



CHARTERED INSTITUTE FOR  
BUSINESS ACCOUNTANTS NPC

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

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## **Information Field Guide**



# 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 maximize the benefits of your CIBA enlistment. We encourage you to familiarize 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 new 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 create an army of accountants for economic development in Africa, focusing on outcomes rather than inputs, meeting the competency framework of different membership levels, and engaging actively with communities.



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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 recognize 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 recognized professional accountancy organization 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 recognized controlling body and registered professional body for business accountants.
- **CIBA Academy**, 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.saiba.org.za](http://www.saiba.org.za) | [myciba.org](http://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.

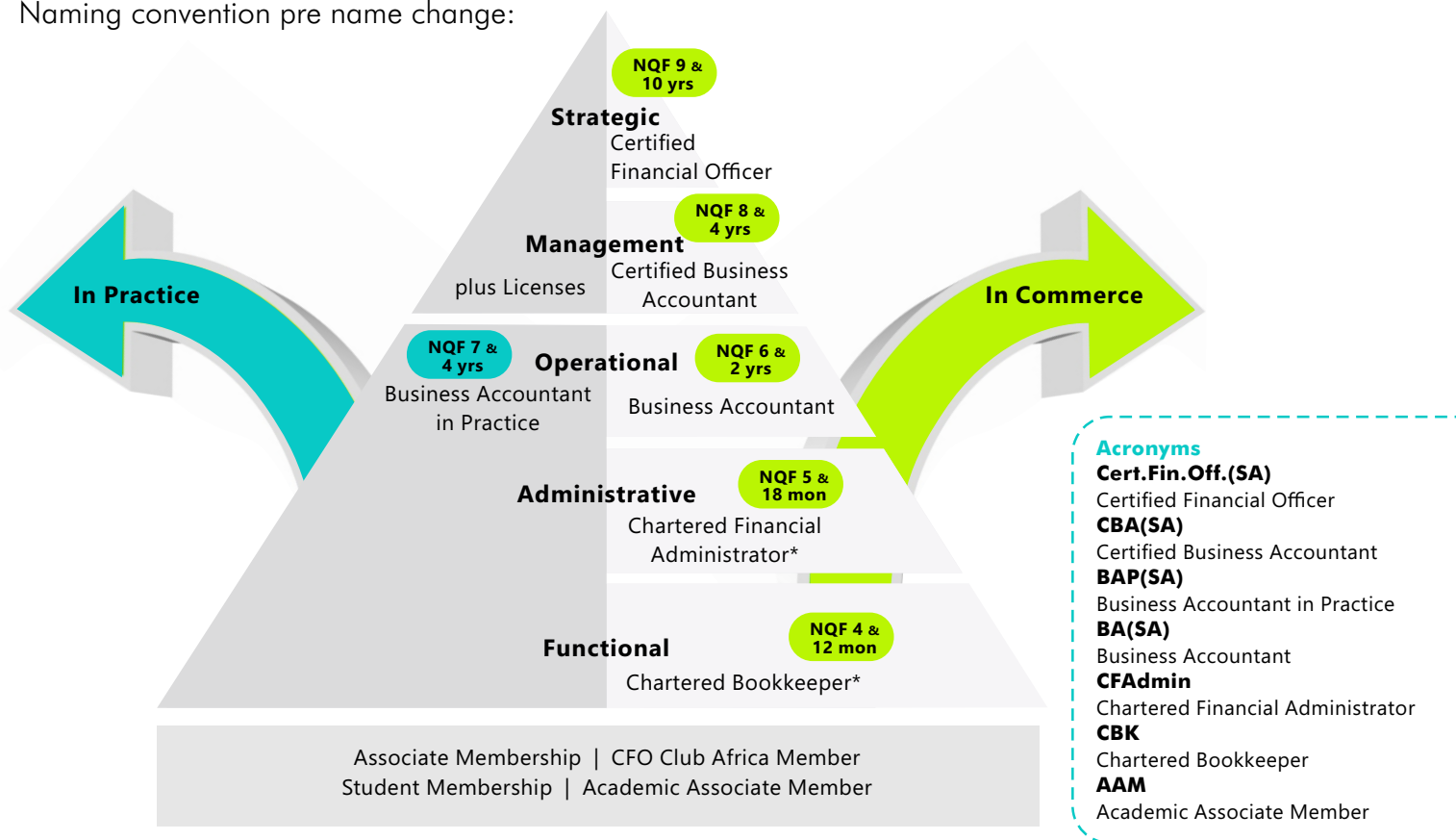
Being awarded a designation serves the following key purposes:

- **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.

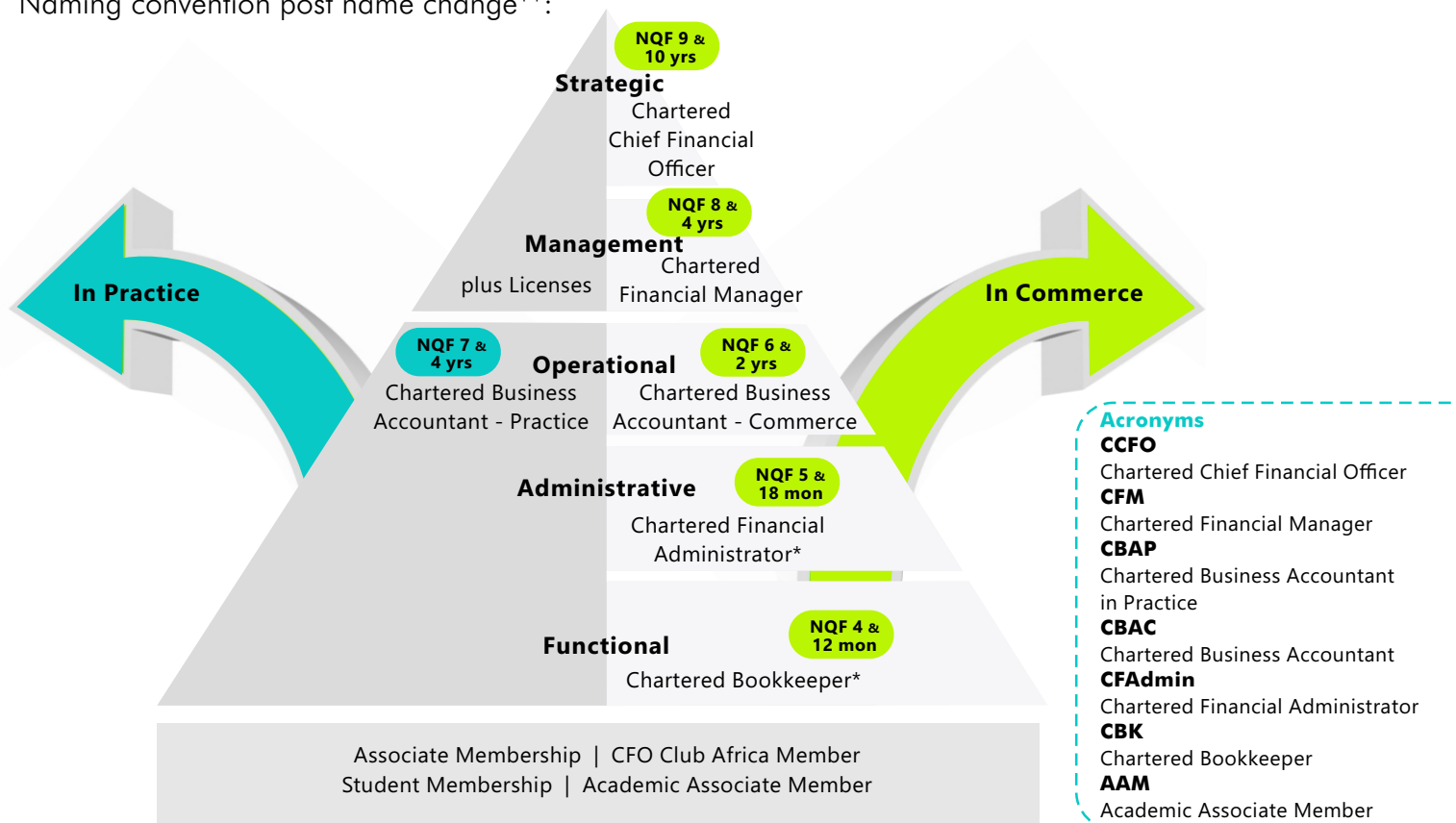


It is only logical that CIBA's name change will reflect in CIBA's designations. As with the name change the changes in the designations naming conventions will be phased in, subject to certain procedures being followed. Members will systematically see changes to certificates and communication.

Naming convention pre name change:



Naming convention post name change\*\*:



\*Submitted for registration with SAQA

\*\* 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 a proforma invoice approximately 2 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 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 (\*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 Assessments
- Annual Declarations
- 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.

## 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.saiba.org.za/complaints](http://www.saiba.org.za/complaints)



## 3.2. CIBA Academy, the Educational Department

[www.saiba.academy](http://www.saiba.academy)

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

CIBA recognizes 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 Academy

**[www.saiba.academy](http://www.saiba.academy)**

Staying compliant is a prerequisite for validation of your membership. CIBA Academy is CIBA's official CPD platform and your gateway to quality professional development. CIBA Academy 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 will have a separate CIBA Academy profile available at [www.saiba.academy](http://www.saiba.academy). You will therefore have two separate logins:

1. Your membership profile with [www.saiba.org.za](http://www.saiba.org.za) and
2. Your CPD/Professional Development profile with [www.saiba.academy](http://www.saiba.academy).

We recommend that you use the same email and password for both platforms. We are currently working towards an integrated system.



Learn more. Earn more.

## 3.3. CFO Club Africa

**[www.cfoclub.co.za](http://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 three pillars:

- International Taxation
- Automation and Digital Transformation
- Environment, Social and Governance



**CFO CLUB**  
AFRICA

## 3.4. Accounting Weekly

**[www.accountingweekly.com](http://www.accountingweekly.com)**

Accounting Weekly is a dedicated news portal for accounting and finance professionals. The daily updates provide news and information with a distinct accounting flavor. Its approach is both local and global, featuring developments within economies, industries and in practice - ranging from the big four to smaller firms. Other information includes updates in information technology, regulation and financial reporting.



