**INDEPENDENT REGULATORY BOARD FOR AUDITORS**

**NEW ONLINE PROCESS FOR ANNUAL RENEWAL**

Johannesburg / 24 March 2017

We refer to our email of 13 February 2017, which can be viewed [here](https://www.irba.co.za/upload/report_files/20170214093348_05.-Website-comms.docx).

As from 13 February 2017, RAs have been able to update their personal and firm details through the IRBA website.

The individual Annual Return documents will be uploaded to the IRBA website at the beginning of April 2017, and RAs will be able to complete and submit their individual Annual Return documents and pay their individual annual fees through our website.

Annual Fees

Individual annual fees will be invoiced to RAs at the beginning of April 2017, and invoices will still be emailed to individual RAs.

Payment of annual fees may be made through one of the following methods:

* Using the new payment facility on the IRBA website;
* EFT; or
* Direct deposit or payment of cheque into the IRBA's bank account.

The IRBA does not accept cash payments.

Individual Annual Returns

The individual Annual Return will however no longer be emailed to RAs, and will only be available on the IRBA website for you to complete and submit.

In order to utilise this service, it is necessary to register on our website. For those RAs who have not yet done so, the process to follow is detailed below.

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.

The deadline for payment of your individual annual fees and submission of your individual Annual Return is **31 May 2017.**

If you have any concerns about the above process, please contact us at registry@irba.co.za.

Kind regards

Caroline Garbutt

**Manager: Registrations**