



ESTATE AGENCY AFFAIRS BOARD  
OF SOUTH AFRICA

# PROFESSIONAL DESIGNATION EXAMINATION (PDE)

## APPLICATION FORM

**EXAM DATE & TIME: 14 JUNE 2012, 09h00 – 13h00**

**CLOSING DATE: 18 MAY 2012**

**This is the closing date for receiving on-line examination registration, submission of application forms and for ordering of Study Material (specifically for those that will be writing the June examination).**

**REGRETTABLY APPLICATIONS RECEIVED AFTER THIS DATE WILL NOT BE PROCESSED.**

### **Three (3) steps to register for the PDE Examination:**

- STEP 1 Online Registration – We encourage all applicants should they have access to the internet to utilise this process. Regrettably, only applicants registered with the EAAB and that have been issued with an individual 7 digit Reference Number can use this functionality.**
- STEP 2 Applicants that come to the EAAB Offices – You will be required to complete the application form and attach all the required supporting documentation, including proof of payment in order to register and receive an examination number immediately;**
- STEP 3 Fax or Email Applications – Please submit your completed application form, with the required supporting documentation and proof of payment of examination registration fee in order to have your application processed further.**

### **PLACE YOUR ORDER FOR STUDY MATERIAL TO PREPARE FOR THE PDE!**

Before you register, please ensure that you have obtained the study material as it is important for your examination preparation. Please complete the study material order form available on [www.eaab.org.za](http://www.eaab.org.za) and submit to the EAAB offices personally or via email [pde@eaab.org.za](mailto:pde@eaab.org.za) or via fax 0866 181101 in order to be issued with the study material. Please note the required mailing fee will be applicable unless you are collecting the study material from the EAAB offices. Please note that you will be issued with the study material applicable to your current status.

### **PLEASE NOTE: THE ESTATE AGENCY AFFAIRS BOARD NEW ADDRESS:**

**63 WIERDA ROAD EAST, WIERDA VALLEY, SANDTON, JOHANNESBURG TEL: 011 731 5600**

**PLEASE NOTE: CHEQUES PAYMENTS ARE NOT ACCEPTABLE**  
Cash, Credit Card or Internet payments only

## **INSTRUCTIONS FOR COMPLETING APPLICATIONS TO BE SENT VIA EMAIL OR FAX**

1. Please complete the appropriate blocks where applicable as indicated in **Section A, B & C.**
2. **Compulsory documents to be sent with emailed/faxed applications:** The following documentation must accompany the application form in order for your registration to be processed. ***Regrettably applications will not be processed should all the documentation below not be submitted.***
  - *Certified copy of Identity Document;*
  - *Certified copy of statement of results or certificate of competence against NQF 4 or NQF 5 from the Services SETA;*
  - *Or, Certified copy of the Exemption certificate or letter of Exemption against the EAAB Equivalency Matrices from the Training Provider;*
  - *Proof of payment of the relevant fee (if payment is already made but we advise that payment be made only if a payment Reference Number has been verified with the EAAB;*
  - *Study Material order form (if study material is required) and proof of payment (applicable to those who require material to be posted to them and the mailing fee is R60.00 per file (1x file for NQF 4 & 2x files for NQF 5). Estate Agents collecting the study material at EAAB Office need not pay the mailing fee and must indicate on the order form that they will collect the study material. Study Material order form is available on [www.eaab.org.za](http://www.eaab.org.za).*
3. All documentation indicated above must be sent to [pde@eaab.org.za](mailto:pde@eaab.org.za) or FAX: 0866181101 before the closing date of 18 May 2012.