**Bookmark the CIBA url's  
for easy reference**

**[www.saiba.org.za](http://www.saiba.org.za)**

**[www.saiba.academy](http://www.saiba.academy)**

**[www.cfoclub.co.za](http://www.cfoclub.co.za)**

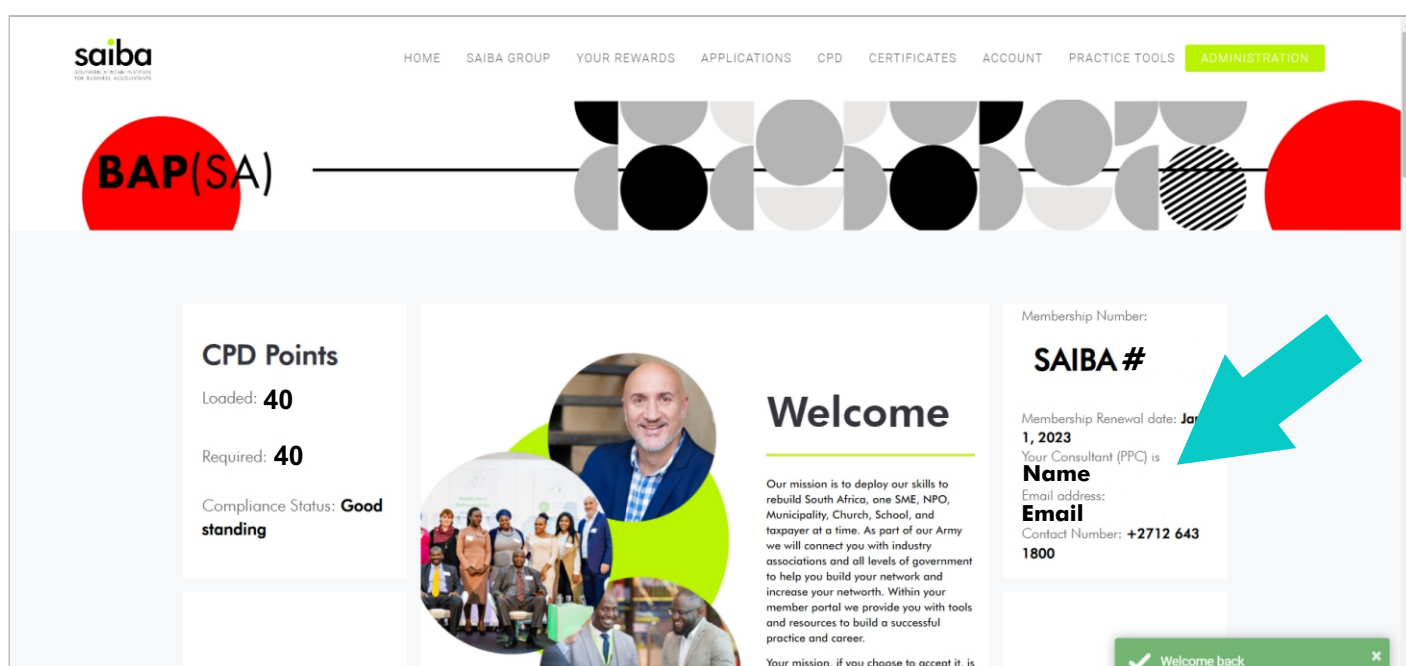
**[www.accountingweekly.com](http://www.accountingweekly.com)**

## 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.

Your PPC's information is displayed on your dashboard page after you have logged in on your CIBA membership profile at [www.accounts.saiba.org.za/login](http://www.accounts.saiba.org.za/login)



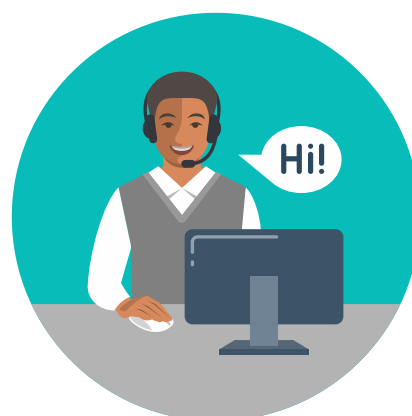
The Membership Department's email address:

[membership@saiba.org.za](mailto:membership@saiba.org.za)

serves as a ticket system 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.

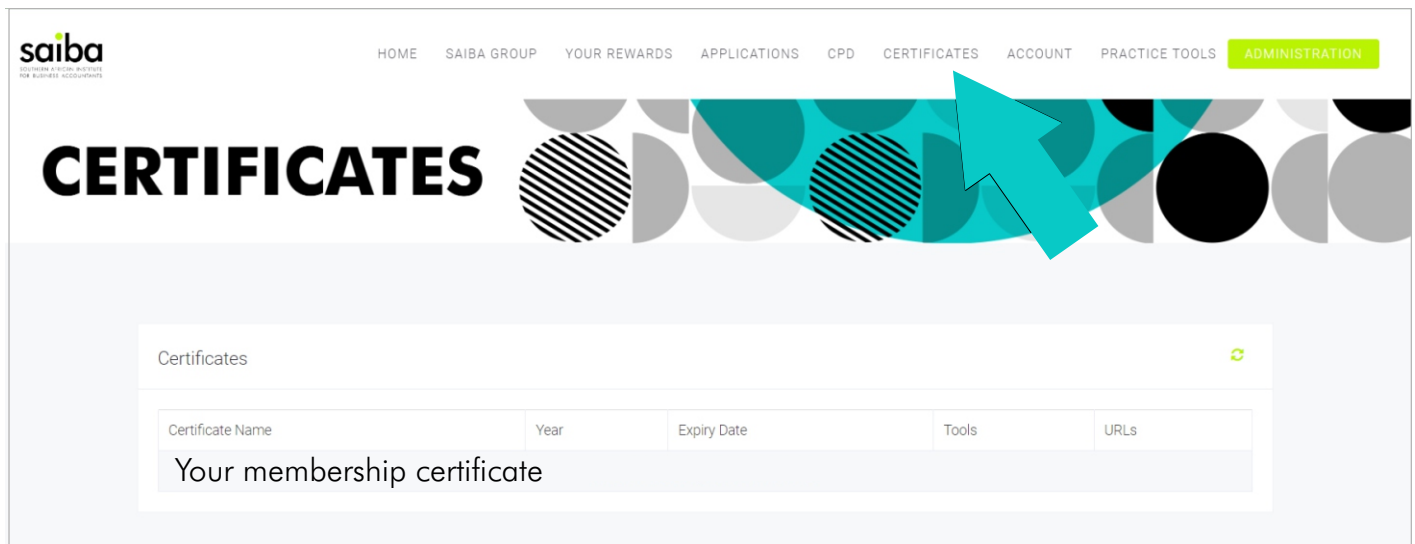
Thank you for understanding and greeting us with a **smile**.



## 5. Membership Certificate

How to access your current year membership certificate and seal:

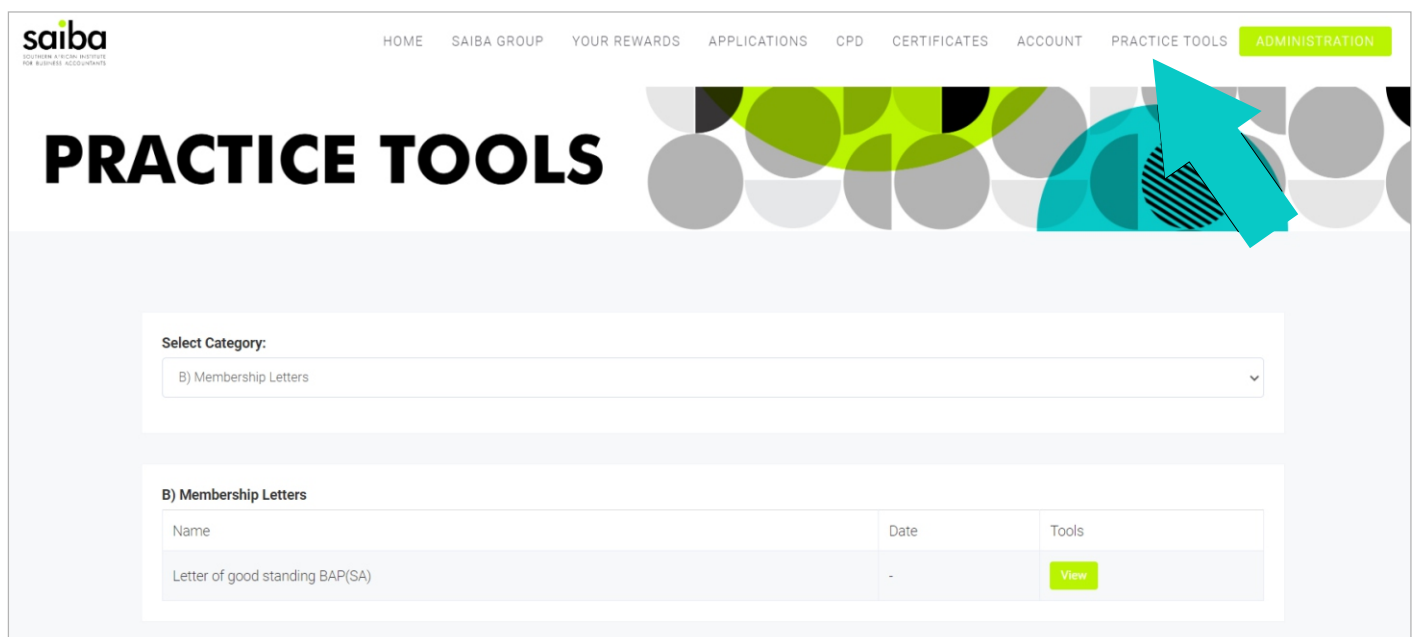
1. Login to your membership profile at [www.accounts.saiba.org.za/login](http://www.accounts.saiba.org.za/login)
2. Select the Certificates menu option
3. Download your certificate



## 6. Letter of Good Standing

How to access the letter of good standing:

1. Login to your membership profile at [www.accounts.saiba.org.za/login](http://www.accounts.saiba.org.za/login)
2. Select Practice Tools from the menu option
3. Select Membership letters
4. Download the letter of good standing



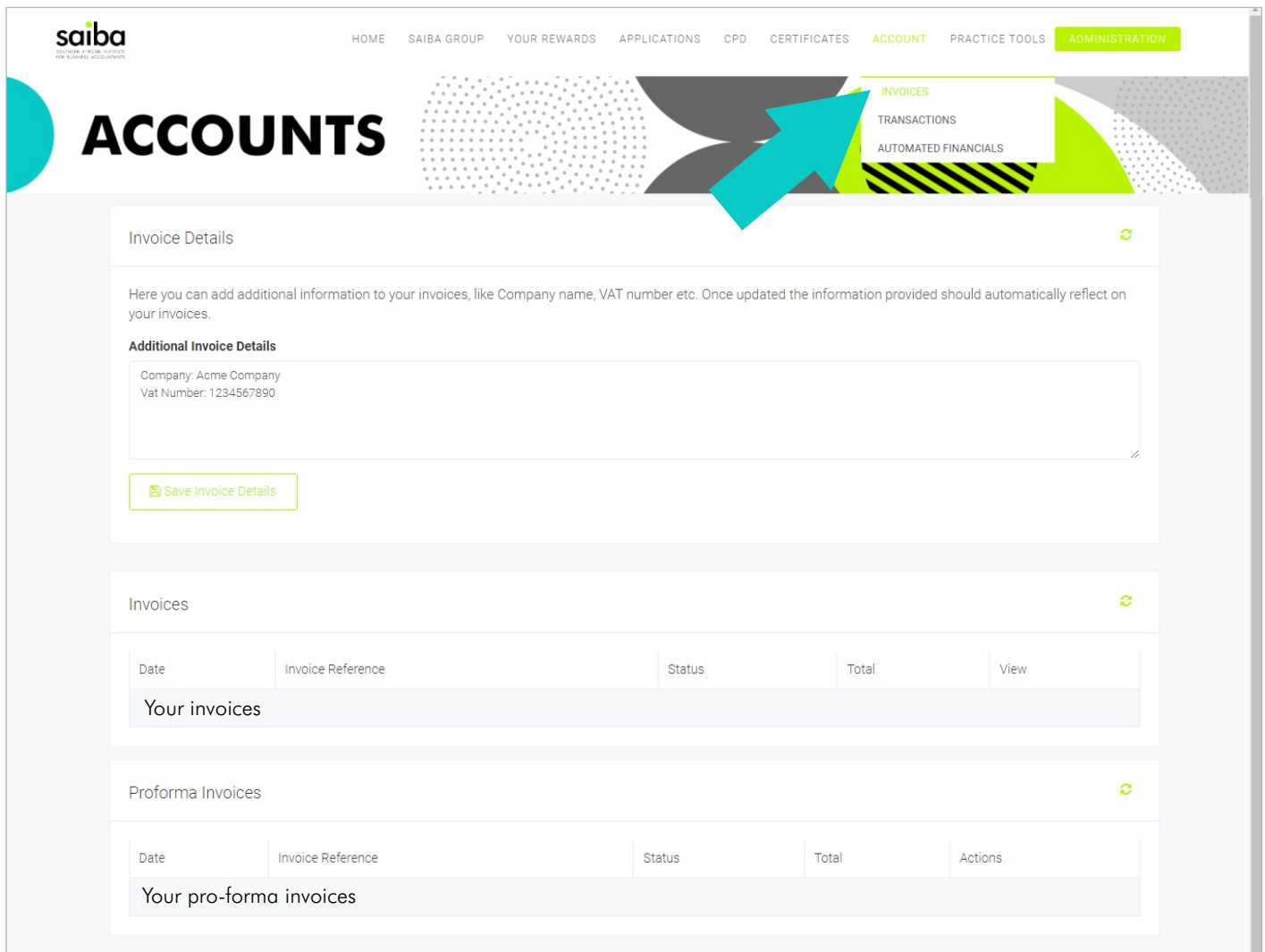
## 7. Your Invoice and Statement

Your membership/designation with CIBA will automatically renew annually. CIBA will issue a proforma invoice approximately 2 months before your renewal date. The renewal date is based on whether you fall in the July and January invoice cycle. The proforma 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 [www.accounts.saiba.org.za/login](http://www.accounts.saiba.org.za/login)
2. Select the Account menu option
3. Select Invoices



The screenshot displays the SAIBA Accounts website interface. The top navigation bar includes links for HOME, SAIBA GROUP, YOUR REWARDS, APPLICATIONS, CPD, CERTIFICATES, ACCOUNT, PRACTICE TOOLS, and ADMINISTRATION. The 'ACCOUNT' menu is highlighted, and a sub-menu is visible with options for INVOICES, TRANSACTIONS, and AUTOMATED FINANCIALS. A large blue arrow points to the 'INVOICES' option. The main content area is titled 'ACCOUNTS' and features a section for 'Invoice Details' with a form to add additional information like Company name and VAT number. Below this is a table for 'Invoices' and another for 'Proforma Invoices'.

