**Membership as an IAC Tax Practitioner**

In terms of section 240A of the Tax Administration Laws Amendment Act (No.21 of 2012) SARS will only register members of a Recognized Controlling Body as tax practitioners.

**The IAC is a Recognised Controlling Body**

The IAC created the following additional categories of membership:

1. **Tax Practitioner:**

   **Proposed SAQA Designation:** (IAC) Tax Practitioner

   A person who holds a degree or a 3 year national diploma (B.Com, B.Tech, LLB, National Diploma Accounting / Taxation) *(NQF 6 old grid) (NQF 7 new grid)* with the following subjects:

   1. Taxation as a major (tax 1 & 2);
   2. Accounting 3
   3. Company or Corporate Law
   4. Have been working in a tax environment for at least three (3) years which can be verified (portfolio of evidence).
   5. Undergo an entry Evaluation / Exam

   **OR**

2. **If you do not have a university degree or diploma (RPL)**

   If you do not hold any formal qualification but are in possession of a matric (minimum NQF 4 old grid) (grade 12) and have been working within a tax environment for at least 5 years you can apply for Recognition of Prior Learning (RPL) and our RPL Committee will assess your portfolio of evidence provided and decide on the professional designation that you can be accredited for.

**Member Profile: Required experience**

General tax consultants, tax advisers, accountants and tax attorneys involved in the tax departments of accounting and or auditing practices, public officers of companies and SARS officials.

Applicants are required to provide supporting evidence of 3 years or (5 years for RPL) of verifiable post graduate practical tax experience (including the provision of practical tax training).
2. **Technical Tax Practitioner:**  **Proposed SAQA Designation:** (IAC) Technical Tax Practitioner

A national certificate *(NQF 5 old grid)* with the following subjects:

1. Tax 1
2. Accounting 1
3. Company or Corporate law
4. Have been working in a tax environment for at least five (5) years which can be verified (port folio of evidence) and be in the form of a sworn affidavit.
5. Undergo an entry Evaluation / Exam

**Member Profile:**

Individuals with foundation knowledge of taxation, particularly in preparing tax returns (tax compliance duties) as tax administrators and general technical tax practitioners.

The applicant must be able to demonstrate relevant current practical tax experience plus basic accounting knowledge plus evidence of maintaining continuing professional education / (development).

**Technical Tax Practitioners will be limited to the following functions:**

**Value Added Tax:**

- Registration & Deregistration
- Completion and submission of returns: manually & via E-filing {Vat201}
- Handling of Vat Audits uploading scanned Documents Via E-filing to SARS.

**Employees Taxation:**

- Registration & Deregistration of PAYE, UIF & SDL
- Maintaining monthly employee records
- Calculation of PAYE, SITE, UIF & SDL
- Completion and submission of returns: manually and via E-filing {Emp 201}
- Reconciliations e.g. EMP501
- Issuing of all annual returns & certificates e.g. IRP5’s & IT3’s
- Handling of Employees taxation Audits uploading scanned documents Via E-filing to SARS.

**Income Tax:**

**Income Tax Registrations & Deregistration**

- Individuals / Partnerships
- Trusts
- Companies & Close Corporations
- Small Business Corporations
- Turnover Tax

**Calculation of Income tax**

- Individuals / Partnerships
- Turnover Tax

**Completion and Submission of Annual Income Tax Returns**

- Individuals / Partnerships
- Companies & Close Corporations

**Review of Assessments & objections to Assessments**

- Individuals / Partnerships
- Companies & Close Corporations
3. **Tax Consultant:** Proposed SAQA Designation: (IAC) Tax Consultant

A person who holds a post graduate qualification in taxation eg. HDip Tax, BTech Tax, etc (tax 1,2,3, & 4) and have at least five (5) years of verifiable experience within a tax environment.

**Member Profile: Required experience**

Applicants are required to provide supporting evidence of 5 years’ verifiable post graduate practical tax experience (including the provision of tax tutoring / tax lecturing / practical tax training).

Tax consultants, tax advisers and tax specialists practicing advanced taxation law, tax planning, preparing tax opinions and litigation / dispute resolution.

*All evidence must be in the form of a sworn affidavit.*

All categories of Tax members must comply with the Institute’s Constitution which includes CPD requirements and must submit together with their application a Tax Clearance Certificate.

The CPD requirements for all categories of Tax members must comply with the following CPD requirements.

**Criteria:**

1. Minimum of 15 tax-related CPE hours per year.
2. 60% of tax-related CPE must be structured.
3. 40% of tax-related CPE may be unstructured.
4. CPD/E records of individual tax practitioners must be retained for five years.
Registration as a Tax Practitioner or a Technical Tax Practitioner

1. All members of the Institute irrespective of the grade of membership that they hold, who wishes to practice as a Tax Practitioner or a Technical Tax Practitioner must apply to the Institute for this category of membership.

2. All applicants with the exception of IAC Accounting Officers must undergo an entry evaluation / examination. The cost of the evaluation is R815.10 inclusive of vat.

3. All applicants must submit a Tax Clearance Certificate with their application.

The fees (inclusive of VAT) for Tax Practitioners are as follows:

Tax Practitioner:

- R2434.00 per annum (inclusive of professional indemnity insurance)

Technical Tax Practitioner:

- R2035.00 per annum (inclusive of professional indemnity insurance)
Candidates need to provide evidence of all Core requirements of Taxation, as well as 5 Elective components.

**Value Added Taxation (VAT)**
- Registration & deregistration
- Maintaining monthly records
- Completion and submission of returns
- Calculation of penalties & interest
- Input reconciliation
- Output reconciliation
- Zero rated, exempt & deemed supplies
- Section 91 of the VAT Act
- Handling of VAT Audit

**Income Tax**

*Income Tax Registration & Deregistration*
- Individuals/Partnerships
- Trusts
- Companies & Close Corporations
- Small business Corporations
- Public Benefit Organisations (PBO’s)
- Turnover tax
- Submission of returns on e-filing

*Calculation of Income Tax*
- Individuals / Partnerships
- Trusts
- Companies & Close Corporations
- Public Benefit Organisations (PBO’s)
- Small business Corporations
- Farming
- Turnover tax

*Completion of Annual Income Tax Returns*
- Individuals / partnerships
- Trusts
- Companies & Close Corporations
- Small business Corporations
- Farmers
- Public Benefit Organisations (PBO’s)

**Provisional Tax**
- Registration, conversion & de-registration
- Calculation, completion and submission of provisional tax returns
- Calculation of penalties & interest

**Review of Assessments**

**Objection to Assessments, Lodging of Appeals**
Deferred Taxation
- Wear & tear / depreciation
- Bad debts, doubtful debts
- Leases & contracts

Practice Notes & Court Decisions

Tax Planning – Fringe Benefits & Allowances

Tax Avoidance vs Tax Evasion

Non-Resident vs Resident Taxation

Other Taxes

Capital Gains Tax
- Disposals
- Proceeds
- Capital gain
- Taxable portion of gain
- Exemptions / exclusions

Donations Tax & Estate Duty
- Liability
- Exemptions / abatements
- Rate

Employees Taxation
- Registration & deregistration of PAYE, UIF & SDL
- Maintaining monthly records
- Completion and submission of returns
- Calculation of PAYE, SITE, UIF & SDL
- Personal service company & trust
- Director’s / Member’s remuneration
- Reconciliations e.g. EMP501
- Issuing of all annual returns & certificates eg. IRP5’s & IT3’s
- Reconciliation with financial statements
- PAYE, UIF & SDL on subcontractors & casual workers

Tax Clearance Certificates