

IPC01A: PART 1: REFERRAL OF COMPLAINT

A. PARTICULARS OF COMPLAINANT:

1. Full name & Surname:

2. Identity Number:

3. Home Address:

4. Home Telephone Number:

5. Employer:

6. Work Address:

7. Work Telephone Number:

8. Email Address:

9. Fax Number:

B. PARTICULARS OF TAX PRACTITIONER COMPLAINED AGAINST:

10. Full name & Surname:

11. Identity Number:

12. SAIT Membership Number:

13. Employer / Particulars of Practice:

14. Work Address:

15. Work Telephone Number:

16. Email Address:

17. Fax Number:

IPC01A: PART 2: DECLARATION AND UNDERTAKING BY
COMPLAINANT

I, the undersigned:

State Full Names and Surname:

(Identity Number: _____)

(Hereafter referred to as the 'Complainant')

Declare as follows:

1. I am aware that the South African Institute of Tax Professionals NPC (hereafter referred to as the 'Institute') will out of necessity incur expenses and utilise resources for the investigation, consideration and finalisation of the complaint submitted by me.
2. I am aware of the fact and accept that my complaint may be referred to any of the disciplinary committees of the Institute and that it may be necessary for me to attend in front of such committee(s) in order to present evidence and/or give testimony in support of the merits of my complaint.
3. I undertake to attend at the meetings of the committee(s) of the Institute, and any postponement thereof, when requested by the Institute or its representatives to do so.
4. I undertake to provide all reasonable assistance as may be required by the Institute or its representatives, including making myself available for consultations, in order to assist the Institute or its representatives to prepare to present my complaint to the disciplinary committee(s).
5. I confirm that the costs of any attendance or consultation as provided for above, including, but not limited to, travel, accommodation and/or loss of income shall be for my own account and that I shall have no claim of whatsoever nature arising against the

Institute resulting from the prosecution of my complaint or the postponement of any meeting of the disciplinary committee(s).

6. I confirm that, should I fail and/or refuse to provide the required assistance as set out above or, should I fail and/or refuse to attend at any meeting of the disciplinary committees of the Institute and my failure result in my complaint being dismissed, that the Institute shall be entitled to recover from me:
 - a. All costs and expenses incurred by the Institute with regard to the disciplinary meeting(s) convened for considering my complaint including, but not limited to, costs of attendance/reservation of the chairperson and legal representatives, preparation, venue, catering, preparation of bundles and provision of transcription facilities.
 - b. All costs and expenses incurred by the Institute in the recovery of the above, on a scale as between attorney and own client and inclusive of costs of counsel, expert fees and tracing agents fees and regardless of whether formal action has been commenced with out of court.
7. The same provision as set out in paragraph 6 above shall apply in the event that I should withdraw my complaint less than 30 (thirty) business days before the meeting of the disciplinary committee that has been convened for consideration of my complaint is set to commence.

SIGNED AT _____ ON THIS _____ DAY OF 20_____ in the presence of the undersigned witnesses.

Witness 1: _____

Complainant

Witness 2: _____