



CIGFARO

Chartered Institute of
Government Finance, Audit & Risk Officers

MEMBER APPLICATION FORM

NAME: _____

<input type="checkbox"/>	NEW MEMBERSHIP
<input type="checkbox"/>	RE-INSTATEMENT
<input type="checkbox"/>	UPGRADE

<input type="checkbox"/>	SENIOR ASSOCIATE	<input type="checkbox"/>	ASSOCIATE
<input type="checkbox"/>	LICENTIATE	<input type="checkbox"/>	JUNIOR
<input type="checkbox"/>	GENERAL MEMBER	<input type="checkbox"/>	STUDENT MEMBER

PLEASE NOTE: Your membership application will not be processed without the required documentation.

PHYSICAL ADDRESS

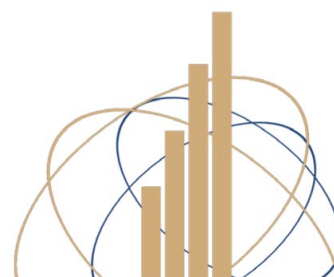
28 Fortress Street, Kempton Park, 1619

POSTAL ADDRESS

PO Box 4003, Kempton Park, 1620

T: +27 11 394 0879 • F: +27 11 394 0886

E: ceo@cigfaro.co.za / membership@cigfaro.co.za



PLEASE FOLLOW THE INSTRUCTIONS BELOW CAREFULLY:

1. All applicants except student applicants need to complete all sections. (Sections A,B,C,D,E and F)
2. All applicants need to attach certified copies of the following:
 - a. Confirmation of employment letter/s
 - b. Degree or diploma
 - c. Statements of subjects passed
 - d. Proof of your current registration at the University/University of Technology/ College where you are studying. (Students)
 - e. Certified Copy of ID
 - f. Latest CV

**SECTION A
PERSONAL DETAILS**

Surname:	
Initials:	Title:
Postal Address:	
	Postal Code:
Home Address:	
	Postal Code:
Tel (w):	Tel (h):
Fax No:	Cell No:
ID No:	Province:
Student No:	
E-mail address:	

Employment Equity Profile	Coloured	Indian	White	African	Other,		
Are you a South African Citizen? If no, please specify _____						Yes	No
Home Language	English	Afrikaans	Sepedi	seTswana	seSotho	siSwati	tshiVenda
	isiXhosa	xiTsonga	isiZulu	isiNdebele	SASL	Other:	
Disability	Yes	No	If Yes, Specify				

**SECTION B - ACADEMIC QUALIFICATIONS
(Students: Certified proof of registration) Certified copy/s of qualification**

Highest Tertiary Qualification Obtained:		
Professional Membership Obtained:		
Institute where studying: (e.g. UNISA, TUT)		
Course studying: (e.g. BComm/ND/BTech-Acc)		
Years of Attendance:	From	To

SECTION C WORK EXPERIENCE

Current Employer:

Designation:

Work Experience in Public Sector:

(It is important that you attach confirmation of employment letter(s) as proof of your years' of experience in local government & public sector)

SECTION D - CERTIFICATION AND RECOMMENDATION BY (Municipal Manager/Chief Financial Officer/Chief Executive Officer/Chief Audit Executive/ Head of Department/Director/Manager)

Name:

Designation:

Employer:

I declare that I have taken cognizance of this application and find it in order

SIGNATURE:

DATE:

SECTION E - RECOMMENDATION BY FELLOW/ASSOCIATE/LICENTIATE OF THE INSTITUTE

Recommendations required:

(A list of CIGFARO members in your province is obtainable from the Institute's office)

Junior:	One recommendation (Associates, Fellows and/or Licentiates)
Licentiate:	Two recommendations (Associates, Fellows and/or Licentiates)
Associate:	Two recommendations (Associates and/or Fellows)
Senior Associate:	Two recommendations (Associates, Senior Associates and/or Fellows)
General:	One recommendation (Associates, Fellows and/or Licentiates)

NAME	LEVEL OF MEMBERSHIP	SIGNATURE

I hereby declare that the foregoing information is true and bind myself to the following:

- Institute's Memorandum of incorporation
- Code of Conduct and any amendments thereto,
- None payment of membership will result in membership being **suspended**.
- The membership will automatically renew for an additional year unless the member terminates his/her membership with the Institute.
- The member will be held liable for the membership fee if no membership termination communication has been done
- Education rules and regulations

SECTION F PERSONAL DETAILS

SIGNATURE:

DATE:

CIGFARO BANKING DETAILS:

ABSA Bank

Cheque Account

Account Number: 0170 167 376

Branch Code: 632005

Branch Name: Central Avenue, Kempton Park

MEMBERSHIP APPLICATION CAN EITHER BE POSTED OR EMAILED TO:

PO Box 4003, Kempton Park, 1620

T: 011 394 0879 • F: 011 394 0886

membership@cigfaro.co.za

MEMBERSHIP REQUIREMENTS

“LOCAL OR RELATED AUTHORITY” MEANS ANY OR ALL OF THE FOLLOWING:

- A Local Authority as defined in the Constitution of the Republic of South Africa;
- A Local Authority of any independent country in Southern Africa;
- Any organization, which provides public sector services, including financial services, Internal and External Audit, Risk and Performance Management, Compliance Practice as approved by the Board.

ANY OF THE FOLLOWING ORGANIZATIONS:

- Provincial and National Departments dealing directly with Public sector;
- Organized Local Government - Public sector
- The Auditor-General;
- Auditing firms dealing directly with Public sector;
- Members of the SETA for Local Government, Water and Related Services; and
- Tertiary Institutions.

SENIOR ASSOCIATE MEMBER

	Finance	Audit	Risk Management
Higher Education Qualification	At least NQF level 8 (Hon Degree) Qualification in fields of Accounting, Finance or Economics AND must have passed Accounting III OR Chartered Accountant (SA)	At least NQF level 8 (Hon Degree) Qualification in fields of Auditing, Risk, and Compliance AND must have passed Auditing III OR Certified Internal Auditor Certified Fraud Examiner or Related	At least NQF level 8 (Hon Degree) Qualification in fields Risk, and Compliance AND must have passed Risk Management III OR Certified Risk Practitioner (National Treasury) or Equivalent
Work Related Experience	Minimum of 7 years at senior management and middle management levels, of which 2 must be at senior management level	Minimum of 7 years at senior management and middle management levels, of which 2 must be at senior management level	Minimum of 7 years at senior management and middle management levels, of which 2 must be at senior management level

ASSOCIATE MEMBER

	Finance	Audit	Risk Management
Higher Education Qualification	At least NQF level 7 (Bachelor's Degree) qualification in fields of Accounting, Finance or Economics AND must have passed Accounting III OR Certificate in Municipal Financial Management (SAQA Qualification ID No. 48965) AND must have passed Accounting III	At least NQF level 7 (Bachelor's Degree) Qualification in fields of Auditing, AND must have passed Financial Accounting III/Internal Auditing III OR Certificate in Municipal Financial Management (SAQA Qualification ID No. 48965) AND must have passed Financial Accounting III /Internal Auditing III	At least NQF level 7 (Bachelor's Degree) Qualification in fields of Risk, AND must have passed Risk Management OR Compliance management and must have been Accredited as Compliance Practitioner
Work Related Experience	Minimum of 5 years' experience at middle Management Level	Minimum of 5 years' experience at middle Management Level	Minimum of 5 years' experience at middle Management Level

LICENTiate MEMBERSHIP

	Finance	Audit	Risk Management
Higher Education Qualification	At least NQF level 6 Qualification in fields of Accounting, Finance or Economics AND must have passed Accounting II	At least NQF level 6 Qualification in fields of Auditing/Internal Auditing II, Compliance AND must have passed Auditing II/Internal Auditing II	At least NQF level 6 Qualification in fields of Risk and Performance Management AND must have passed level II Risk and performance management
Work Related Experience	Minimum of 4 years of which at least 1 year must be at middle management level and at least 3 years at any level in a role related to the position of the official OR 6 years at any level in a role related to the position of the official	Minimum of 4 years of which at least 1 year must be at middle management level and at least 3 years at any level in a role related to the position of the official OR 6 years at any level in a role related to the position of the official	Minimum of 4 years of which at least 1 year must be at middle management level and at least 3 years at any level in a role related to the position of the official OR 6 years at any level in a role related to the position of the official

Current Licentiate members need to study in the Financial Accounting/Auditing/Internal Auditing field, as Accounting III / Auditing III/Internal auditing III is necessary in order to apply for membership on Associate or Senior Associate level.

JUNIOR MEMBERSHIP

	Finance	Audit/ Risk Management
Higher Education Qualification	Completed Grade 12 (NQF level 4)	Completed Grade 12 (NQF level 4)
Work Related Experience	In-Service of public sector	In-Service of public sector

It is advisable to choose Accounting/Auditing/Internal Auditing as one of the subjects when you further your studies in order for you to apply for either Licentiate or Associated Membership Level.

