our reputation for quality and rigor
- Comply with regulator reporting requirements

Join. Earn Grow.

CHARTERED INSTITUTE FOR BUSINESS ACCOUNTANTS NPC 1990/005364/08

+27 (0) 12 643 1800/2/4 f: +27 86 508 2923 e: ciba@myciba.org w: www.myciba.org

administrative office: Byls Bridge Spaces, Byls Bridge Office Park, Building 14 Block B, Cnr of Olievenhoutbosch Road and Jean Avenue, Centurion, 0157

executive: Spaces Century City, 1 Bridgeway Road, Bridgeway Precinct, Century City, Cape Town, 7441, South Africa

namibian: Namibia: Regus Office Building, 3rd Floor, Maerua Mall, Windhoek, 10005

international: DFCG, 13 rue Paul Valéry, 75116 Paris



www.myciba.org



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