



**CIAGOL (SA)**  
**MEMBERSHIP APPLICATION**  
**FORM**

CIAGOL (SA)



Chartered Institute of Audit Governance, Oversight and  
Leadership- Southern Africa

Registration: K2018/593072/08

Professional Body -Registered not for Profit /Gain

**PUBLIC SECTOR MEMBERSHIP:**

- ◆ Audit Governance Practitioners/Specialist (Audit Committee Members)
- ◆ Public Sector Oversight Practitioners (SCOPA/MPAC) and Board Oversight
- ◆ Oversight Committees
- ◆ Public Sector Oversight Research Practitioners
- ◆ Risk Governance Specialist (RMC)
- ◆ Ethics Officers

**PRIVATE SECTOR MEMBERSHIP:**

- ◆ Audit Governance Practitioners/Specialist (Audit Committee Members)
- ◆ Oversight Practitioners (Board Oversight)
- ◆ Board Committees
- ◆ Risk Governance Oversight Specialists
- ◆ Integrity Management Oversight specialist
- ◆ Ethics Officers

**PUBLIC SECTOR MEMBERSHIP:**

- ◆ Compliance and Governance Practitioners
- ◆ Performance Management Practitioners
- ◆ Compliance and Governance Practitioners
- ◆ Internal Control Practitioners
- ◆ Risk Management Specialist
- ◆ Municipal managers / Accounting Officers

**PRIVATE SECTOR MEMBERSHIP:**

- ◆ Compliance and Governance Practitioners
- ◆ Performance Management Practitioners
- ◆ Compliance and Governance Practitioners
- ◆ Internal Control Practitioners
- ◆ Risk Management Specialist
- ◆ Accounting Officers

**PUBLIC SECTOR MEMBERSHIP:**

- ◆ Compliance and Governance Practitioners
- ◆ Performance Management Practitioners
- ◆ Compliance and Governance Practitioners
- ◆ Internal Control Practitioners
- ◆ Risk Management Specialist
- ◆ Internal Auditors
- ◆ Asset Governance Practitioners
- ◆ ICT Governance Specialists

**PRIVATE SECTOR MEMBERSHIP:**

- ◆ Compliance and Governance Practitioners
- ◆ Performance Management Practitioners
- ◆ Compliance and Governance Practitioners
- ◆ Internal Control Practitioners
- ◆ Risk Management Specialist
- ◆ Internal auditors
- ◆ Asset Governance Practitioners

CIAGOL SA IS A MEMBER OF THE INTERNATIONAL CONTROL INSTITUTE



# MEMBER APPLICATION FORM

**NAME:** \_

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		OFFICE USE ONLY:
	<b>NEW MEMBERSHIP</b>	
	<b>RE-INSTATEMENT</b>	
	<b>UPGRADE</b>	
	<b>DUAL MEMBERSHIP ( ICI) OPTIONAL</b>	

## CIAGOL SA DESIGNATIONS

	<b>CHARTERED</b>		<b>ASSOCIATE</b>
	<b>PROFESSIONAL</b>		<b>AFFILIATE</b>
	<b>CERTIFIED</b>		<b>CORPORATE</b>

## INTERNAL CONTROLS INSTITUTE DESIGNATIONS (INTERNATIONAL)

	<b>Refer to website</b>		

**Supporting Documents:** All supporting Documents must be submitted with the application.

**Corporate Membership:** All application for corporate membership must be accompanied by the following.

- CIPC registration Documents
- BEE Certificate
- CSD Registration Document ( where applicable)
- Company letter head
- SARS Certificate of good Standing

CIAGOL SA IS A MEMBER OF THE INTERNATIONAL CONTROL INSTITUTE



**\*\* READ CAREFULLY:**

**MANDATORY MEMBERSHIP REQUIREMENTS**

All individual members applying for membership will join as affiliates Upon approval of membership and subject to the statutes of the institute. Any admitted member will be eligible to apply for the upgrade of his membership to be migrated to the appropriate CIAGOL SA designation. Members applying for dual membership will also be admitted as affiliate members of ICI. The awarding of the ICI Designations by ICI through CIAGOL SA is governed by the statute of ICI and memorandum of agreement between CIAGOL SA and ICI.

Upon admission members will be required to sign a code conduct, to uphold the professional standards and abide by the code.