**Invoice Details**

Here you can add additional information to your invoices, like Company name, VAT number etc. Once updated the information provided should automatically reflect on your invoices.

**Additional Invoice Details**

Company: Acme Company  
Vat Number: 1234567890

[Save Invoice Details](#)

**Invoices**

Date	Invoice Reference	Status	Total	View
Your invoices				

**Proforma Invoices**

Date	Invoice Reference	Status	Total	Actions
Your pro-forma invoices				



## 8. 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.



We strongly recommend that you complete the following free course as this will equip you with the knowledge of how to make the most of your digital certification and credentials:

**[www.saiba.academy/product/saiba-privyseal-certification](http://www.saiba.academy/product/saiba-privyseal-certification)**

## 9. CIBA WhatsApp Groups/Practice Support Networks

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 PSN leader.

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

1. Login to your membership profile at **[www.accounts.saiba.org.za/login](http://www.accounts.saiba.org.za/login)**
2. Navigate to Practice Tools.
3. Select E) Practice Support category on the drop-down menu and scroll down.
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.

The screenshot shows the SAIBA website's 'PRACTICE TOOLS' section. At the top, there's a navigation bar with links: HOME, SAIBA GROUP, YOUR REWARDS, APPLICATIONS, CPD, CERTIFICATES, ACCOUNT, PRACTICE TOOLS, and ADMINISTRATION. The 'PRACTICE TOOLS' link is highlighted in green. Below the navigation bar, the heading 'PRACTICE TOOLS' is displayed in large, bold, black letters. To the right of the heading is a decorative graphic with overlapping circles in shades of blue and green. Below the heading, there's a 'Select Category:' dropdown menu. The selected option is 'E) Practice Support'. Below the dropdown, there's a section titled 'Whatsapp Group Forum'. The text in this section reads: 'SAIBA Members can join SAIBA's regional membership WhatsApp groups. These are unpaid volunteer groups that are always on hand to act as a listening ear and offer free non-judgmental assistance whenever you need it. Individual firms of similar size meeting on a regular basis to share ideas and discuss timely tax, management, and business topics. Members of networking groups can become a resource for technical issues.' Below this text, there's a table with two columns: 'Group Forum' and 'Link'. The 'Group Forum' column contains the text 'Region name'. The 'Link' column contains a green 'Join' button.

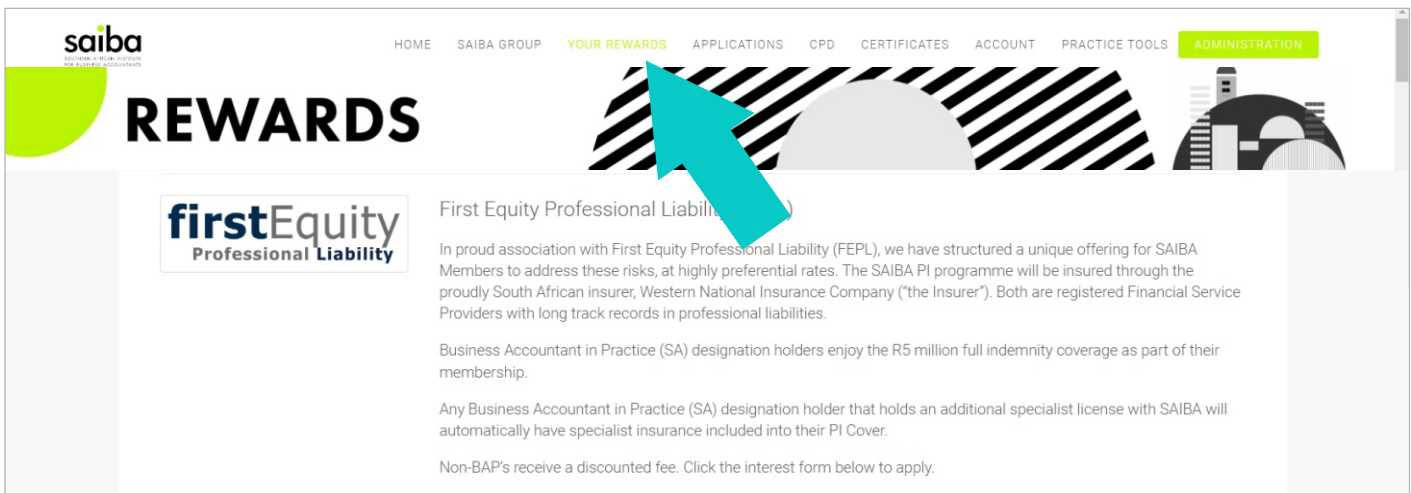
Group Forum	Link
Region name	<a href="#">Join</a>

# 10. Your Rewards

By leveraging the collective strength of the CIBA membership base, CIBA establishes partnerships with various trusted third-party organisations to offer exclusive benefits 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 [www.accounts.saiba.org.za/login](http://www.accounts.saiba.org.za/login) and select Your Rewards. A list of rewards are displayed.



**Professional Indemnity (PI) Insurance** cover is included as a benefit for all Business Accountants in Practice (SA), BAP (SA), designation holders in good standing who have completed and submitted their insurance questionnaire, and was received by the appointed insurance broker.

## Important conditions

- ▶ **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 their PPC on their direct contact number or send an email to their PPC on their email address and follow-up.**
- ▶ **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.**
- ▶ **If you are a BAP(SA) and you did not settle your membership fees or sign up for a debit order within 30 (thirty) days from the invoice date, you will forfeit your PI insurance cover for that particular year.**

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.

# 11. 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:

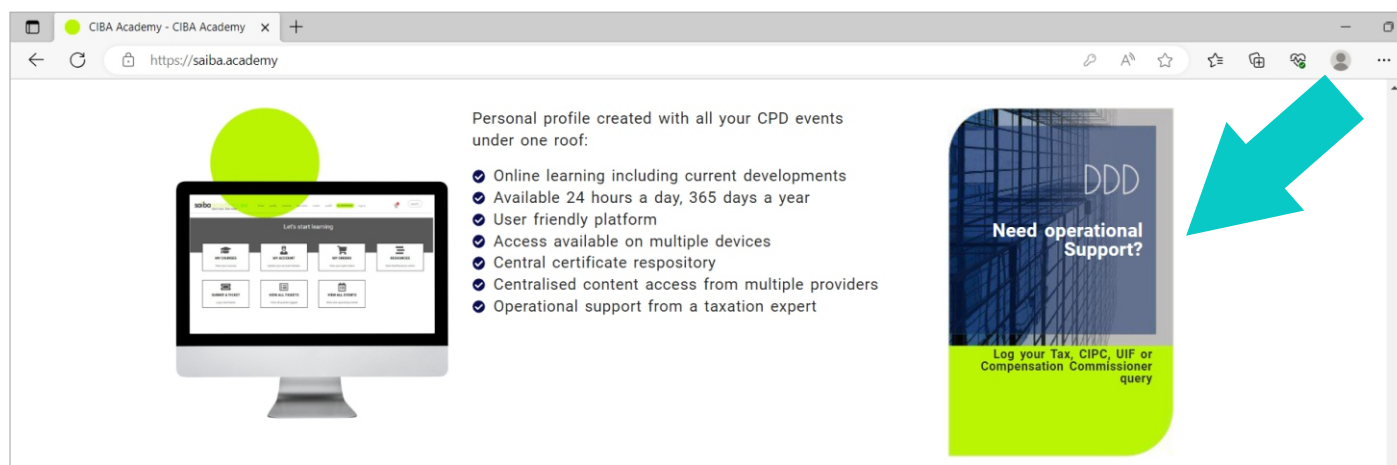
## 11.1 Operational Support Consultant

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 **here**.

The form can be accessed from CIBA Academy's home page:

1. Visit [www.saiba.academy](https://saiba.academy).
2. Scroll down and click on "Need operational Support".
3. Complete the form.
4. The TaxTech Consultant will contact you within 48 hours.



The consultant will assist you. If it is a systematic problem, he will escalate the query to CIBA's Technical Manager who will take it up further to address at the stakeholder national or regional meetings. The queries submitted are reviewed by the Education Department to develop CPD content and influence Regulator policies and procedures.

## 11.2 Weekly Newsletters

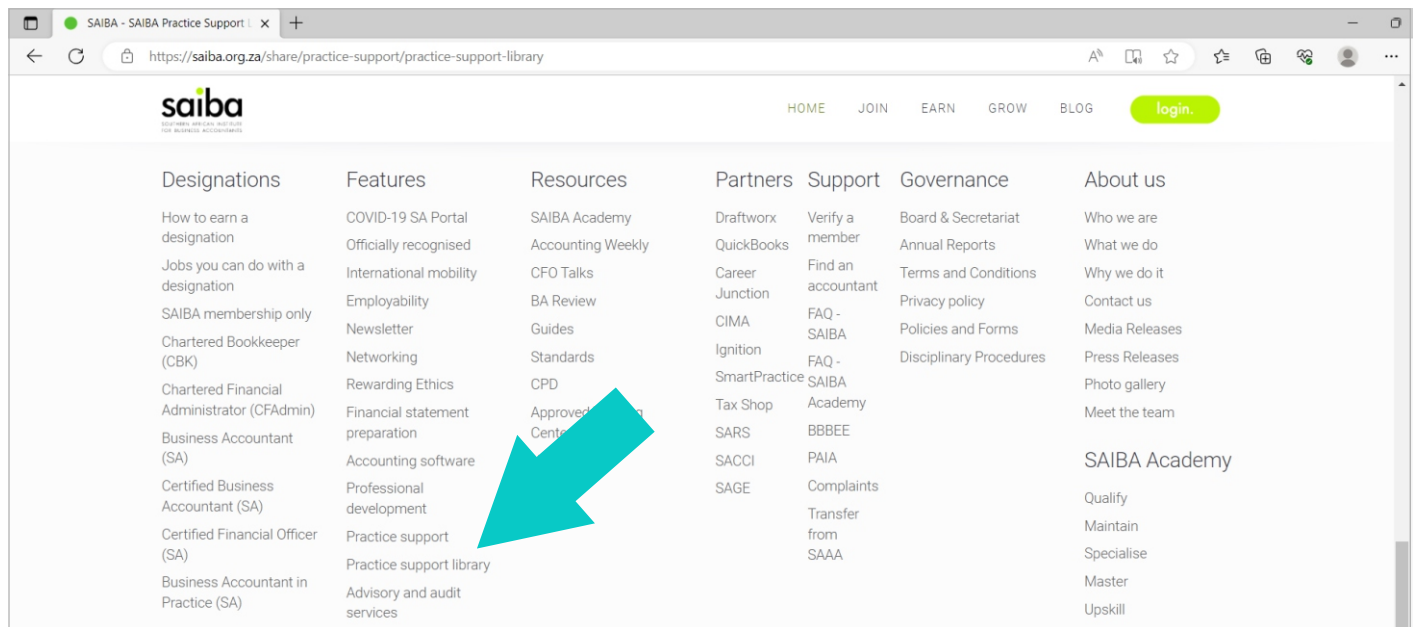
Stay informed with weekly newsletters from CIBA and CIBA Academy, covering the latest technology and industry news. Ensure the emails end up in your inbox and not your spam folder by:

1. Adding the emails **[membership@saiba.org.za](mailto:membership@saiba.org.za)** and **[academy@saiba.org.za](mailto:academy@saiba.org.za)** to your contact list.
2. If the email ends up in your Spam Folder, mark the emails from [membership@saiba.org.za](mailto:membership@saiba.org.za) and [academy@saiba.org.za](mailto:academy@saiba.org.za) as "Not Spam" or "Not Junk".