**Regrettably, no applications after this date will be accepted.**

## **4. APPLICABLE FEES AND PAYMENT INSTRUCTIONS:**

<b>FEE STRUCTURE FOR THE PDE 4 &amp; 5 EXAMINATION</b>	<b>STUDY MATERIAL MAILING FEE</b>
PDE Level 4 = R550.00	NQF 4 = R60.00
PDE Level 5 = R750.00	NQF 5 = R120.00
<b>PLEASE NOTE:</b>  Whether making a payment at the bank or via internet, please ensure that your 7 digit Individual Reference Number appears on the deposit slip. If you are not sure of your 7 digit Ref No., please call our Call Centre Tel: 011 731 5600 to obtain your Ref No. before making payment.  <b>A SEPARATE PAYMENT MUST BE MADE FOR STUDY MATERIAL ORDERS BY USING THE BANKING DETAILS ON THE STUDY GUIDE ORDER FORM.</b>	

**SECTION A – COMPULSORY INFORMATION (failure to provide this information will lead to your application not being processed)**

DETAILS OF THE APPLICANT					
Are you a EAAB registered estate agent?	YES	NO	If not registered with the EAAB, please complete your ID Number		
If registered with the EAAB, please complete your ID Number as well as your Individual Reference Number (If unsure, please contact the EAAB Call Centre on 011 731 5600 to obtain this Ref no. as you will be required to use it when making payment at the bank.	ID No.		7 Digit Individual Ref No.		
<b>FIRST NAMES</b> <i>(As it appears on your ID Document)</i>					
<b>SURNAME</b> <i>(As it appears on your ID Document)</i>					
<b>CURRENT STATUS: (As per your FFC)</b>	Principal		Non-Principal		Intern
<b>APPLICANT'S EMAIL ADDRESS</b>					
<b>APPLICANT'S WORK TEL NO.</b>					
<b>APPLICANT'S CELL NO.</b>					
<b>Applicant's Postal Address</b>					<b>Postal Code</b>
DETAILS OF THE EXAMINATION CANDIDATE'S FIRM					
<b>Name of your Firm/Estate Agency</b>					
<b>Firm's Contact Person</b>					
<b>Firm's company registration number</b>					
<b>Firm's office Tel No.</b>					
<b>Municipality where the company is situated/located</b>					
<b>Name of your RPL Centre/Training Provider</b>					
<b>Please indicate whether you wish to write the PDE 4 or PDE 5 Examination</b>	<b>PDE 4 Non-Principals</b>		<b>PDE 5 Principals</b>		
<b>Skills Development No. / and or Registration No. as per CIPRO</b>					

## **SECTION B - EXAMINATION CENTRE AREAS**

**(The venue details will be confirmed upon receipt of payment and your seat no. has been reserved)**

<b>Please select the preferred Examination Centre (Please cross applicable block)</b>	<b>Cape Town</b>		<b>Johannesburg</b>	
	<b>Durban</b>		<b>Bloemfontein</b>	
	<b>Port Elizabeth</b>		<b>Polokwane</b>	
	<b>George</b>		<b>Nelspruit</b>	
	<b>East London</b>		<b>Pretoria</b>	

### **Our Banking details for exam enrolments:**

Account Name: Estate Agency Affairs Board  
Bank: ABSA Bank  
Account no: 4052033310  
Branch Code: 632005 / Branch: Protea Park

**Should you prefer to register Online: Website: [www.eaab.org.za](http://www.eaab.org.za)**

## **SECTION C – TERMS & CONDITIONS**

Submission of an application form is **NOT** an automatic enrolment into the examination. Confirmation for enrolment will be communicated once payment has been received and seat is reserved.

### **CANCELLATION AND POSTPONEMENT RULES:**

- No cancellations will be allowed. If a candidate cancels the booking once confirmed, the candidate will forfeit the paid fees.
- Only postponements will be allowed on the condition that a valid doctor's certificate has been provided to the EAAB. Candidates whose postponement has been approved will automatically be booked for the next examination.
- Candidates can only postpone once and thereafter, the candidate will forfeit the paid examination fee if they do not make it to the examination.

**REFUND/CREDIT NOTE RULES:** No refunds will be issued to any applicant who has postponed or cancelled to write the examination. Fees paid will be offset against the candidate's name/account with the EAAB as a credit for a future PDE examination date.

### **DECLARATION OF APPLICANT/CANDIDATE**

I, the undersigned declare that the answers and information furnished above are in all respects true and correct. I agree and undertake to abide by the rules as set out above as well as set out in the Board's Examination Information Bulletin.

Signed at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ 2011.

Signature of Applicant \_\_\_\_\_