**MANDATORY MEMBERSHIP REQUIREMENTS OVERSIGHT BODIES:**

All oversight body members and researchers applying for membership will join as registered member. Upon approval of membership and subject to the statutes of the institute. Any admitted member will be eligible to apply for the upgrade of his membership to be migrated to the appropriate CIAGOL(SA) designation.



CIAGOL (SA)

CIAGOL SA IS A MEMBER OF THE INTERNATIONAL CONTROL INSTITUTE



## INSTRUCTIONS TO COMPLETE APPLIATION FORM

1. All applicants except student applicants need to complete all sections. (Sections A,B,C,D,E and F)
2. All applicants need to attach certified copies of the following:
  - a. Confirmation of employment letter/s
  - b. Degree or diploma
  - c. Statements of subjects passed
  - d. Proof of your current registration at the University/University of Technology/ College where you are studying. (Students)
  - e. Certified Copy of ID
  - f. Latest CV

### 1. SECTION A PERSONAL DETAILS COMPANY DETAILS

Surname:		Company Name;	
Initials:	Title:	Reg No:	
Postal Address:			
		Postal Code:	
Home Address:	Bus Address:	Postal Address:	
		Postal Code:	
Tel (w):		Tel (h):	
Fax No:		Cell No:	
ID Passport No:		Province:	
Country of Origin:		Country:	
E-mail address:			

Employment Equity Profile	Colored	Indian	White	African	Other,		
Are you a South African Citizen? If no, please specify _____						Yes	No
Home Language	English	Afrikaans	Sepedi	Setswana	Sesotho	siSwati	Tshivenda
	isiXhosa	Xitsonga	isiZulu	isiNdebele	SASL	Other:	
Disability	Yes	No	If Yes, Specify				

### SECTION B - ACADEMIC QUALIFICATIONS Certified copy/s of qualification

Highest Tertiary Qualification Obtained:		
Professional Membership Obtained:		
Institute where studying: (e.g., UNISA, TUT)		
Course studying: (e.g., BCom/ND/BTech-Acc)		
Years of Attendance:	From	To

## SECTION C WORK EXPERIENCE

Current Employer:

Designation:

### Work Experience in Public /Private Sector:

(It is important that you attach confirmation of employment letter(s) as proof of your years of experience in local government & public sector)


## SECTION D - CERTIFICATION AND RECOMMENDATION BY (Head of Department/Director/Manager)

Name:

Designation:

Employer:

I declare that I have taken cognizance of this application and find it in order

SIGNATURE:

DATE:

## SECTION E - RECOMMENDATION FOR MEMBERSHIP UPGRADE

Recommendations required:

Associate : Two Certified members

Certified : Two Professional members

Professional: Two Certified. Chartered members

Chartered : Board Decision/ Plus recommendation of the Chartered mentor or board EXAM

NAME	LEVEL 2 OF MEMBERSHIP	SIGNATURE
NAME	LEVEL 3 OF MEMBERSHIP	SIGNATURE

I hereby declare that the foregoing information is true and bind myself to the following:

- Institute's Memorandum of incorporation
- Code of Conduct and any amendments thereto,
- nonpayment of membership will result in membership being **suspended**.
- The membership will automatically renew for an additional year unless the member terminates his/her membership with the Institute.
- The member will be held liable for the membership fee if no membership termination communication has been done
- Education rules and regulations

**SECTION F  
PERSONAL DETAILS**

SIGNATURE:

DATE:



**CIAGOL (SA)**

# MEMBERSHIP REQUIREMENTS

## “LOCAL OR RELATED AUTHORITY” MEANS ANY OR ALL OF THE FOLLOWING:

- A Local Authority as defined in the Constitution of the Republic of South Africa.
- A Local Authority of any independent country in Southern Africa.
- Any organization, which provides public sector services, including financial services, Internal and External Audit, Risk and Performance Management, Compliance Practice as approved by the Board.

## ANY OF THE FOLLOWING ORGANIZATIONS:

- Provincial and National Departments dealing directly with public sector.
- Organized Local Government - Public sector
- The Auditor-General.
- Auditing firms dealing directly within the public sector.
- Members of the SETA for Local Government, Water and Related Services; and
- Tertiary Institutions.

## MANDATORY MEMBERSHIP REQUIREMENTS

All persons applying for membership will be admitted as affiliate members in accordance with the statutes of the institute. Dual membership for ICI and CIAGOL is subject to additional 80 USD.

