



PUBLIC ACCOUNTANTS' AND AUDITORS' BOARD

2019

CHECKLIST

APPLICATION TO REGISTER A TRAINING CONTRACT

PLEASE USE THIS FORM TO ENSURE THAT THE REQUIRED FIELDS HAVE BEEN COMPLETED AND THE NECESSARY FORMS ATTACHED

Contract completed in FULL and all 10 pages attached?	YES	NO
Trainee name and Date of Birth corresponding with detail in Passport?	YES	NO
Contract start date indicated?	YES	NO
Trainee declaration signed and dated?	YES	NO
Training Office declaration signed and dated?	YES	NO
Certified copy of ID document or Passport attached?	YES	NO
Certified copies of qualification(s) achieved?	YES	NO
Training Contract is duly initialled and signed by parties and witnesses	YES	NO
1x Passport photo (Colour)	YES	NO
Revenue Stamps on Training Contract (N\$5.00 on original and N\$1.00 on copy) attached and cancelled by the Training Officer	YES	NO

Combined fees payable for contracts (including VAT)

3, 4 and 5 Year Training Contract for 2019	Registration Fee	N\$ 1 800.00
	Annual Levy (per Annum)	N\$ 3 600.00
		N\$ 5 400.00 (Total)
	Late Fee per month	N\$ 1 800.00

Steps in the Registration Process:

1. Complete and submit the Application Form to the PAAB Secretariat
2. PAAB Secretariat reviews documents for completeness (should the documents not be completed in full, they will be returned for completion)
3. PAAB Secretariat to table application for consideration to the Education Committee (EDCOM)
4. Upon approval by the EDCOM, an invoice will be issued
5. Upon receipt of payment of invoice, registration is confirmed with the issuing of Form 25 by the PAAB Secretariat

FORM TR6

2019

APPLICATION TO REGISTER A TRAINING CONTRACT

THIS SECTION FOR PAAB NAMIBIA USE ONLY

PAAB NAMIBIA Trainee number

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PAAB NAMIBIA Training Office number

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ANY ALTERATIONS TO THIS FORM MUST BE SIGNED BY BOTH THE TRAINEE ACCOUNTANT AND THE TRAINING OFFICER

1 TRAINEE DETAILS (must be completed by the Trainee Accountant)

Title

MR	MS
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 Surname¹ Initials

First names² Preferred name

ID no.

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 Date of birth

YY	MM	DD
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RACE

BLACK	WHITE	COLOURED	ASIAN/INDIAN/ OTHER
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 Gender

M	F
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Citizen Status

Namibian	<input type="checkbox"/>	Domicile	<input type="checkbox"/>	Permanent resident	<input type="checkbox"/>	Non Namibian	<input type="checkbox"/>
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If you are Non Namibian, please state your country of origin

Do you have a disability as contemplated by the Affirmative Action (Employment) Act³ ACT 29 of 1998)?

YES	NO
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If yes, please specify

E-mail address

Cell number

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Postal address:

¹ As indicated in the trainee's identification document.
² As indicated in the trainee's identification document.
³The Affirmative Action (Employment) Act (ACT 29 of 1998).
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Highest educational qualification	Bridging	Matric / Grade 12	Recognised Diploma	Non-Accredited degree/ qualification	Accredited Degree	CTA or equivalent
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Educational journey to current highest qualification:

1. Details of Matric/Grade 12

Name of Sec School Year

Region Country

2. Details of diploma

Name of Diploma Education Institution

Year Fulltime Part-time

3. Details of Degree (Accredited or Non-Accredited)

Name of Degree Education Institution

Year Fulltime Part-time

4. Details of Bridging Course

Name of Bridging Education Institution

Year Fulltime Part-time

5. Details of CTA or equivalent (see list of accredited programmes attached)

Name of CTA Education Institution

Year Fulltime Part-time

Others, please specify

IF YOUR HIGHEST EDUCATIONAL QUALIFICATION IS NOT CTA - for which qualification are you currently studying?

