



South African Council  
for the Architectural Profession

51 Wessel Road, Right Wing,  
Rivonia, Sandton, 2128

P.O. Box 1500, Rivonia, 2128

Tel: 011 475 5000 | Fax: 011 479 5100

Email: info@sacapsa.com  
Web: www.sacapsa.com

**SCHEDULE OF PROPOSED ANNUAL REGISTRATION FEES**  
Inclusive of 15% VAT

**These fees are applicable in accordance with Section 12(1)(c) of the Act.**

CATEGORY OF REGISTRATION	DESCRIPTION	Financial Year 1 April 2024 – 31 March 2025
Professionals	Annual Fees due and payable within 60 days from date of issue of invoice	R4 101.00
Professionals over 70 years	Annual Fees due and payable within 60 days from date of issue of invoice	R2 050.00
Candidates	Annual Fees due and payable within 60 days from date of issue of invoice	R1 752.00
Building Control Officers	Annual Fees due and payable within 60 days from date of issue of invoice	R1 292.00

**SCHEDULE OF PROPOSED OTHER FEES AND CHARGES**

Inclusive of 15% VAT (all fees from 1-7 below are due on receipt of an invoice)

SCOPE OF WORK	DESCRIPTION	Financial Year 1 April 2024 – 31 March 2025
<b>1. REGISTRATIONS (ADMINISTRATION FEES)</b> <b>These fees are applicable in accordance with Section 12(1) and 19(1) of the Act</b>		
Building Control Officers	Initial registration – once off (non-refundable)	R646.00
Candidates – Section 12(1) (b) and 19(1) (b)	Initial registration – once off (non-refundable)	R1 618.00
Apprentice	Initial registration – once off (non-refundable)	R1 618.00
Professionals Re-Registration – Section 12(1) (I) and 20(4)	Re-registration after suspension for non-payment of Annual Fees	R2 050.00
Candidate Re-Registration – Sections 12(1) (I) and 20(4)	Re-registration after suspension for non-payment of Annual Fees	R876.00
Building Control Officers Re-Registration – Sections 12(1) (I) and 20(4)	Re-registration after suspension for non-payment of Annual Fees	R646.00
Upgrade	Successful passing of PPE and/or obtaining further academic qualification and/or in terms of RPL	R2 802.00
Registration application: Recognition of Foreign Qualifications - Section 12	Registration of persons who have international qualifications	R12 203.00
	Appeal against: <ul style="list-style-type: none"> <li>• Category of registration;</li> <li>• Registration declined;</li> <li>• Cancellation of registration;</li> <li>• Period of internship</li> </ul>	R2 981.00
<b>2. REGISTRATION – CONFIRMATION LETTERS</b> <b>Note: Confirmation of Registration – required for tender or plan submissions etc</b>		
a. Confirmation Letter (7 working days turnaround time)	Includes: <ul style="list-style-type: none"> <li>• Confirmation of Registration;</li> <li>• Letter of Good Standing;</li> <li>• Letter in Support of Visa/Work Permit</li> </ul>	R1 163.00

Council President: Mr C Nduku. Council Vice President: Ms L Shongwe.

Council Members: Mr R Vuzane; Ms M Pepeta; Mr K Bingham; Dr J Mirembe; Mr V Phailane; Ms K Cupido; Ms S Bongela; Mr L Nemaswerani; Mr D Basdew.

