

Please see the information below from **SAICA**, on registering for **your January 2018 ITC**.

ITC Registrations:

Online registrations for ITC January 2018 will open on 1 November 2017 and close on 5 January 2018

Key changes are as follows:

- Exam candidates must only register for the exam once they have received confirmation that they have successfully obtained their PGDA/CTA;
- The exam registrations will therefore only open on 1 November 2017 and will close on 5 January 2018. There is therefore NO late registration and candidates who do not register before 5 January 2018 will, unless they have an exceptional motivation, have to wait until the June 2018 exam to write.
- In exceptional cases, upon written motivation to the exams department, candidates who register after 5 January 2018 will be subject to a penalty fee of 50% of the exam fee (plus the regular prescribed exam fee).
- Unisa candidates (and other universities), where supplementary exams are written late Dec or early Jan – will only be eligible to write the ITC in June 2018 provided they are successful. (January still counts as an attempt irrespective of whether the candidate uses this opportunity or not.)

Registration fees (based on the date the online registration is completed and submitted to SAICA and not the date CTA results are received)	All amounts are inclusive of 14% VAT
Open on 1 November 2017 – close on 5 January 2018	R 5323.80

From 6 January 2018 until 12 January 2018 candidates to contact us on itc@saica.co.za, with regards to late registration.

Please see **attached a step by step guide** on how to register for the 2018 ITC exam. *(Please note candidates often get confused between registering for the SAICA exam and the board courses – they must register separately for these if they are going to do a board course.)*

Exam regulations including the Open Book policy:

We advise all candidates to go to the SAICA website and familiarise themselves with the exam regulations and the open book policy.

Website Link: [The Initial Test of Competence \(ITC\) January 2018](#) (Section 9 - Permitted Text)

Exam Venues:

The list of exam venues will be available on the online registration form as well as on the SAICA website. Candidates must select the correct venue where they wish to write.

Correspondence that will be sent to exam candidates:

Candidates should be aware and ensure that they receive the following correspondence from SAICA:

<p>1. After completion and submission of an on-line registration (application)</p>	<p>You will be sent a computer-generated confirmation, by email, as soon as your online registration form is received by SAICA.</p> <ul style="list-style-type: none"> • If not received within 24 hours, call the SAICA contact centre. Non-receipt could mean that your registration was unsuccessful. • Check your details especially the venue you selected on the confirmation letter for correctness. • Advise the exams department immediately of any venue changes. • All other changes can be made, by you, on your SAICA profile. • This is NOT confirmation of your eligibility to write the exam, it only confirms you have completed the registration process.
<p>2. Examination admission letter</p>	<p>An email, attaching the examination admission letter, will be sent to you as soon as SAICA has:</p> <ul style="list-style-type: none"> • verified successful completion (pass) of the PGDA; • received your payment or a promise from your employer that they will pay your exam fee. <p>The admission letter will confirm your eligibility to write the examination and contains your exam number.</p> <p>A hard copy of this letter must be printed and taken with you to the exam venue.</p>

General information for candidates:

Log onto the SAICA website, should you require more information: [The Initial Test of Competence \(ITC\) January 2018](#)

Queries related to ITC registration can be directed to: itc@saica.co.za