Details of the degree

Name of degree

Education institution

Year

Full-time

Part-time

See attached list of accredited programmes

Academic Trainee (the Trainee is serving the first year of the Training Contract at University)

YES

NO

If yes, Education Institution where under Academic Training

I am employed as a Trainee Accountant from

DD

MM

YY

and I agree and understand that my Training Contract commenced on this date.

My elective is

Auditing & Assurance

Internal Audit, Risk and Governance

Management Decision-Making

Taxation

Financial Management

DECLARATION

I apply for the registration of a Training Contract and declare that:

- I have not been found guilty of a criminal offence that renders me ineligible for registration;
- I have not been declared insolvent in circumstances that render me ineligible for registration;
- I will endeavour to make sufficient academic progress by achieving at least one year of academic progress during any two calendar years; I understand that academic progress is the progression in studies towards the completion of the CTA or equivalent.
- I will endeavour to make sufficient Academic Progress as described in Annexure 4 of the PAAB (NAM)'s Training Regulations, I understand that Academic Progress is the progression in studies towards the completion of the CTA or equivalent. I will endeavour to make sufficient Academic Progress by achieving at least one year of Academic Progress during any two calendar years.
- I have read and understood the Training Regulations pertaining to the Training Contract;
- I have entered into a separate Employment Contract with the Training Office; and
- I have registered into a training contract prior to this date: YES NO

If yes: Name of Firm: Dates: From: To:

- I declare that the information provided in this Application is to the best of my knowledge true and correct.

(Trainee Accountant signature)

(Date)

2 TRAINING OFFICE DETAILS (must be completed by the Training Officer)

Title	<input type="text" value="MR"/>	<input type="text" value="MS"/>	Initials	<input type="text"/>	Surname	<input type="text"/>	
Training Office name	<input type="text"/>			Branch	<input type="text"/>		
Postal address	<input type="text"/>				Code	<input type="text"/>	
Physical address	<input type="text"/>					Code	<input type="text"/>
Telephone no.	<input type="text" value="()"/>		Fax no.	<input type="text" value="()"/>			
Training Officer e-mail address	<input type="text"/>						

DECLARATION

I hereby, on behalf of the Training Office, apply for the registration of this Training Contract, entered into between the Training Office and the Trainee Accountant.

The Partners/Directors of the firm, whom I represent, undertake to provide the Trainee Accountant with sufficient core experience under adequate supervision, in-service training and supplementary practical training to enable the Trainee Accountant to satisfy the requirements of the profession of a chartered accountant and, if applicable, registered auditor.

I confirm that the information given in this application is, to the best of my knowledge, true and correct.

I certify that I have received written evidence, in the form of a photocopy of a certificate, or an admission letter on the university letterhead, to my satisfaction, that the Trainee Accountant –

√

is the holder of a CTA or equivalent; or	
is the holder of an accredited degree or bridging diploma and is registered for CTA or equivalent ; or	
is the holder of a non-accredited degree and is registered for an accredited degree (bridging); or	
is the holder of a recognised diploma and is registered for an accredited degree(bridging) ; or	
is registered for an accredited degree	

(Training Officer signature)

(Date)

DOCUMENTS AND PAYMENT TO BE SUBMITTED

The document referred to below and the fees listed on page 1 must be submitted to The PAAB NAMIBIA upon receipt of invoice

Please note:

If payment has been effected by means of an electronic fund transfer or direct deposit, please attach appropriate confirmation for allocation purposes.

DETERMINATION OF THE BASIC TERM OF THE TRAINING CONTRACT

	Qualification at the start of the Training Contract	Basic term of the Training Contract	Required minimum hours of work attendance	Required minimum hours of core experience
1.1.1	CTA or equivalent	36 months	4 500	3 600
1.1.2	Accredited BCom degree [See SAICA website] Registered for CTA	36 months	4 500	3 600
1.1.3	<ul style="list-style-type: none"> • Non-accredited relevant BCom degree • Relevant B Tech degree 	48 months. A remission of 12 months is granted if the Trainee achieves the CTA or equivalent or an accredited B Com degree or an accredited bridging programme	6 000	4 800
1.1.4	<ul style="list-style-type: none"> • National Diploma in Internal Auditing, Cost and Management Accounting or Taxation or • National Higher Diploma in Internal Auditing, Cost and Management Accounting or Taxation 	48 months	6 000	4 800
1.1.5	<ul style="list-style-type: none"> • Grade 12 certificate or equivalent • Any other educational qualification not listed above 	60 months, with one year's remission being granted if the Trainee achieves an accredited BCom	7 500	6 000