Registrar: Advocate T Fiduli



South African Council  
for the Architectural Profession

51 Wessel Road, Right Wing,  
Rivonia, Sandton, 2128

P.O. Box 1500, Rivonia, 2128

Tel: 011 475 5000 | Fax: 011 479 5100

Email: info@sacapsa.com  
Web: www.sacapsa.com

b.	Additional change per person		R129.00
c.	Confirmation Letter – Urgent (4 working days turnaround time)	Includes: <ul style="list-style-type: none"> <li>Confirmation of Registration;</li> <li>Letter of Good Standing;</li> <li>Letter in Support of Visa/Work Permit</li> </ul>	R2 128.00
d.	Additional change per person		R203.00
<b>3. CERTIFICATES – Section 14(c)</b>			
	Registration Certificate	Hard copy certificate issued upon application, in addition to electronic certificate available on electronic Profile. Fee does not include cost for delivery of certificate.	R236.00
<b>4. RENEWAL OF REGISTRATION - Section 22</b>			
	Renewal - Section 22(3)(a)	Renewable every 5 years in terms of Conditions Relating to Continuing Professional Development and Renewal of Registration (CPD)	R890.00
	Exemption from CPD Conditions - Section 12(1)(I)	Exemption for 1 calendar year based on special conditions (CPD)	R1 956.00
	Extension of Period for Compliance (CPD) - Section 12(1)(i)	Extension for a calendar year to comply	R2 009.00
<b>5. PROFESSIONAL PRACTICE EXAM (PPE)</b>			
	Preliminary application fee	Written Online (non-refundable)	R390.00
	Application to write the PPE	Written Online	R2 377.00
	Re-Mark (per paper)	Remark permitted – once per exam	R1 128.00
<b>6. WAVING OF MONTHLY TRAINING RECORDS</b>			
	Step 1	Application for the waiving of MTRs (Candidate registered for over 5 years and gained necessary experience)	R2 371.00
	Step 2 (If step 1 is successful)	Assessment of the applicant's portfolio of work	R8 298.00
	Step 3 (If step 2 is successful)	Application to write PPE	R5 334.00
<b>7. RECOGNITION OF VOLUNTARY ASSOCIATIONS - Section 25 Board Notice 86 of 2016</b>			
	Application fee for recognition (Initial fee) – Section (25)	Application Fee is non-refundable with the recognition period valid for 5 years	R9 268.00
	Renewal fee for recognition	Fees Subject to Annual Review	R5 283.00
<b>8. APPLICATION FOR SPECIAL CANDIDACY EXEMPTION</b>			
	Step 1	Application for Registration as Candidate (Special Conditions)	R1 618.00
	Step 2 (if step one is successful)	Assessment of the Portfolio, by the Assessment Panel	R3 556.00
	Step 3 (if step 2 is successful)	Professional Practice Examination	R2 934.00
		Registration as Professional	R2 802.00

Council President: Mr C Nduku. Council Vice President: Ms L Shongwe.

Council Members: Mr R Vuzane; Ms M Pepeta; Mr K Bingham; Dr J Mirembe; Mr V Phailane; Ms K Cupido; Ms S Bongela; Mr L Nemaswerani; Mr D Basdew.

Registrar: Advocate T Fiduli



South African Council  
for the Architectural Profession

51 Wessel Road, Right Wing,  
Rivonia, Sandton, 2128

P.O. Box 1500, Rivonia, 2128

Tel: 011 475 5000 | Fax: 011 479 5100

Email: info@sacapsa.com  
Web: www.sacapsa.com

<b>9. RECOGNITION OF PRIOR LEARNING (RPL), SPECIAL CONSENT AND LIMITED SPECIAL DISPENSATION ASSESSMENT</b>	
<b>A. APPLICATIONS FOR ASSESSMENTS</b>	
<b>Combined</b>	
Phase 1 – Self Assessment	R2 371.00
Phase 2 - Authentication	R4 741.00
<b>Professional Senior Architectural Technologist (PSAT) to Professional Architect (PrArch)</b>	
Phase 1 – Application fee	R593.00
Phase 2 - Authentication	R7 705.00
<b>Professional Architectural Technologist (PAT) to Professional Senior Architectural Technologist (PSAT)</b>	
Phase 1 – Application fee	R593.00
Phase 2 - Authentication	R4 149.00
<b>Professional Architectural Draughtsperson (PAD) to Professional Architectural Technologist (PAT)</b>	
Phase 1 – Application fee	R593.00
Phase 2 - Authentication	R2 371.00
<b>Special Consent</b>	
Assessment	R10 668.00
<b>Limited Special Dispensation</b>	
Phase 1 – Application fee	R0.00
Phase 2 - Authentication	R0.00
<b>B. APPEAL AGAINST OUTCOME</b>	
Appeal against outcome of the assessment to be upgraded from <b>Senior Architectural Technologist (PSAT) to Professional Architect (PrArch)</b>	R6 844.00
Appeal against outcome of the assessment to be upgraded from <b>Professional Architectural Technologist (PAT) to Professional Senior Architectural Technologist (PSAT)</b>	R6 160.00
Appeal against outcome of the assessment to be upgraded from <b>Professional Architectural Draughtsman (PAD) to Professional Architectural Technologist (PAT)</b>	R5 474.00

Council President: Mr C Nduku. Council Vice President: Ms L Shongwe.

Council Members: Mr R Vuzane; Ms M Pepeta; Mr K Bingham; Dr J Mirembe; Mr V Phailane; Ms K Cupido; Ms S Bongela; Mr L Nematswerani; Mr D Basdew.

Registrar: Advocate T Fiduli