## 11.3 Practice Support Library

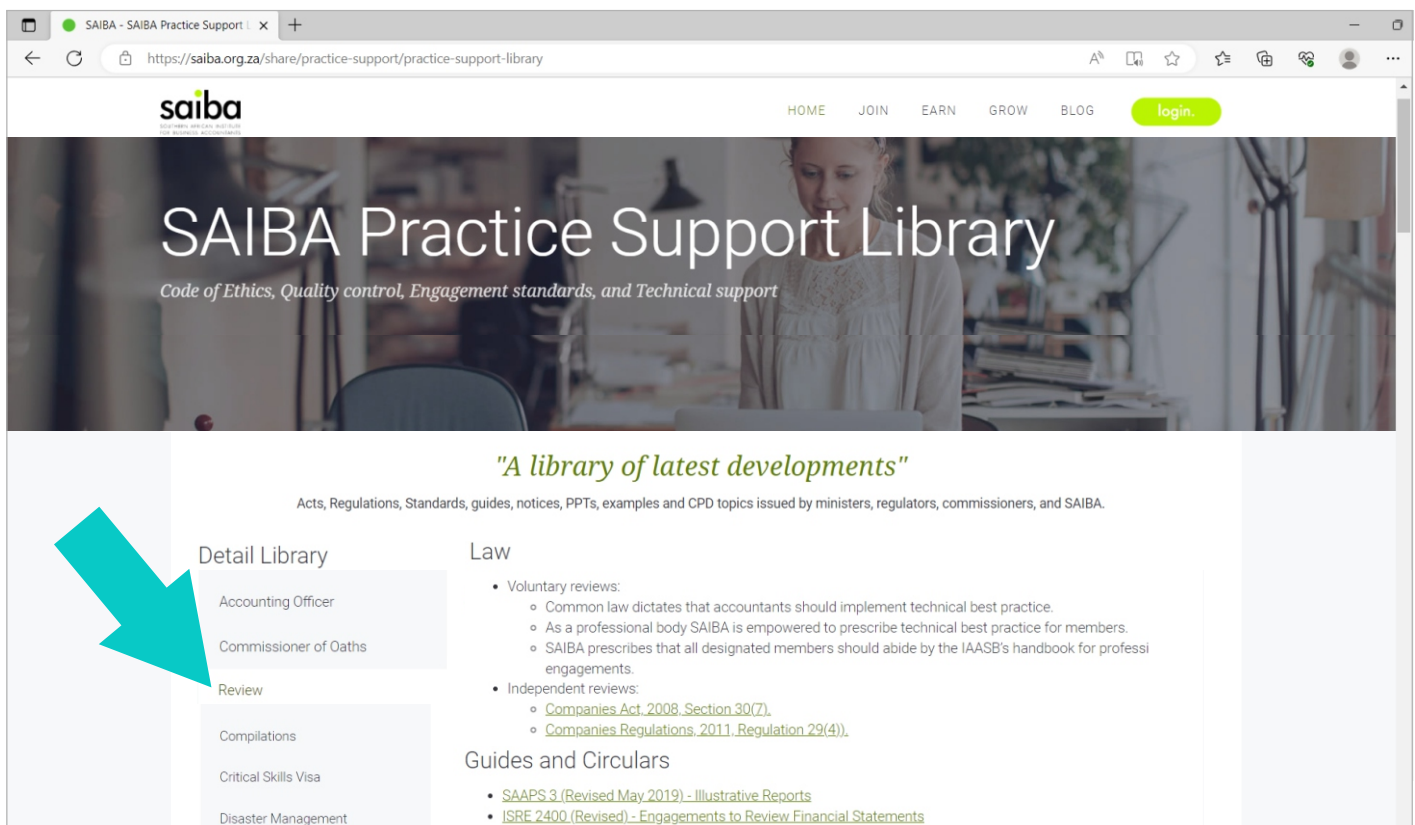
CIBA offers a library of the latest developments named Practice Support Library, that can be accessed via the CIBA website footer.

1. Visit [www.saiba.org.za](http://www.saiba.org.za)
2. Scroll down
3. Under the Features heading select Practice Support Library



You can access the page [here](https://saiba.org.za/share/practice-support/practice-support-library).

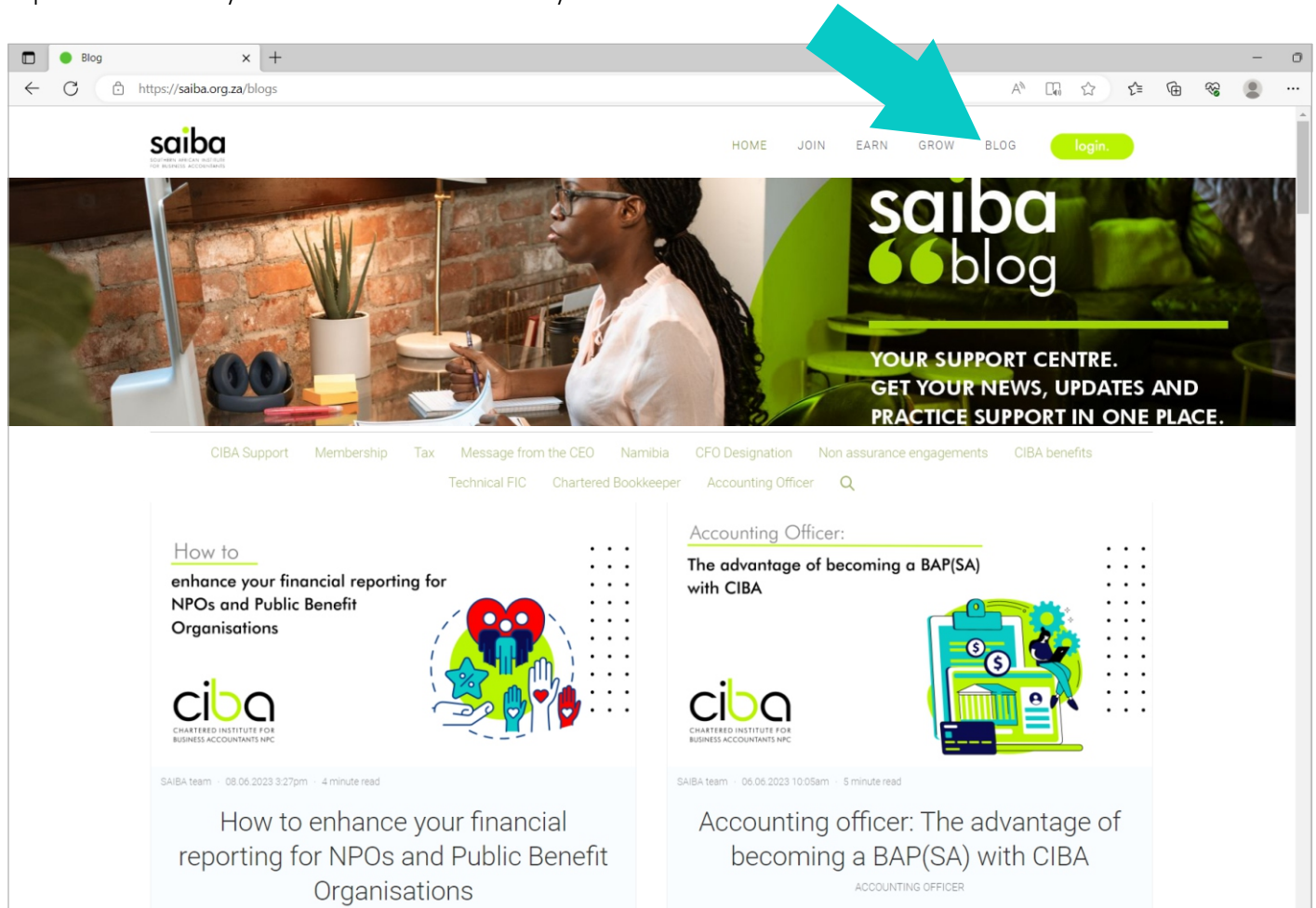
Select the relevant category on the left, then scroll on the right to view a list of documents, guides and templates.





## 11.4 CIBA Blog

Visit CIBA's blog at [www.saiba.org.za/blogs](https://saiba.org.za/blogs) for updates on CIBA's advocacy efforts and representation of your interests in the industry.



## 11.5 Technical Queries

Email any technical queries to [technical@saiba.org.za](mailto:technical@saiba.org.za) for prompt assistance from our support team. Describe your query in adequate detail to enable our team to respond.

## 11.6 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:

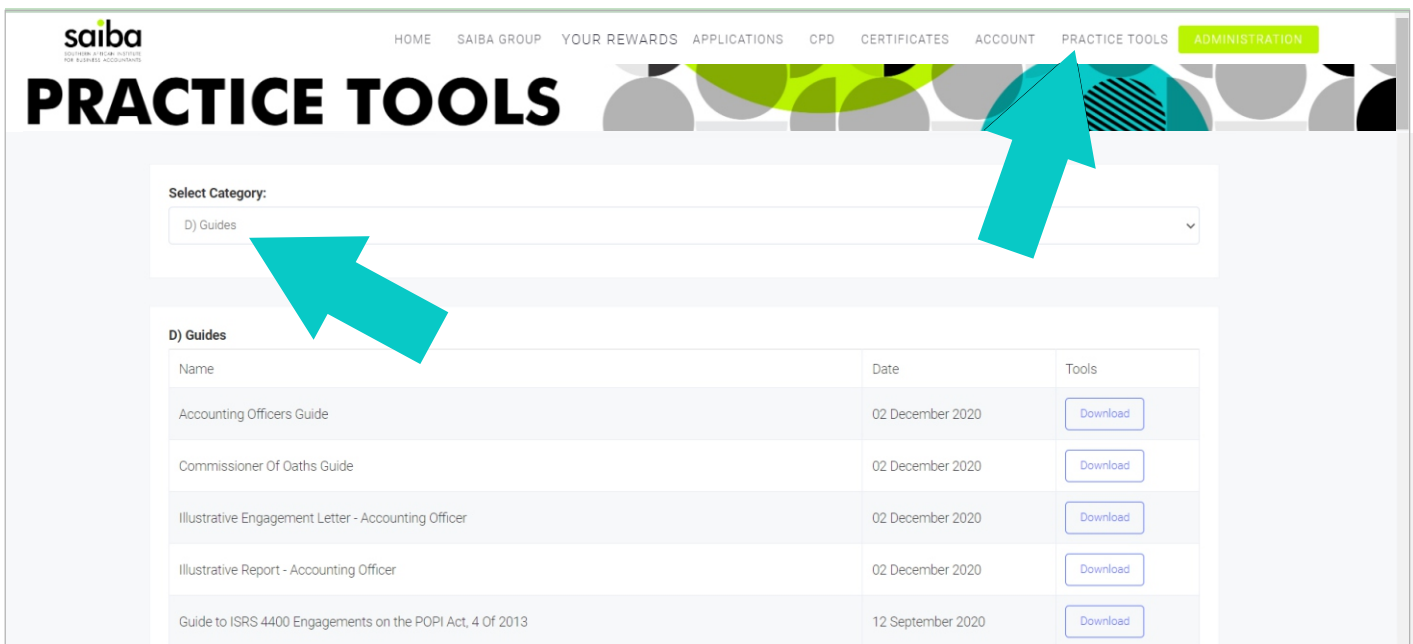
- SARS National meetings
- SARS Regional meetings
- CIPC meetings
- Business Rescue meetings
- Government meetings
- Pan African Federation of Accountants (PAFA)

## 11.7 Guides

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

How to gain access:

1. Login to your Membership profile at [www.accounts.saiba.org.za](http://www.accounts.saiba.org.za)
2. Select Practice Tools
3. Select D) Guides from the Category dropdown.



