|  |
| --- |
| **INDEPENDENT REGULATORY BOARD FOR AUDITORS** |

|  |
| --- |
| **NEW PROCESS FOR UPDATING PERSONAL AND FIRM DETAILS AND****ANNUAL RENEWAL**Johannesburg / 13 February 2017The IRBA has responded to requests from RAs to develop an online process for RAs to update their personal and firm details, complete and submit their Individual Annual Returns and pay their individual annual fees through our website.As from **13 February 2017**, RAs are able to update their personal and firm details through our website.The 2017 annual renewal process will also be available on our website in **April 2017** when the new annual renewal cycle begins.In order to utilise this service, it is necessary to register on our website. We suggest you do this now so that when the annual renewal process begins in April 2017 you will be able to log in and complete your annual renewal.How to register on our website:1. Visit our website at [www.irba.co.za](http://www.irba.co.za).
2. On the top menu bar, select the login icon.
3. This will bring up a log in screen. Enter your IRBA individual registration number and your email address in the space provided. Leave the password field blank and click on 'retrieve password here'.
4. This will bring up a retrieve password screen. Re-enter your IRBA individual registration number and your email address in the space provided and click submit.
5. An email will be sent to you with your password.
6. When you log in with your password, a page will open with your details.
7. You will be able to change your password if you so wish.
8. You will now be able to update your personal details and, if you have a firm, update your firm details.

We will communicate with you again in **April 2017** and, at that stage, we will provide further details on how to complete and submit your Individual Annual Return and how to pay your individual annual fees through our website.Kind regardsCaroline Garbutt**Manager: Registrations** |