



# CIGFARO

Chartered Institute of  
Government Finance, Audit & Risk Officers

## MEMBER APPLICATION FORM

**NAME:** \_\_\_\_\_

\_\_\_\_\_  
**NEW MEMBERSHIP**

\_\_\_\_\_  
**RE-INSTATEMENT**

\_\_\_\_\_  
**UPGRADE**

\_\_\_\_\_  
**CHARTERED**

\_\_\_\_\_  
**PROFESSIONAL**

\_\_\_\_\_  
**TECHNICIAN**

\_\_\_\_\_  
**REGISTERED**

\_\_\_\_\_  
**AFFILIATE MEMBER**

\_\_\_\_\_  
**STUDENT MEMBER**

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

**PHYSICAL ADDRESS**

28 Fortress Street, Kempton Park, 1619

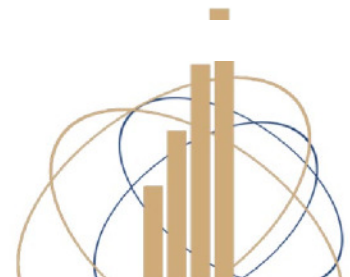
**POSTAL ADDRESS**

PO Box 4003, Kempton Park, 1620

T: +27 11 394 0879 • F: +27 86 662 0969

E: [ceo@cigfaro.co.za](mailto:ceo@cigfaro.co.za) / [membership@cigfaro.co](mailto:membership@cigfaro.co)

[www.cigfaro.co.za](http://www.cigfaro.co.za)



**SAQA Recognised Professional Body**

**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:					
ID No:				Title:	Mr	Ms	Adv	Prof	Dr	Other:	
Postal Address:											
						Postal Code:					
Physical Address:											
						Postal Code:					
Tel (w):						Cell No:					
Email Address:											
Province:	EC	FS	G	KZN	LP	MP	NC	NW	WC	Other:	

Employment Equity Profile:			African	Coloured	Indian	White	Other:		
Are you a South African? 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				
Registered Assessor?			Yes	No	Registered Moderator?			Yes	No

**SECTION B  
ACADEMIC QUALIFICATION  
(Students: Certified proof of registration) Certified copies of qualification**

Highest Tertiary Qualification obtained:		
Professional Membership obtained:		
Current Institution studying:		
Course studying:		
Years of attendance:	From:	To:

**SECTION C  
WORK EXPERIENCE**

Current Employer:
Designation:

Summary of work experience in Public Sector: (Please submit an updated CV)

**SECTION D  
CERTIFICATION AND RECOMMENDED BY:  
Mayor, Municipal Manager, CFO, CAE, CRO, HoD, Director or Manager)**

Name:
Designation:
Employer:
I declare that I have taken cognizance of this application and find it in order
Signature: <span style="float: right;">Date:</span>

**SECTION E  
RECOMMENDATION**

Recommendations required: (A list of CIGFARO members in your province is obtainable from the Institute's office)	
Registered:	One recommendation from a Fellow or Chartered or Professional and/or Technician
Technician:	Two recommendations from a Fellow or Chartered or Professional and/or Technician
Professional:	Two recommendations from a Fellow or Chartered and/or Professional
Chartered:	Two recommendations from a Fellow or Chartered or Professional and/or Technician
Affiliate:	One recommendation from a Fellow or Chartered or Professional and/or Technician

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;
- Non-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; and
- 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 BE EMAILED TO:**

PO Box 4003, Kempton Park, 1620

T: 011 394 0879 • F: 086 662 0969

[membership@cigfaro.co.za](mailto: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 ORGANISATIONS:

- All 3 Spheres of Government.
- Organized Local Government – Public Sector.
- The Auditor General.
- Approved Service Providers dealing directly with Public Sector.
- Members of the Government SETA's.
- Public Sector Unions; and
- Tertiary Institutions