The screenshot shows the SAIBA Practice Tools page. The 'PRACTICE TOOLS' header is prominent. A dropdown menu is open, showing 'D) Guides' selected. Below the dropdown, a table lists guides available for download.

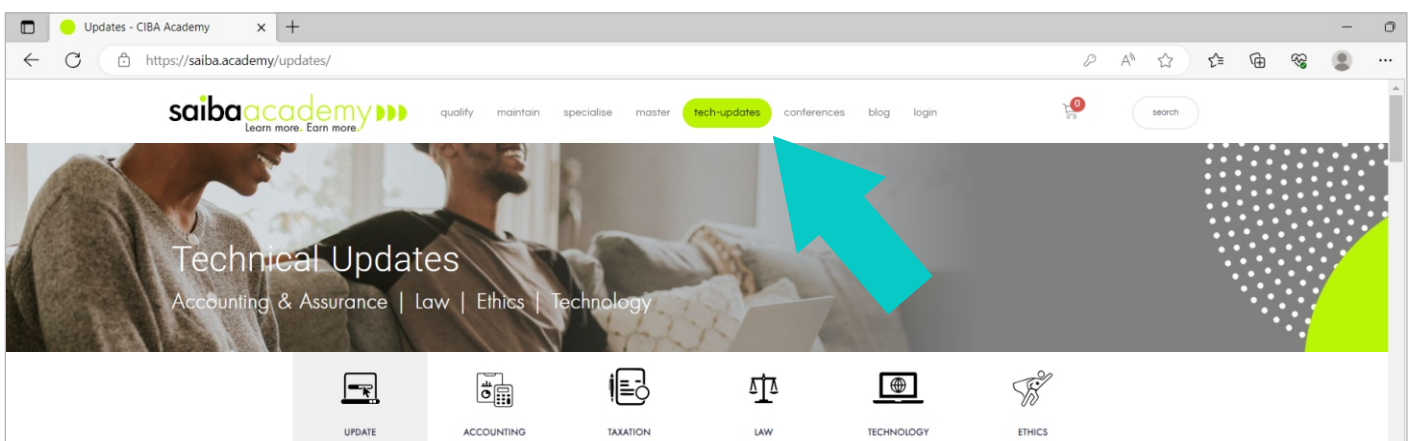
Name	Date	Tools
Accounting Officers Guide	02 December 2020	<a href="#">Download</a>
Commissioner Of Oaths Guide	02 December 2020	<a href="#">Download</a>
Illustrative Engagement Letter - Accounting Officer	02 December 2020	<a href="#">Download</a>
Illustrative Report - Accounting Officer	02 December 2020	<a href="#">Download</a>
Guide to ISRS 4400 Engagements on the POPI Act, 4 Of 2013	12 September 2020	<a href="#">Download</a>

## 11.8 CIBA Academy Technical Updates

Save time and stay informed with our Technical Updates, which summarize the latest news and updates from various industry stakeholders, like SARS, IAASB, IFAC, CIPC, IFRS, PAFA, Government, Ombudsman and others.

The Technical Updates are accessible on CIBA Academy as follows:

1. Visit [www.saiba.academy](http://www.saiba.academy)
2. Select the Tech-Update menu option to navigate to [www.saiba.academy/updates](http://www.saiba.academy/updates)



The screenshot shows the SAIBA Academy Technical Updates page. The 'Tech-updates' menu option is highlighted in the navigation bar. The page features a banner image and a list of categories: UPDATE, ACCOUNTING, TAXATION, LAW, TECHNOLOGY, and ETHICS.

## 11.9 Continuing Professional Development (CPD)

CIBA members obtain their CPD hours exclusively from [www.saiba.academy](http://www.saiba.academy). CIBA Academy 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.

CIBA's complimentary Core CPD, discounted CPD bundles and subsidised CPD events are discussed in detail further on in this manual.

## 11.10 Social Media Platforms

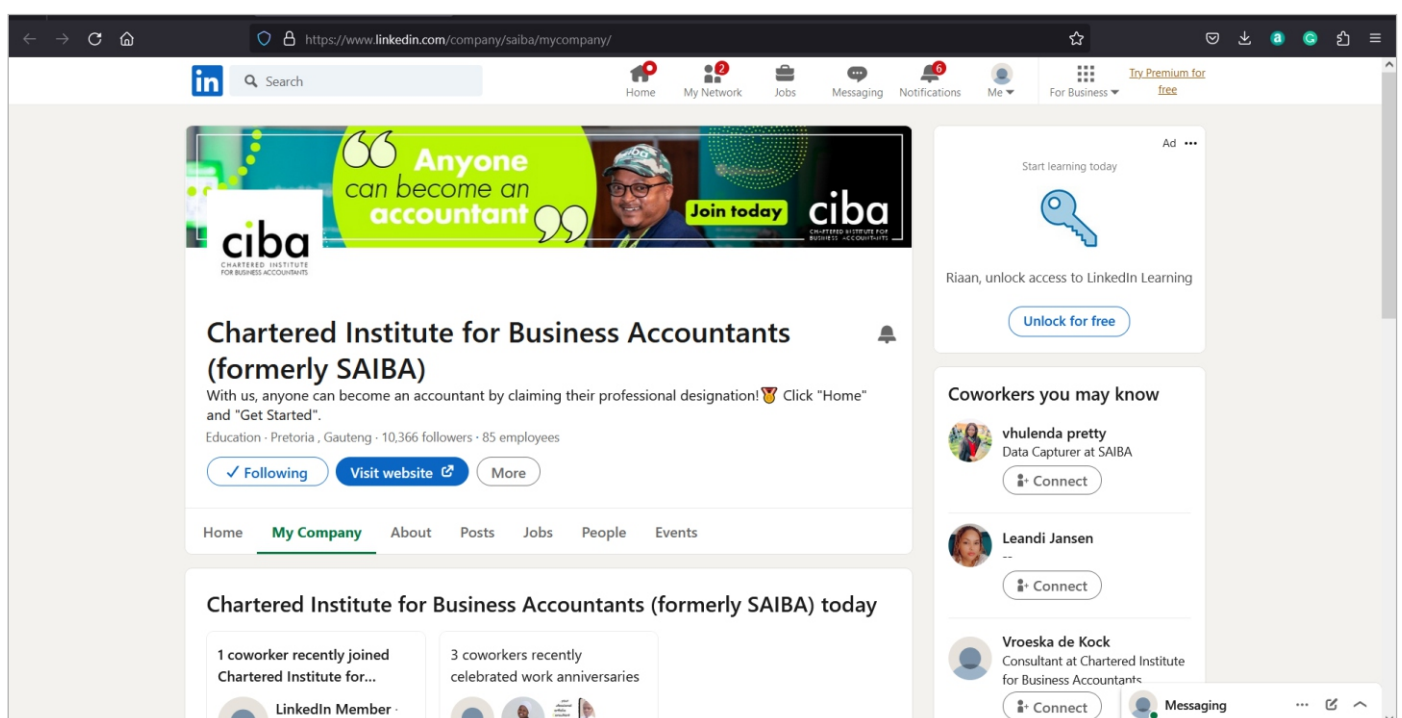
Follow CIBA's social media accounts as they provide platforms for professionals to connect with fellow members of the accounting community, including peers, colleagues, and potential employers. It allows you to expand your professional network, establish new connections, and engage in meaningful discussions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

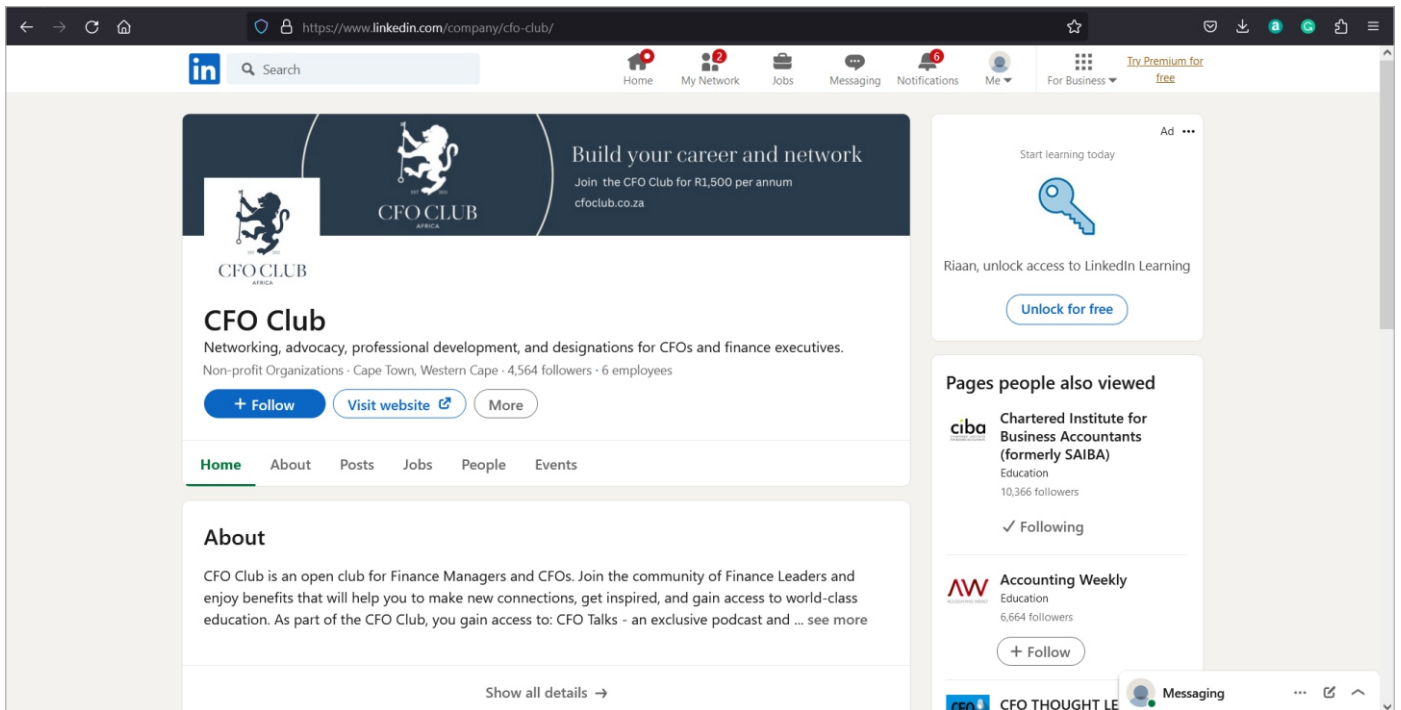
Remember to optimise your LinkedIn profile, showcase your professional accomplishments, and actively engage with CIBA's network to make the most of the benefits LinkedIn offers to its members.