## CHARTERED MEMBER

	Performance	Oversight	Leadership	Audit Governance	Internal Control	Asset Governance
<b>Higher Education Qualification</b>	At least NQF level 8 (Hon Degree) Qualification in fields of Accounting, Finance or Economics AND <b>must have passed Accounting III OR</b> Chartered Accountant (SA) Chartered Performance Specialist	At least NQF level 8 (Hon Degree) Qualification in fields of management, accounting, or management related qualification or equivalent Certified Internal Auditor Certified Fraud Examiner or Related	At least NQF level 8 (Hon Degree) Qualification in fields Risk, and Compliance Or equivalent	At least NQF level 8 (Hon Degree) Qualification in fields Risk, internal Audit or Compliance or Accounting, Finance or Economics AND <b>must have passed Risk Management III OR</b> Certified Risk Practitioner (National Treasury) or Equivalent	At least NQF level 8 (Hon Degree) Qualification in fields Risk, internal Audit and Compliance	At least NQF level 8 (Hon Degree) Qualification in fields Risk, internal Audit and Compliance
<b>Work Related Experience</b>	Minimum of 10 years at senior management and middle management levels, of which 2 must be at senior management level	Minimum of 10 years at senior management and middle management levels, of which 2 must be at senior management level. Chairperson or an oversight body/ Parliamentary Oversight Chairperson or Director of Board or board oversight committee.	Minimum of 10 years at senior management and middle management levels, of which 2 must be at senior management level Accounting Officer/Executive Officer or private or public entity	Minimum of 10 years at senior management and middle management levels, of which 2 years must be at senior management level. Chairperson Of an Audit Committee of a government department, SoC or private entity with turn over of R100 million and above	Minimum of 10 years at senior management and middle management levels, of which 2 must be at senior management level	Minimum of 10 years at senior management and middle management levels, of which 2 must be at senior management level





## AFFILIATE MEMBER

	Performance	Oversight	Leadership	Audit Governance	Internal Control	Asset Governance
<b>Higher Education Qualification</b>	At least NQF level 6 (Hon Degree) Qualification in fields of accounting,	At least NQF level 6 (Hon Degree) Qualification in fields of Auditing, Risk, and Compliance Certified Internal Auditor Certified Fraud Examiner or Related	At least NQF level 6 (Hon Degree) Qualification in fields Risk, and Compliance <b>AND must have passed Risk Management III</b> <b>OR</b> Certified Risk Practitioner (National Treasury) or Equivalent	At least NQF level 6 (Hon Degree) Qualification in fields Risk, and Compliance <b>AND must have passed Risk Management III</b> <b>OR</b> Certified Risk Practitioner (National Treasury) or Equivalent	At least NQF level 6 (Hon Degree) Qualification in fields of accounting,	At least NQF level 6 (Hon Degree) Qualification in fields of accounting,
<b>Work Related Experience</b>	Minimum of 4 years at senior management and middle management levels, of which 2 must be at senior management level	Minimum of 4 years at senior management and middle management levels, of which 2 must be at senior management level	Minimum of 4 years at senior management and middle management levels, of which 2 must be at senior management level	Minimum of 4 years at senior management and middle management levels, of which 2 must be at senior management level	Minimum of 4 years at senior management and middle management levels, of which 2 must be at senior management level	Minimum of 4 years at senior management and middle management levels, of which 2 must be at senior management level

## CORPORATE MEMBERSHIP

	Finance	Audit/ Risk Management
	An entity that provides advisory services in oversight, governance, auditing , internal control compliance, performance, or assets management. Any entity that supports or subscribes to good governance and oversight. Any other entity who wishes to align itself with the objectives of the institute	

## OVERSIGHT BODIES MEMBERSHIP

	Finance	Audit/ Risk Management
	Members of a public entity, govt department or municipality oversight, committee charged with monitoring compliance, performance, or assets management accountable to the relevant legislature or board of a public entity, Researchers support such committees are also legible for this category.	