## REGISTERED STUDENT

<b>Higher Education Qualification</b>	A PERSON WHO IS FULLTIME STUDYING IN Finance/Auditing or related qualification at a Tertiary Institution and who is not working in Public Sector
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## REGISTERED MEMBER (operational level)

<b>Higher Education Qualification</b>	NQF Level 4 or higher Qualification <i>Compulsory 2-hour per year Ethical Training</i>	<b>Assessment Criteria for New Applicants:</b> <ul style="list-style-type: none"> <li>• Updated CV</li> <li>• Job Description/Performance agreements</li> <li>• Certified Copy of ID</li> <li>• Certified Qualifications</li> <li>• Statement of Results</li> <li>• Confirmation letter of employment</li> </ul> <b>Continuous Professional Development (CPD)</b> 15 points per year 45 points per 3-year cycle
<b>Work Related Experience</b>	Applicant is employed at any level in a role related to the position in the Public Sector – Budget, Treasury and Revenue Office with at least 6 months experience	
<b>Required Subjects</b>	Must have had Accounting as a subject in Grade 12 or tertiary studies.	
<b>Designation Awarded</b>	Registered Government Finance Practitioner (RGFP) Registered Government Internal Auditor (RGIA) Registered Government Risk Practitioner (RGRP)	
<b>Competencies required (Operational level of understanding)</b>	Revenue (Tariff and Collections) Expenditure Budgeting and Costing Annual Financial Statements (Input) Insurance and Preparation of Investments Supply Chain Management Asset Management Auditing Risk Management Audit Reporting Financial Risk Management <i>(Must have at least two)</i>	

## TECHNICIAN MEMBER (technical level)

<b>Higher Education Qualification</b>	NQF Level 6 or higher Qualification in fields of Accounting, Finance or Economics <b>And / Or</b> Internal Audit, Risk or Supply Chain  <i>Compulsory 2-hour per year Ethical Training</i>	<b>Assessment Criteria for New Applicants:</b> <ul style="list-style-type: none"> <li>• Updated CV</li> <li>• Job Description/Performance agreements</li> <li>• Certified Copy of ID</li> <li>• Certified Qualifications</li> <li>• Statement of Results</li> <li>• Confirmation letter of employment</li> </ul> <b>Continuous Professional Development (CPD)</b> 25 points per year 75 points per 3-year cycle
<b>Work Related Experience</b>	Applicant has a minimum of 4 years of which at least 2 years must have been on Junior Management (or higher) level or 5 years at any level in a role related to the position in the Public Sector	
<b>Required Subjects</b>	Must have studied at least two of the following subjects in the NQF 6 qualification:  Accounting I & II Economics/Business Economics I & II Financial Management Cost and Management Accounting Supply Chain Management Asset Management Auditing I & II Risk Management Audit Reporting Financial Risk Management	
<b>Designation Awarded</b>	Registered Government Finance Technician (RGFT) Registered Government Internal Audit Technician (RGIAT) Registered Government Risk Technician (RGRT)	
<b>Competencies required (Technical level of understanding)</b>	Revenue (Tariff and Collections) Expenditure Budgeting and Costing Annual Financial Statements and Standards Supply Chain Management Asset Management Internal Auditing Risk Management <i>(Must have all the competencies – training to be provided)</i>	