GENERAL MEMBERSHIP

	Finance	Audit/ Risk Management
Who can apply? (Any person/s who is involved in finance matters but do not have a finance related qualification)	<ul style="list-style-type: none"> • Municipal Finance Officers • Chief Financial Officers • Municipal Managers • Mayors and MMCs • Councillors who are Finance Portfolio Members or who have served at least 2 years as a Finance Portfolio member • Officials in a related institution involved in financial matters • Officials in the private sector involved in municipal finance 	<ul style="list-style-type: none"> • Municipal Auditing Officers • Municipal Managers • Mayors • MMCs Corporate Service and Performance, Monitoring and Evaluation • MPAC Chairperson • Councillors/Officials who are members of an Audit Committee or who have served at least 2 years as an auditing Portfolio member • Officials in a related institution involved in auditing matters • Officials in the private sector involved in municipal auditing

REGISTERED STUDENT

	Finance	Audit/ Risk Management
Higher Education Qualification	A person who is fulltime studying in Finance/Auditing related qualification at a tertiary institution and who is not working in public sector	

CODE OF CONDUCT

PRELIMINARY

Ancillary objects of the Institute, in terms of Section 3(2) of the Institute's Memorandum of Incorporation, are the following:

- (1) (a) (i) to represent the views of the profession;
 - (ii) to preserve and maintain the integrity and status of the profession;
 - (iii) to take any steps which may be considered necessary to suppress dishonourable conduct and practices by members of the profession, and for this purpose to hold enquiries into the conduct of members;
 - (iv) to consider and deal with all matters affecting the professional integrity of the members of the Institute".
- (2) The Board considers that a statement of general principles, which should be observed by members, will be of assistance to members in maintaining the highest standards of integrity and independence fundamental to the profession of Public Finance Practitioner.

PROFESSIONAL STANDARDS

- (1) Members should at all times conduct themselves in accordance with the standard expected of members of the Institute. This can only be accomplished through complete honesty, integrity and objectivity.
- (2) Members are expected to:
 - a) aspire to achieve the highest standard of professional knowledge through out their careers and encourage members in the furtherance of their professional;
 - b) contribute to the affairs of the Institute by serving on working parties, attending meetings of the Institute, Branches and Students' Interest Groups and submitting articles for publication in the Institute's journal;
 - c) adhere strictly to accounting standards and requirements for public sector published by the Institute from time to time;
 - d) adhere to all relevant provisions of Public Sector pertaining to Code of Conduct.

PERSONAL INTERESTS

- (1) Members serving in public sectors must observe the laws relating to those bodies, in particular any provisions concerning disclosure of interest.
- (2) The principle to be followed is that at all times the interests of the employer body are paramount and under no circumstances may a member seek to benefit from any profit or commission arising directly or indirectly from a transaction in which the authority has an interest, whether or not the authority may be adversely affected thereby.

HOSPITALITY AND GIFTS

The acceptance of gifts, other than gifts of such minor nature as to be mere tokens, is not considered by the Institute as proper for a public official, whether or not such gifts influence or are intended to influence him/her in his/her work or service in the Institute.

RELATIONSHIPS

Members should guard against any relationships, be it personal or business, whereby the conduct of the member's professional duties may be compromised.

ADVICE TO PUBLIC SECTOR

- (1) The duty of the member is to promote the financial well-being of the organisation they serve and, when necessary, to advise openly and clearly upon the financial consequences of any proposed course of action.
- (2) Members must comply with all legal requirements and ensure that the law is applied in all activities with which they are directly concerned or of which they may have knowledge.

CONFIDENTIAL INFORMATION

- (1) An employee of a public sector frequently has access to and acquires confidential information which should be divulged only to those persons entitled to receive it.
- (2) The use of confidential information for the private advantage of the employee or another person or body is a breach of trust.

GENERAL

Members are advised to seek the advice of the Board should there be any doubt about the propriety of a particular situation or course of action.

SAQA RECOGNISED PROFESSIONAL BODY



The Chartered Institute of Government Finance, Audit and Risk Officers is a Recognised Professional Body for Finance and related Professionals in the Public Sector that was established in 1929. It promotes Good Governance, Sustainable Financial Management and adherence to ethical Conduct among its members. Join CIGFARO today, and benefit from:

- TRAINING PROGRAMMES
- CONTINUOUS PROFESSIONAL DEVELOPMENT
- INTERACTIVE WORKSHOPS
- MENTORSHIP AND INTERNSHIP PROGRAMMES
- MEMBERSHIP



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SAQA Recognised Professional Body