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

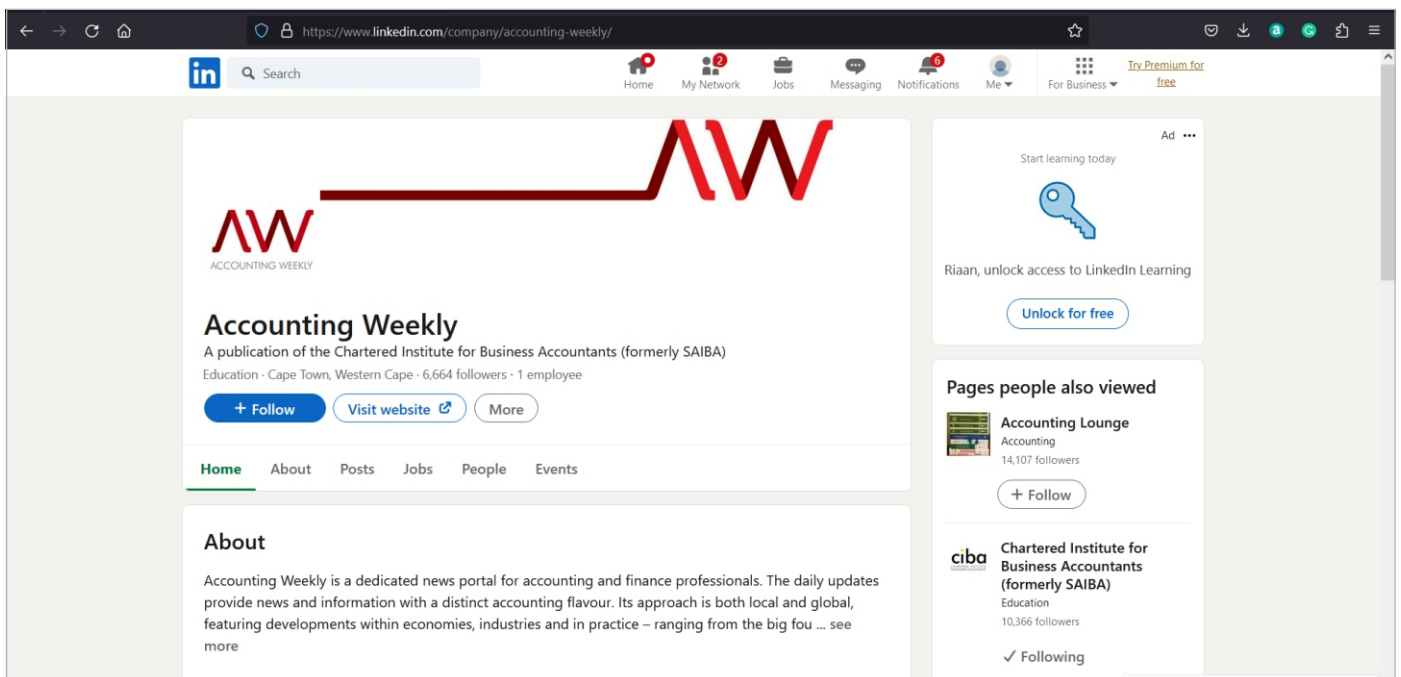
- CIBA - <https://www.linkedin.com/company/saiba/mycompany/>
- CFO-Club - <https://www.linkedin.com/company/cfo-club/>
- Accounting Weekly - <https://www.linkedin.com/company/accounting-weekly/>
- CIBA Tax Group - <https://www.linkedin.com/groups/9092446>



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



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



## 11.11 Find a Business Accountant Directory

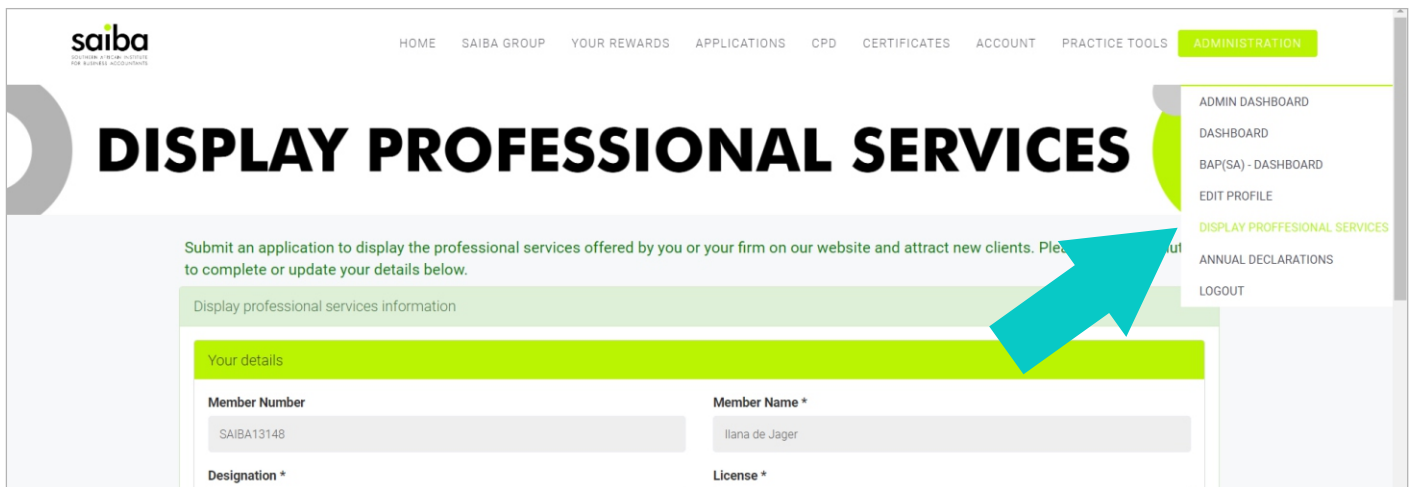
CIBA proudly offers a business directory service for Business Accountants in Practice. The directory service serves as a valuable platform that connects business accountants with potential clients, fostering business growth and professional networking.

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 [www.accounts.saiba.org.za](http://www.accounts.saiba.org.za)
2. Select Administration
3. Select Display Professional Services
4. Insert your information



The screenshot shows the SAIBA website interface. The top navigation bar includes links for HOME, SAIBA GROUP, YOUR REWARDS, APPLICATIONS, CPD, CERTIFICATES, ACCOUNT, PRACTICE TOOLS, and ADMINISTRATION. The ADMINISTRATION dropdown menu is open, showing options like ADMIN DASHBOARD, DASHBOARD, BAP(SA) - DASHBOARD, EDIT PROFILE, DISPLAY PROFESSIONAL SERVICES (highlighted with a red arrow), ANNUAL DECLARATIONS, and LOGOUT. The main heading is 'DISPLAY PROFESSIONAL SERVICES'. Below it, a message states: 'Submit an application to display the professional services offered by you or your firm on our website and attract new clients. Please complete or update your details below.' The form is titled 'Display professional services information' and contains a section for 'Your details' with fields for Member Number (SAIBA13148), Member Name (Ilana de Jager), Designation, and License.

The URL will reflect only if you are in good standing.

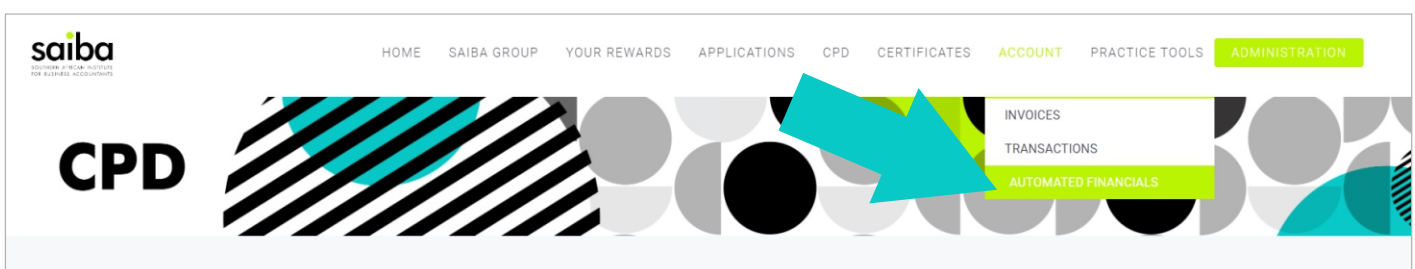
## 11.12 CIBA automated financial platform

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 Account under the menu options
4. Select Automated Financials from the drop-down menu under Account
5. Complete the sign-up Form
6. You will be redirected to the third-party's website.



