



Dear Member / Associate

Kindly complete the [SAICA 2020 Continuing Professional Development \(CPD\) Annual Declaration](#) to indicate your CPD Compliance Status for the calendar year 2020. The final due date for the submission of the 2020 CPD Annual Declaration is **31 January 2021**.

Any declarations submitted after **31 January 2021** will be considered to be late. Late declarations or non-responsiveness to this requirement constitutes non-compliance with the SAICA Bylaws, and members / associates found to have not complied with the submission of the annual declaration requirement will be reported to SAICA's Legal and Discipline Department.

Completing the declaration should only take about five minutes of your time. Please ensure that you submit the declaration on time in order to have your compliance status recorded.

SAICA members who are also members of other professional bodies with whom SAICA has formal reciprocity agreements, may elect to comply with the CPD requirements and obligations relating to that professional body's CPD policy. Members who select this option are still required to declare this on SAICA's annual declaration form.

There are no exemptions from submitting the declaration. Given the output nature of the new CPD policy and the fact that members are required to reflect on their responsibilities and identify areas of development, exemptions have now become irrelevant.

Members or associates who are retired or who are no longer offering their professional services will have to indicate their circumstances on the declaration.

Members or associates who are found to have declared dishonestly on the declaration, will be reported to the Legal and Discipline Department, as this amounts to unethical behavior and is a contravention of the Code of Professional Conduct.

As was the case in prior years, a random sample will be selected for monitoring. Members or associates selected for monitoring will be required to provide audit evidence to validate their responses on the declaration. SAICA will send a notice requesting evidence by 8 February 2021 to members or associates selected for the audit. Please be advised that if you are selected for the audit and you fail to respond or provide the requested audit evidence, disciplinary action may follow as per SAICA's Disciplinary Code.

Should you have any questions regarding the declaration, please send an email to the

[Member Compliance Department.](#)

Kind regards
Member Compliance Department