2019

TRAINING CONTRACT

must be completed in Duplicate, only ONE copy to be sent to the PAAB NAMIBIA (each page to be initialled by **ALL** parties)with the relevant revenue stamp (N\$5)

NOTE: This contract meets the requirements of the **PAA ACT - ACT 51 of 1951**

This contract is entered into between

Name of Training Office

Branch

Name of Training Officer

Name of Trainee Accountant

Definitions

In this document, unless the context otherwise indicates –

“Training Contract” includes a reference to a learner ship agreement;

“Trainee Accountant” includes a reference to a learner;

the “Training Officer” is registered with the Public Accountants’ and Auditors’ Board (PAAB NAMIBIA). Such person must be based at the Training Office, and is responsible for the training of Trainee Accountants carried out at or from the Training Office and who, in the case of a partnership, by virtue of a resolution of the partners, is empowered to act on behalf of the Training Office pertaining to the training of Trainee Accountants employed at that Training Office;

the “Training Office” means an accredited Training Office whether within or outside the borders of Namibia, and refers to an organisation in Commerce and Industry or Public Practice or the Public Sector that is approved by and registered with PAAB NAMIBIA as an organisation where prospective Chartered Accountants may be trained.

This Training Contract is entered into between the parties in order to enable PAAB NAMIBIA to regulate the effectiveness of the practical training undergone by the Trainee Accountants in terms of such regulations regarding Trainee Accountants (“the Regulations”) as PAAB NAMIBIA may from time to time prescribe.

1 THE PARTIES TO THE TRAINING CONTRACT AGREE THAT –

- 1.1 this Training Contract is entered into in terms of, and is subject to, such provisions of the Act as are applicable and the Regulations pertaining to Trainee Accountants prescribed by PAAB NAMIBIA from time to time;
- 1.2 any amendments of or additions to the Regulations that affect this Training Contract will be deemed to be incorporated in this Training Contract upon promulgation, notwithstanding that notice of such amendments or additions may not have been given to the parties;
- 1.3 PAAB NAMIBIA may act, in relation to the Training Contract, in accordance with the powers conferred on it by the Regulations;
- 1.4 a written contract of employment has been entered into between the Training Office and the Trainee Accountant for a period not less than the duration of this Training Contract as prescribed by the Regulations;
- 1.5 if conflict should arise between the terms and conditions of this Training Contract and the terms and conditions of the contract of employment, the Training Contract will prevail;
- 1.6 the transfer to another Training Officer of another Training Office, or the suspension or cancellation of this Training Contract, may only occur if the parties mutually agree thereto or when the transfer, suspension or cancellation has been ordered by PAAB NAMIBIA. The transfer, suspension or cancellation is only effective once it has been approved and registered by PAAB NAMIBIA;
- 1.7 any dispute between the parties arising from this contract must be referred to PAAB NAMIBIA for settlement and the decision of PAAB NAMIBIA will be final and binding on the parties;
- 1.8 should PAAB NAMIBIA not approve the registration of, or cancel the registration of this Training Contract, the contract will be null and void;

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- 1.9 the commencement date of this Training Contract will be the date approved and registered by PAAB NAMIBIA as such;
1.10 the commencement date of this Training Contract will not be backdated by more than six months; and
1.11 interruptions of the duration of this Training Contract, as defined in PAAB NAMIBIA's training regulations, as a result of temporary absence from employment will be limited to the maximum periods prescribed in the Regulations.