## INDIVIDUAL MEMBERSHIP FEES CIAGOL SA:

Membership	Levels	Application Fee	Annual Fee	Group 1-5 Per member	Group 6 and above Per member	Indemnity Cover Included
Affiliate	1	R500.00 (none-refundable)	R 975.00	R875.00	R800.00	N/A
Certified	2	R500.00 (none-refundable)	R1 650,00	R1 550,00	R1 450,00	x
Professional	3	R500.00 (none-refundable)	R1 900,00	R1 990,00	R1 800,00	x
Chartered	4	R500.00 (none-refundable)	R2 500.00	R2 400.00	R2 300.00	x

### Special Membership for Oversight Bodies ( SCOPA, MPAC)

Membership	Levels	Application Fee	Annual Fee	Group 1-5	Group 6 and above	Indemnity Cover Included
Registered	5	R500.00	R700.00	R600.00	R500.00	N/A

Membership	Application Fee	Annual Fee	New	Migration
1. Corporate Membership	R500,00	R3 950,00	x	N/A

 ACCOUNTING OFFICERS	 PERFORMANCE PRACTITIONERS	 ASSURANCE EFFECTIVENESS OF INTERNAL CONTROLS
 SPECIALIST AUDITORS AND AUDIT OVERSIGHT PRACTITIONERS	 OVERSIGHT PRACTITIONERS, DIRECTORS OF PUBLIC AND PRIVATE ENTITIES	 RISK, INTERNAL CONTROL AND COMPLIANCE PRACTITIONERS

**MEMBERSHIP APPLICATION CAN EITHER BE POSTED OR EMAILED TO:**

**POSTAL ADDRESS**

PO Box 17329, Sunward Park Boksburg 1470  
[info@ciagol.com](mailto:info@ciagol.com)



# CODE OF CONDUCT

## COMMITMENT

- (1) (a) (i) to represent the views of the profession.
  - (ii) to preserve and maintain the integrity and status of the profession.
  - (iii) to take any steps which may be considered necessary to suppress dishonorable conduct and practices by members of the profession, and for this purpose to hold enquiries into the conduct of members.
  - (iv) to consider and deal with all matters affecting the professional integrity of the members of the Institute".
- (2) The Board considers that a statement of general principles, which should be observed by members, will be of assistance to members in maintaining the highest standards of integrity and independence fundamental to the profession of Public Finance Practitioner.

## PROFESSIONAL STANDARDS

- (1) Members should at all times conduct themselves in accordance with the standard expected of members of the Institute. This can only be accomplished through complete honesty, integrity, and objectivity.
- (2) Members are expected to:
  - a) aspire to achieve the highest standard of professional knowledge throughout their careers and encourage members in the furtherance of their professional.
  - b) contribute to the affairs of the Institute by serving on working stream and attending meetings of the Institute when called upon
  - c) adhere strictly to accounting standards and requirements for public sector published by the Institute from time to time.
  - d) adhere to all relevant provisions of Code of Conduct and code of practice in their areas of employment

## PERSONAL INTERESTS

- (1) Members serving in public sectors must observe the laws relating to those bodies, in particular any provisions concerning disclosure of interest.
- (2) The principle to be followed is that at all times the interests of the employer body are paramount and under no circumstances may a member seek to benefit from any profit or commission arising directly or indirectly from a transaction in which the authority has an interest, whether or not the authority may be adversely affected thereby.

## HOSPITALITY AND GIFTS

The acceptance of gifts, other than gifts of such minor nature as to be mere tokens, is not considered by the Institute as proper for a public official, whether or not such gifts influence or are intended to influence him/her in his/her work or service in the Institute.

## RELATIONSHIPS

Members should guard against any relationships, be it personal or business, whereby the conduct of the member's professional duties maybe compromised.

## ADVICE TO PUBLIC SECTOR

- (1) The duty of the member is to promote the f well-being of the organisation they serve and, when necessary, to advise openly and clearly upon the consequences of any proposed course of action.
- (2) Members must comply with all legal requirements and ensure that the law is applied in all activities with which they are directly concerned or of which they may have knowledge.

## CONFIDENTIAL INFORMATION

- (1) An employee frequently has access to and acquires confidential information which should be divulged only to those persons entitled to receive it.
- (2) The use of confidential information for the private advantage of the employee or another person or body is a breach of trust.

## GENERAL ADVICE

Admitted members must advice toseektheadvice on any matter that could constitute conflict when uncertain.

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Leadership- Southern Africa  
Registration: K2018/593072/0



## CONTACT US

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Bank Details:  
Chartered Institute of Audit Governance  
FNB: Carnival Mall  
Branch Code:250655  
Account Number: 62803609017