## 12. 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**

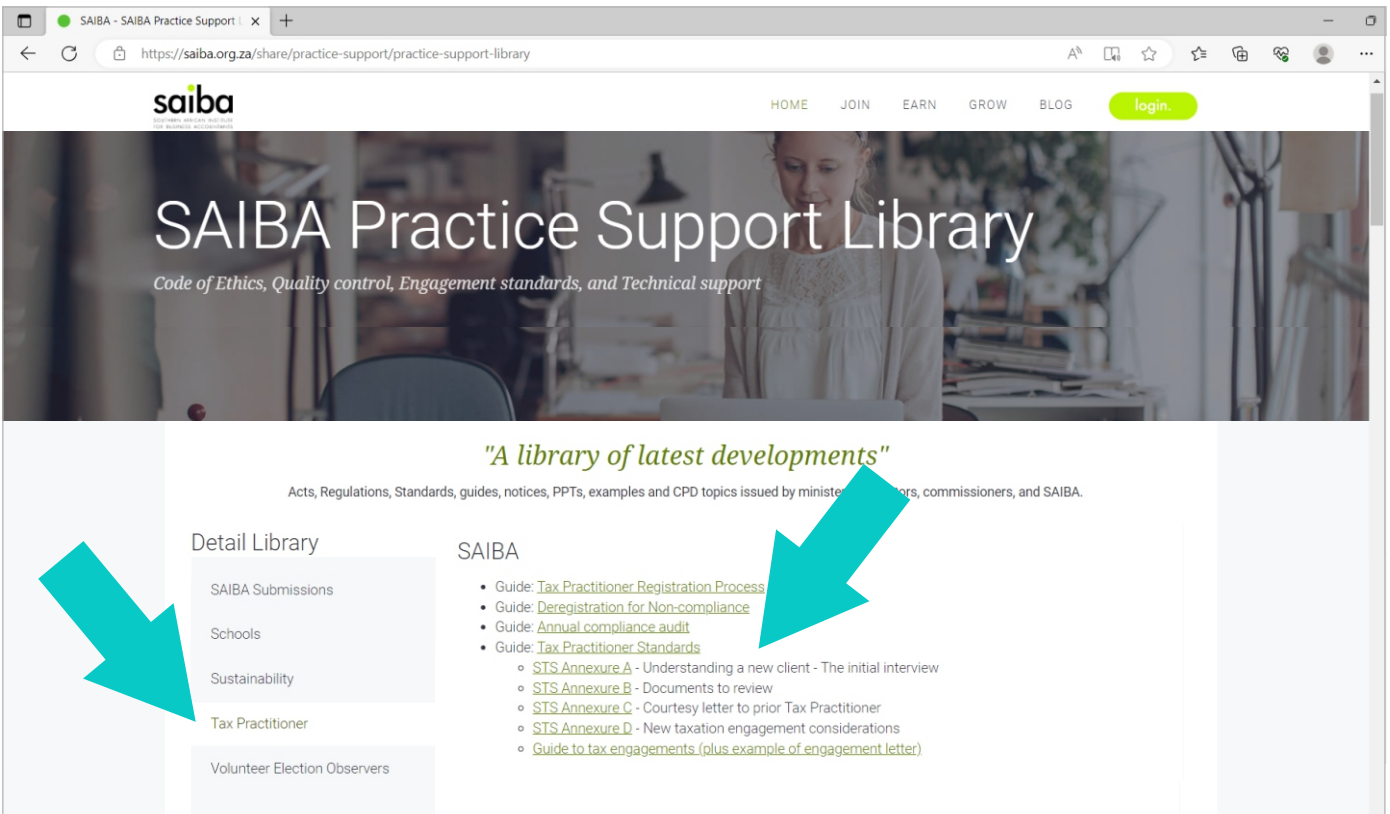


**Do what is right**

# 13. 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.



# 14. 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.

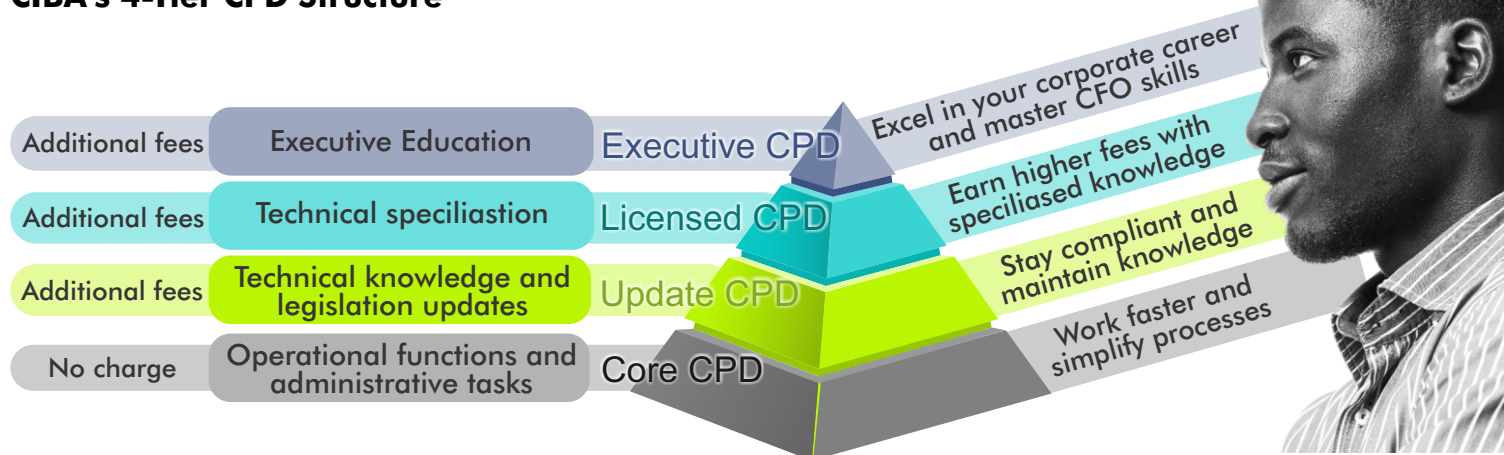
CPD is your insurance policy for your future earnings

It is important to take a moment and assess your CPD needs by considering 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

The Accounting profession and the different careers of CIBA members do not accommodate a one-size fits all CPD solution. CIBA's CPD structure follows a holistic approach that will be influenced by all five considerations above.

## CIBA's 4-Tier CPD Structure



## Core CPD

Complimentary Core CPD is included in your CIBA membership for members in good standing. Core CPD focus on practical applications, operational processes and administrative procedures within the accounting function. Core CPD aims to improve your work's quality, your productivity and to save you time.

Core CPD includes:

- 1 CPD events developed based on CIBA members' competency frameworks and prioritised according to member survey results. These events are bundled together and hosted on CIBA Academy under the course name "CIBA Core CPD".
- 2 "How to" and informational guides.
- 3 Additional free Core CPD events offered throughout the year, based on industry developments.



## Update and Licensed CPD

For members who want to level up, whose careers demand it, or members who want to stay ahead of technical knowledge and legislation updates, CIBA offers via CIBA Academy:

1. Ad hoc Events
2. CPD Bundles - payable as monthly subscription or annual once-off payment.
3. Licenses

## Designation CPD requirements

Continuing professional development (CPD) is a mark of professionalism.

International best practice and local rules dictate that accountants shall commit to a specific number of hours in a year which reflect on their CPD learning. Members of other accounting Professional Bodies are required to complete and report on CPD as well.

CIBA members are required to obtain CPD in the areas that they provide services to clients. Services should not be attempted without having CPD to ensure good quality.

CIBA, as an accredited professional body, in terms of the Companies Regulations, 2010 and the National Qualifications Framework Act, 67 of 2008 is required to:

1. ensure their members complete CPD annually,
2. monitor members CPD points, and
3. report findings to authorities.

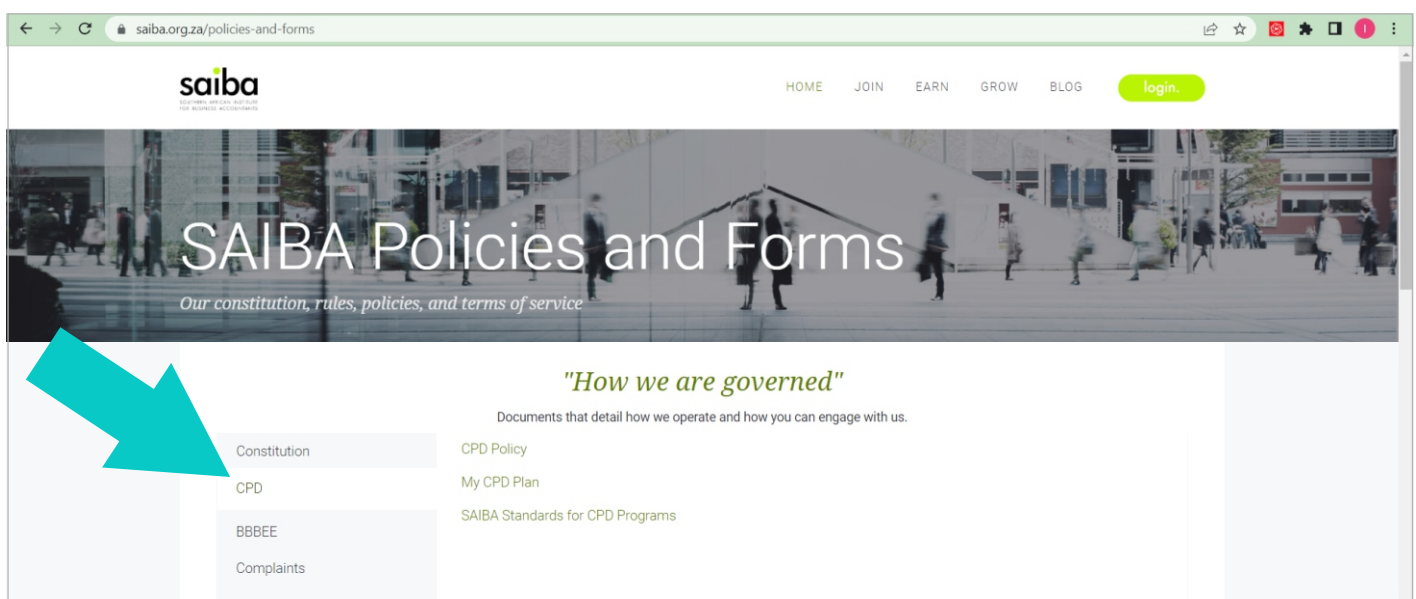
The CIBA CPD policies and CPD program offered on CIBA Academy has been developed in line with the International Education Standard 7 issued by the IAESB and IFAC.

## Where can you find CIBA's CPD policy?

CIBA's CPD policies can be found on CIBA's website. Navigate to footer of [www.saiba.org.za](http://www.saiba.org.za). Under Governance select the Policies and Forms option. You will be navigated to:

**[www.saiba.org.za/policies-and-forms](http://www.saiba.org.za/policies-and-forms)**

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



## BAP(SA) CPD requirements

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

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?

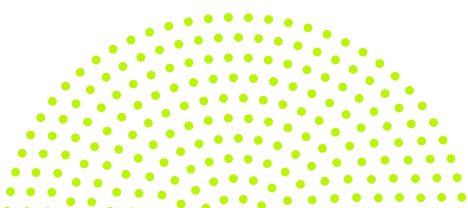
Yes.

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.





# 15. How to load your CPD

CIBA is working to integrate CIBA Academy and the Membership system to streamline the administration of CPD. Currently, CPD must be loaded separately from CIBA Academy on the Membership System as per the below steps.

1. Login at [www.accounts.saiba.org.za/login](http://www.accounts.saiba.org.za/login)
2. Select the CPD menu option.
3. Select CPD Entries from the CPD menu option dropdown.
4. Insert your information and upload your CPD certificate (not larger than 1 MB).
5. Select Allocate CPD.
6. A confirmation message will appear "CPDs will be verified within 24 hours of logging in".

The screenshot shows the saiba website interface. The top navigation bar includes links for HOME, SAIBA GROUP, YOUR REWARDS, APPLICATIONS, CPD, CERTIFICATES, ACCOUNT, PRACTICE TOOLS, and ADMINISTRATION. The CPD menu is expanded, showing options for CORE CPD and CPD ENTRIES. A large blue arrow points to the CPD ENTRIES option. Below the navigation bar, the main content area is titled 'Continuous Professional Development'. A '+ New Entry' button is visible in the top right corner of the main content area, with a blue arrow pointing to it. In the foreground, a modal form titled 'Allocate CPD' is displayed. The form contains the following fields: CPD Type \* (dropdown), Status \* (dropdown), Title \* (text input), Description (text input), Hours \* (text input), File (with a 'Choose File' button and 'No file chosen' text), and Obtained at (text input). At the bottom of the form is a blue button labeled 'Allocate CPD'.

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.

# 16. About CIBA Academy

As a member of CIBA's Army of Accountants we want to ensure you have the correct armour to easily navigate the career battlefield.

CIBA Academy is CIBA's official CPD platform and makes staying updated and CPD compliant, easy, convenient and cost-effective. CIBA Academy ensures that members undertake relevant learning and development activities in relation to their membership competency framework that ensures members remain competent, relevant and future fit.

CIBA Academy, **[www.saiba.academy](http://www.saiba.academy)**, is separate from your Membership profile on [www.saiba.org.za](http://www.saiba.org.za).

**We recommend that you use the same email and password for both platforms.**

## How do you get a CIBA Academy profile?

1. You can register for any CPD event, free or not, at [www.saiba.academy](http://www.saiba.academy).
2. The CIBA Academy team will be notified by the Membership department that you have joined CIBA. CIBA Academy will open your profile and load your complimentary Core CPD. Should they see that you have already opened a profile. They will load the Core CPD to your profile.

Complimentary Core CPD is included in your membership as a bundle of CPD events, various other individual free CPD events during the year and CIBA guides.

## How to view the bundle of CIBA Core CPD?

1. Login to [www.saiba.academy](http://www.saiba.academy)
2. Select My Dashboard
3. Select My Courses
4. Select Continue Study next to CIBA Core CPD

If the CIBA Core CPD is not displaying on your profile, please email Jarrod Victor at [jarrod@saiba.org.za](mailto:jarrod@saiba.org.za) and ask him to load it. Technical glitches do happen from time to time and we understand that you might require access faster than the time it takes the Membership Department to notify the CIBA Academy team.

## Paid for CPD events

For members who want to level up, whose careers demand it, or members who want to stay ahead of technical knowledge and legislation updates, CIBA Academy offers:

- 1** Ad hoc CPD Events:  
Register for an individual CPD event, free or paid for, under the Maintain page on CIBA Academy, or you can easily search per topic or category from within the search button.  
If you have registered for a subscription, remember to check under the 'Pricing' header if the event is included in your subscription or not.  
Click here to view upcoming events: <https://saiba.academy/maintain/>  
Click here to search for a topic: <https://saiba.academy/shop/>  
Click here to view per calendar: <https://saiba.academy/calendar/>

- 2** CPD Bundles (Subscriptions)

## 2 CPD Bundles (Subscriptions): (continued)

The most cost-effective option. A variety of CPD events are bundled and released during the year. These bundles offer the following benefits.

