



SOUTH AFRICAN COUNCIL FOR THE LANDSCAPE ARCHITECTURAL PROFESSION

Block A, 2nd Floor, Corobay Corner,
169 Corobay Ave, Waterkloof Glen, Pretoria, 0100
[www:saclap.org.za](http://www.saclap.org.za)

registrar@saclap.org.za

1 April 2019

Dear SACLAP Registered Professional

SACLAP ANNUAL FEES FOR 2019/2020

Please note that the Annual Fees invoices for this financial year which are due on or before 31 May 2019 have been emailed.

SACLAP is empowered by section 12 of the Landscape Architectural Profession Act, Act no 45 of 2000, hereinafter referred to as **the Act**, to charge fees such as application fees, registration fees, annual fees, examination fees, fees for an education fund, fees for a service and any other fees or charge it considers necessary.

In line with industry best practice the annual fee is charge at the beginning of the SACLAP Financial year that is on the 1st of April of every year.

The invoice consists of a number of items:

- The Annual fee – Section 12(1)(c)
- The CPD Fee – Renewal of registration fee spread over 5 year cycle – Section 22(2)
- The Education Levy – Section 12(f) & 15(5)
- The CBE Levy – Section 17(1)(a) of the CBE Act, Act no 43 of 2000

In terms of the section 20(1)(a) of **the Act**: "The council may cancel the registration of a registered person if he or she – ... (iii) fails to pay the **prescribed annual fee** or portion thereof, within 60 days from it becoming due or within such further period as the council may allow, either before or after the expiry of the 60 days". The attached invoice is due on or before 31 May 2019

Please note that should SACLAP not have received your payment by 1 June 2019 (and you have not made payment arrangements with the Registrar) an administration fee of **R876.00** within the first 30 days (1 June to 30 June) of default will be levied. For the default period of 30 – 60(1 July – 30 August) days, the administrative fee increases to **R1750.00**. Failing payment your registration may be suspended and you may eventually be deregistered as per section 20.(1) (a) (iii) of the Act.

Should you not be able in a position to settle the invoice within 60 days (i.e. within the 1 April to 31 May 2019 deadline), payment arrangements can be made with the Registrar. This is to be made in writing to the Registrar (registrar@saclap.org.za) by Friday 26 April 2019 in order to avoid the additional administration fee for late payments. After payment arrangement has been agreed upon, any default will result in the full amount becoming due immediately. (Please note that a minimal admin fee of **R450** is payable). A Payment Arrangement Application Form is downloadable from the Finance Section of the Library on our website www.saclap.org.za

Should any of your personal details have changed, please send an email to the SACLAP administrator (administrator@saclap.org.za) as soon as possible. Please ensure the email subject line reads: **Change of Personal Details + your full name**

Please also note that the invoices will be **NOT** posted. SACLAP requests that the invoice attached be used for payment and bookkeeping purposes. Always quote **your registration number + full name** as payment reference.

SACLAP wishes you success in your professional undertakings.

Yours sincerely



Cecilia Chinga
REGISTRAR

P/s

We notice that some invoices were sent under the TSM AC email address by Thapelo Madumo – the independent accounts officer providing part time services to SACLAP. We apologise for the mistake.

Going forward Thapelo will correspond with you using accounts@saclap.org.za email address.

Therefore we ask that you please use the email address accounts@saclap.org.za and copy registrar@saclap.org.za for all finance related queries.

The secretariat@saclap.org.za email address is **NO LONGER** in use.