

## CPD PROVIDER APPLICATION

### 1. DETAILS OF APPLICANT

<b>NAME OF COMPANY</b>	
<b>CONTACT PERSON</b>	
<b>PHYSICAL ADDRESS</b>	
<b>POSTAL ADDRESS</b>	
<b>VAT NUMBER</b>	
<b>CONTACT NUMBER</b>	
<b>EMAIL ADDRESS</b>	

### 2. ALTERNATIVE CONTACT DETAILS

<b>CONTACT NAME</b>	
<b>POSITION</b>	
<b>CONTACT NUMBER</b>	
<b>EMAIL ADDRESS</b>	

<b>CONTACT NAME</b>	
<b>POSITION</b>	
<b>CONTACT NUMBER</b>	
<b>EMAIL ADDRESS</b>	

### 3. APPLICATION FEE

The application fee for CPD Provider status is payable with this application and renewable annually. Kindly submit the proof of payment with this application in order for your application to be considered and processed.

#### 4. DETAILS OF PROCESSES

##### **Content Sourcing or Development process**

Explain how you source or develop content, who moderates and quality assures your content and the process followed to ensure that content and activities conform to CPD requirements. If activities include guest speakers, please explain how you source your speakers, vet their credentials and ensure the content they provide.

Please submit any policies you may have that govern these processes?

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##### **Confirm the systems, policies and methodologies used to market and deliver CPD content to participants Confirm CPD delivery method in this section ie face to face / online / webinar**

Please submit any policies you may have that govern these processes?

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##### **Discuss your protection of documents, participant data and protection of certification data, to prevent a data breach.**

##### **Confirm CPD Certification in this section**

Please submit any policies you may have that govern these processes?

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**CPD Approval Process:**

1. Once the completed application with the supporting documents and proof of payment is received, Batseta will review the details submitted.
2. Once the CPD Provider status is granted the CPD Provider will be provided with the annual Batseta logo, which the CPD Provider agrees to use only for its approved purpose.
3. The CPD Provider will then provide a sample CPD certificate for approval.
4. All CPD activities can then be submitted for approval with the payment of the required approval fee.
5. CPD approvals are valid for 12 months after which the activity should be renewed or the approval will fall away.
6. In the anniversary month of the CPD Provider approval status Batseta will invite the CPD Provider to renew their provider status.

**2021 CPD Fees:**

CPD Application fee: R3 500.00 VAT inclusive

CPD Programme approval fee: R700 VAT inclusive per programme

**Payment to:** Batseta Council for Retirement Funds of Southern Africa  
Banking details: Standard Bank Acc no 420949844, Sandton Branch 019205

**Terms and Conditions:**

1. No CPD rating is to be advertised without the prior approval of Batseta.
2. The Batseta logo, CPD reference number must be displayed on all CPD certificates issued.
3. Batseta may at any time audit any CPD activity or process performed by the CPD provider.
4. The CPD Provider agrees to operate within all Batseta requirements and accepts that Batseta may revoke this approval at any time the CPD Provider is found to contravene these terms and conditions.
- 5.

**Declaration by Applicant**

I, ..... hereby declare that the information I have provided on this form is correct and commit to the terms and conditions prescribed by Batseta as a Professional Body.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_