- **Saving you money**

CPD can be expensive. By leveraging the collective strength of the CIBA membership base, CIBA establishes partnerships with trusted third-party learning providers and offers subsidised pricing on CPD bundles. CPD bundles offered as a subscription is more cost effective than individual CPD events that can cost between R500 to R1500 per CPD event. Subscriptions are offered starting from R200 per month and includes > 12 events per year.



- **Saving you time**

Save time on researching different legislation, resources and opinions to understanding the impact and practical application of industry developments. Enjoy all the latest changes and updates conveniently summarised and presented by experts, available for you to view 24/7 for 365 days.



- **Quality assurance**

CIBA holds training companies accountable in accordance with CIBA's Standards for CPD Programs and Accreditation policy. These standards ensures that third party learning providers offer high quality CPD events aligned with members' competency framework, that addresses the evolving needs of professionals.



The CPD Subscriptions are available on CIBA Academy: [www.saiba.academy/cpd-subscription](http://www.saiba.academy/cpd-subscription)

**CIBA CPD Subscriptions**  
Making The Lifelong Learning Journey

- ✓ A webinar recording between 1 to 4 hours
- ✓ Presentation slides prepared by a Subject Matter Expert
- ✓ A short knowledge assessment
- ✓ Access to the resource centre/practice support library
- ✓ Technical support

CPD Subscriptions from 1 Jan 2023 to 31 Dec 2023

2023 Subscriptions	CPD	Monthly	Annual	Link
Accountant-in-Practice plus Tax	>170	R 412	R 4,524	<a href="#">Read more</a>
Accountant-in-Practice	>100	R 356	R 3,630	<a href="#">Read more</a>
Bookkeepers	>48	R 200	R 2,160	<a href="#">Read more</a>
Quick Update	>40	R 200	R 2,160	<a href="#">Read more</a>
Namibia	>40	R 417	R 5,795	<a href="#">Read more</a>

# 17. CIBA Licenses for Specialised Services

To perform certain accounting professional services which require specialised expertise in a specific field and are subject to specific legislation and regulations.

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

CIBA offers various licenses with different entry requirements, that are renewable annually.

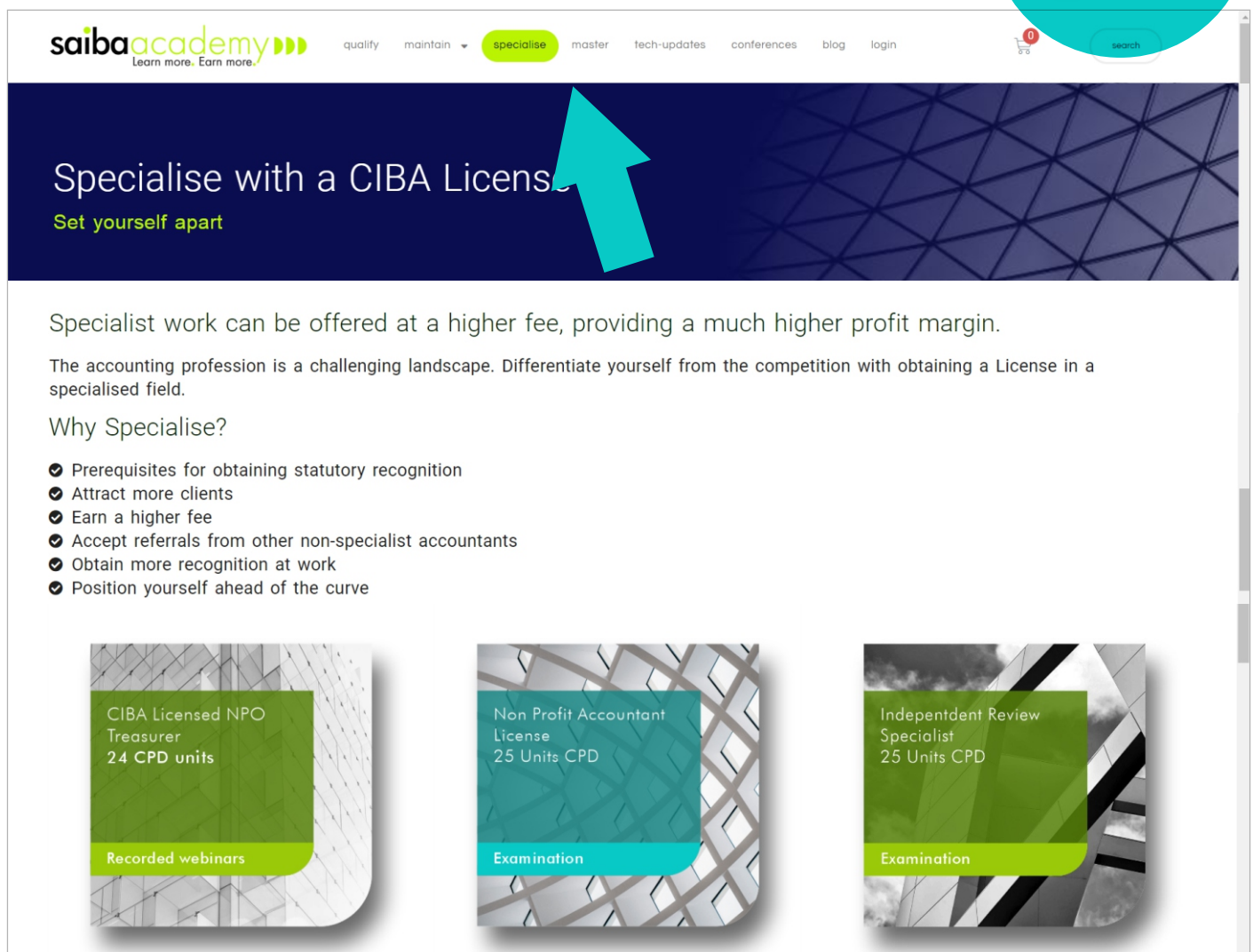
CIBA measures members skills and competencies based on an assessment. On successful completion of the assessment, CIBA issues a License.

Certain Licenses includes study material that serves as preparation for the assessment.

You can find CIBA licenses on CIBA Academy under the Specialise menu option:

**[www.saiba.academy/specialise](http://www.saiba.academy/specialise)**

**Remember  
to note the  
entry  
requirements**



The screenshot shows the CIBA Academy website interface. At the top, the navigation bar includes links for 'qualify', 'maintain', 'specialise' (highlighted with a red arrow), 'master', 'tech-updates', 'conferences', 'blog', and 'login'. Below the navigation bar, a large banner reads 'Specialise with a CIBA License' and 'Set yourself apart'. A red arrow points to the 'specialise' menu option in the navigation bar. Below the banner, the text states: 'Specialist work can be offered at a higher fee, providing a much higher profit margin. The accounting profession is a challenging landscape. Differentiate yourself from the competition with obtaining a License in a specialised field. Why Specialise?'

- ✓ Prerequisites for obtaining statutory recognition
- ✓ Attract more clients
- ✓ Earn a higher fee
- ✓ Accept referrals from other non-specialist accountants
- ✓ Obtain more recognition at work
- ✓ Position yourself ahead of the curve

Below the list, three license cards are displayed:

- CIBA Licensed NPO Treasurer**  
24 CPD units  
Recorded webinars
- Non Profit Accountant License**  
25 Units CPD  
Examination
- Independent Review Specialist**  
25 Units CPD  
Examination

## 18. 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

12 Cities

5 Major Metropolitans



2

### Practice Management Conference



Hosted annually  
in September

4

and more

visit

[www.saiba.academy/calendar](http://www.saiba.academy/calendar)



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





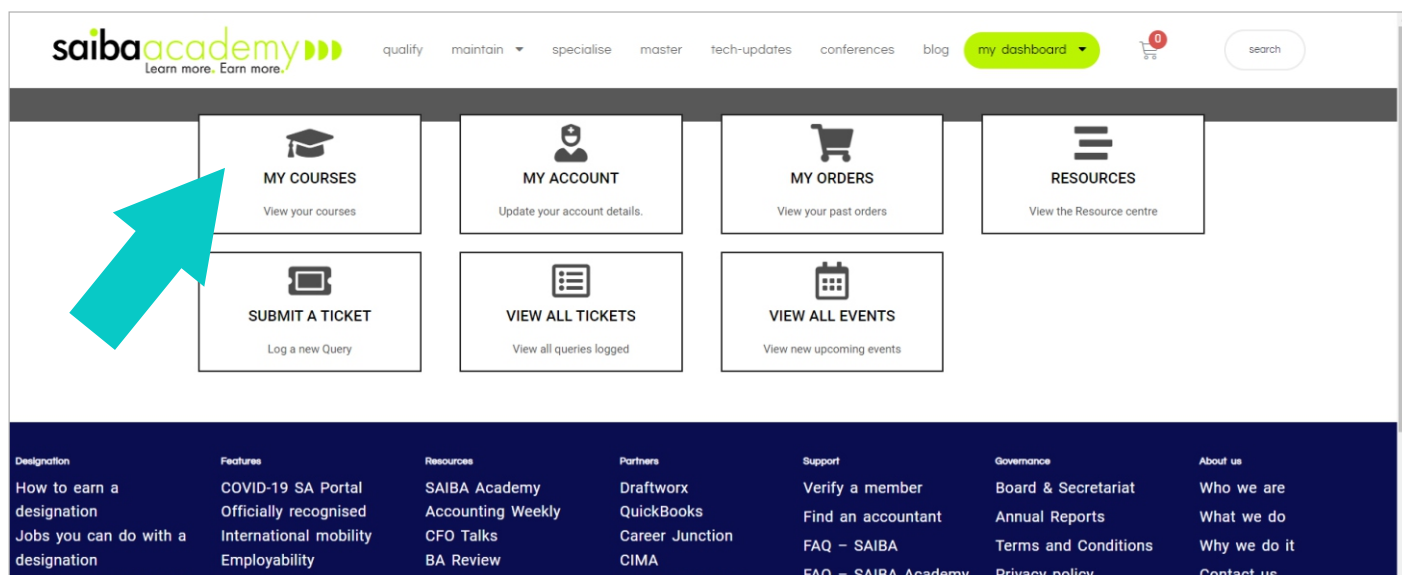
# 19. How to view your CPD event content

After your CIBA Academy profile was created or you have registered for a CPD event, you can view the content from within your CIBA Academy profile.

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

How to view the content:

1. Login at [www.saiba.academy](http://www.saiba.academy)
2. Select My Dashboard, My Courses
3. Select Continue Study next to the CPD event name
4. Commence at the Welcome section. The course is structured in a linear fashion, within the Welcome click on "Next Lesson" to proceed.
5. After each section click "Next Lesson" to proceed through the content.
6. The CPD certificate will be issued once you have successfully completed the quiz



Bookmark the CIBA url's  
for easy reference

[www.saiba.org.za](http://www.saiba.org.za)

[www.saiba.academy](http://www.saiba.academy)

[www.cfoclub.co.za](http://www.cfoclub.co.za)

[www.accountingweekly.com](http://www.accountingweekly.com)

## 20. Checklist of what is required from members











---

- ☐ Update 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 PSN 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)



## 21. Checklist of what is required from CIBA

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-  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**

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

**international (IAFEI):** Philippines: FINEX Office, Unit 1901, 19/F, 139 Corporate Center Calero Street, Salcedo Village, Makati City

**namibian:** Namibia: Regus Office Building, 3<sup>rd</sup> Floor, Maerua Mall, Windhoek, 10005



[www.saiba.org.za](http://www.saiba.org.za)



[www.saiba.academy](http://www.saiba.academy)



[www.cfoclub.co.za](http://www.cfoclub.co.za)



[www.accountingweekly.com](http://www.accountingweekly.com)