



## THE SOUTH AFRICAN INSTITUTE OF ARCHITECTURAL TECHNOLOGISTS NPC

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A SACAP RECOGNISED  
VOLUNTARY ASSOCIATION

FOUNDING MEMBER: UATOSA  
CIPC Reg N<sup>o</sup>: 2016/274655/08  
VAT Reg N<sup>o</sup>: 4940275813

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### APPLICATION FOR THE VALIDATION OF A CPD-ACTIVITY PRESENTED BY A THIRD PARTY

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*(refer to Clause 1 of the SACAP Board Notice 31 of 2009)*

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#### SECTION A: DETAILS OF APPLICANT

Company:

Postal Address:

Physical Address:

VAT N<sup>o</sup>:

Telephone N<sup>o</sup>:

Fax N<sup>o</sup>:

E-mail:

Contact Person:

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#### SECTION B: ACTIVITY DETAILS

Title of Activity:

Nature of Activity:

Duration of Activity:

Name of Presenter/s<sup>a</sup>:

<sup>a</sup> Please attached a short CV of the presenter/s to this application

Please provide a brief outline / summary of the activity:

What is the objective of the activity?

What is the outcome of the activity? (Why can it be considered as continuing professional development material?)

Details of activity notes and documentation to be provided to delegates<sup>b</sup>:

<sup>b</sup> A copy of all the materials to be attached to this application, including a copy of any presentation (in PDF format).

Will the activity be suitable for:

Professional Architects	
Professional Senior Architectural Technologists	
Professional Architectural Technologists	
Professional Draughtsman	
Candidates	
Non-SACAP registered persons	

**SECTION C: PROMOTIONAL DETAILS**

Provide details of sponsors (if any):

Can the activity contents be seen as promotional of a specific company or product?

If YES, please provide detailed information:

**SECTION D: LOGISTIC / ACTIVITY DETAILS**

Will the activity be:                   Once off?     
   Repeated on a regular basis?                   

Proposed venues:   

Proposed attendance fee:   

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**SECTION E: SACAP REQUIREMENTS**

Maintain / Enhance knowledge, skills and competence   

Educational and developmental need   

Provide effective learning experience   

Depth and breath of subject matter appropriate   

Provide a balanced view   

Unduly promotional   

Please note that SAIAT reserves the right to attend activities presented by Third Parties for Validation Purposes.

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**SECTION F: FEES PAYABLE**

An Application Fee of R570.00 (VAT incl) is payable with submission of this application.

Please note that the copies of documents as requested MUST be attached to this application (electronic or printed).

**NO APPLICATION WILL BE CONSIDERED WITH THE ABOVE.**

On approval of the application by SAIAT, the following fees (VAT Inclusive) will become due:

Once off hosted event:	R 1 368.00
Repeated - Duration 1 - 5 hours	R 5 700.00
Repeated - Duration Full Day:	R 7 500.00
Repeated - Duration more than 1 day:	R 10 000.00

Any validation is valid for three (3) years on condition that the approval conditions as per the Letter of Approval are kept and that the following annual renewal fee is paid within 30 days of date of Renewal Invoice.

Repeated - Duration 1 - 5 hours	R 2 850.00
Repeated - Duration Full Day:	R 3 750.00
Repeated - Duration more than 1 day:	R 5 000.00

It is the duty of the applicant to ensure that the annual renewal fee is paid before or on the anniversary of the validation approval.

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**SECTION G: CONFIRMATION**

I, on behalf of the entity mentioned below, confirms our commitment to ensure that the presentation of the CPD activity as per the above will be as per the details provided and will conform to the requirements of both SAIAT and SACAP, which may be updated from time to time.

Signature:

Name:

Date:

For and behalf of:

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**FOR ADMINISTRATIVE USE:**