2 THE TRAINING OFFICER AGREES THAT –

- 2.1 the Trainee Accountant will be afforded every reasonable opportunity to obtain sufficient exposure to the range of core experience, as defined by PAAB NAMIBIA from time to time, to enable him/her effectively to apply knowledge in a variety of relevant situations;
2.2 the Trainee Accountant will be properly instructed in the standards of professionalism and ethics expected of chartered accountants and, where applicable, registered auditors;
2.3 the Training Officer will comply with his/her duties in terms of all applicable legislation, including:
 - the Employees Compensation Act (Act 5 of 1995);
 - the Affirmative Action Employment Act (Act 29 of 1998);
 - the Social Security Act (Act 34 of 1994);
- 2.4 the Training Officer will provide appropriate facilities to train the Trainee Accountant;
2.5 the Training Officer will provide the Trainee Accountant with adequate supervision;
2.6 the Training Officer will conduct on-the-job assessment, or cause it to be conducted;
2.7 the Training Officer will keep up-to-date records of training and periodically discuss the Trainee Accountant's progress with him/her;
2.8 the Training Officer will advise the Trainee Accountant of –
 - the terms and conditions of his/her employment; and
 - Training Office policies and procedures;
- 2.9 the Training Officer will apply the same disciplinary, grievance and dispute resolution procedures to the Trainee Accountant as to any other employee;
2.10 the Trainee Accountant will be employed in the office of the firm that has been accredited by PAAB NAMIBIA as a registered Training Office;
2.11 the Training Officer will lodge with PAAB NAMIBIA, before the event, written notice in the prescribed form of the transfer of the Trainee Accountant to another Training Office;
2.12 the Training Officer will fulfil all obligations imposed on him/her by PAAB NAMIBIA pertaining to the training of the Trainee Accountant;
2.13 the Training Office will bear the cost of fees payable to PAAB NAMIBIA in terms of this Training Contract;
2.14 the Trainee Accountant will be required to work at least 8 hours per day, five days per week;
2.15 the Training Officer will inform PAAB NAMIBIA in writing of circumstances where, in the opinion of the Training Officer, the Trainee Accountant has conducted himself/herself in a manner that may constitute improper conduct as defined in the Regulations or in the disciplinary rules, code of conduct or by-laws prescribed by PAAB NAMIBIA from time to time;
2.16 the Training Officer will make available to PAAB NAMIBIA all documents regarding the alleged improper conduct of the Trainee Accountant, including the record of any disciplinary procedures in the Training Office in which the Trainee may have been involved;
2.17 the Training Contract will be submitted to PAAB NAMIBIA for cancellation within a period of 30 days in the event of -
 - automatic cancellation in circumstances as described in the Regulations, and
 - the parties entering into a mutual written agreement not to proceed with the Training Contract; and
- 2.18 within 30 days after completion of the duration of the Training Contract, the Training Officer will submit a duly completed Final assessment – Training record and a duly completed Certificate of Completion to PAAB NAMIBIA.

3 THE TRAINEE ACCOUNTANT AGREES THAT –

- 3.1 he/she will diligently serve the Training Office in the profession of a chartered accountant and, if applicable, registered auditor;
3.2 he/she will diligently pursue his/her studies in the theory and practice of the profession of a chartered accountant and, if applicable, registered auditor and that he/she will notify the Training Officer immediately he/she ceases to be registered for a course that would lead to the eventual award of a Certificate in the Theory of Accountancy or equivalent;
3.3 he/she will during the currency of this Training Contract not engage in any other business or occupation without the express written authority of the Training Officer;
3.4 he/she will at all times keep the affairs of the Training Office and its clients confidential and will not breach any codes of professional conduct, disciplinary rules or by-laws that apply to the profession of a chartered accountant and, if applicable, registered auditor;
3.5 he/she will comply with any Training Office policies and procedures;
3.6 he/she will complete any timesheets and/or other assessment tools supplied by the Training Officer to record training experience;
3.7 he/she agrees that the Training Officer will be entitled, and is hereby authorised to, disclose to PAAB NAMIBIA any circumstances which in the opinion of the Training Officer may constitute improper conduct on the part of the Trainee Accountant. The Trainee further agrees that the Training Officer may make available to PAAB NAMIBIA all information regarding disciplinary procedures in the Training Office in which the Trainee may have been involved, including the record of those procedures; and
3.8 prior to leaving the Training Office the Trainee undertakes to complete the exit survey and within 30 days after completion of the duration of the Training Contract, he/she will submit a duly completed Final assessment - Training record form to the Training Officer for onward submission to PAAB NAMIBIA.