## PROFESSIONAL MEMBER (management level)

<b>Higher Education Qualification</b>	NQF Level 7 Qualification in fields of Accounting, Finance or Economics <b>And / Or</b> Obtained the Certificate in Municipal Financial Management (SAQA Qualifications ID No. 48965)  <i>Compulsory 2-hour per year Ethical Training</i>	<b>Assessment Criteria:</b> <ul style="list-style-type: none"> <li>• Updated CV</li> <li>• Job Description/Performance agreements</li> <li>• Certified Copy of ID</li> <li>• Certified Qualifications</li> <li>• Statement of Results</li> <li>• Confirmation letter of employment</li> </ul> <b>Continuous Professional Development (CPD)</b> 25 points per year 75 points per 3-year cycle
<b>Work Related Experience</b>	Applicant has a minimum of 5 years at Middle Management in the Public Sector	
<b>Required Subjects</b>	Must have studied at least three of the following subjects in the NQF 7 qualification:  Accounting III Introduction to Auditing Introduction to Risk Management Introduction to Performance Management Economics/Business Economics III Financial Management III Supply Chain Management Cost and Management Accounting III Auditing III Risk Management Audit Reporting Financial Risk Management	
<b>Designation Awarded</b>	Professional Government Finance Officer (PGFO) Professional Government Internal Auditor (PGIA) Professional Government Risk Officer (PGRO)	

<b>Competencies required (Management level of understanding)</b>	Revenue (Tariff and Collections) Expenditure Budgeting and Costing Annual Financial Statements and Standards Insurance, Borrowing and Investments Supply Chain Management Asset Management Internal Auditing Risk Management	
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## CHARTERED MEMBER (strategic level)

<b>Higher Education Qualification</b>	At least NQF level 8 or higher Qualification in fields of Accounting, Finance or Economics  <b>And / Or</b>  Be a Chartered Accountant (SA). Must have Certificate in Municipal Financial Management (SAQA Qualifications ID No. 48965) for Local Government employees.  <b>And / Or</b>  Complete a Logbook (mandatory prep course) <i>Compulsory 2-hour per year Ethical Training</i>	<b>Assessment Criteria:</b> <ul style="list-style-type: none"> <li>• Updated CV</li> <li>• Job Description/Performance agreements</li> <li>• Certified Copy of ID</li> <li>• Certified Qualifications</li> <li>• Statement of Results</li> <li>• Confirmation letter of employment</li> <li>• Finance mandatory Accounting III</li> <li>• Internal Auditing mandatory Auditing III</li> </ul> <b>Continuous Professional Development (CPD)</b> 25 points per year 75 points per 3-year cycle
<b>Work Related Experience</b>	Applicant has a minimum of 7 years at Management level of which 5 years must have been on Senior Management level in the Public Sector	
<b>Required Subjects</b>	Must have studied at least four of the following subjects in the NQF 8 qualification:  Accounting III Introduction to Auditing Introduction to Risk Management Introduction to Performance Management Economics/Business Economics III Financial Management III Supply Chain Management Cost and Management Accounting III	
<b>Designation to be awarded</b>	Chartered Government Finance Officer (CGFO) Chartered Government Internal Auditor (CGIA)	
<b>Competencies required (Strategic level of understanding)</b>	Ethical Behaviour and Professionalism Strategy, Risk and Governance Accounting and External Reporting Financial Management Management Decision making and Control Auditing and Assurance	

## AFFILIATED MEMBER

<b>Who can apply?</b> <i>(Any person/s who is involved in finance matters but do not have a finance related qualification)</i>	<ul style="list-style-type: none"> <li>• Municipal Finance Officers</li> <li>• Municipal Managers</li> <li>• Mayors and MMC's</li> <li>• Councillors who are Finance Portfolio Members or who have served at least 2 years as a Finance Portfolio Member</li> <li>• Officials in related institution involved in financial matters</li> <li>• Officials in the private sector involved in Public Sector Finance</li> </ul>	<ul style="list-style-type: none"> <li>• Municipal Auditing Officers</li> <li>• MMC's Corporate Services and Performance, Monitoring and Evaluation</li> <li>• MPAC Chairperson</li> <li>• Councillors/Officials who are members of an Audit Committee or who have served at least 2 years as an auditing Portfolio Member</li> <li>• Officials in related institution involved in auditing matters</li> <li>• Officials in the private sector involved in Public Sector auditing</li> </ul>
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# 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 always 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 throughout 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, 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 maybe 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 situation or course of action.

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Signature

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Date