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ENGINEERING COUNCIL OF SOUTH AFRICA



**Procedure Document: Implementation of the
gazetted Rules on Cancellation of Registration,
Reinstatement and Renewal**

2025

Contents

1. Purpose.....	3
2. Scope	3
3. General Rules for Cancellation of Registration.....	3
3.1 Grounds for Cancellation	3
3.2 Notice of Cancellation	4
3.3 Liabilities following Cancellation.....	4
4. General Information on reinstatement requirements.....	4
5. Reinstatement requirements based on status cancellation duration.....	5
5.1 Within 6 months post cancellation of registration due to non-payment of annual fees.....	5
5.2 From 6 months to 3 years of status cancelled.....	6
5.3 Within 4-5 years of status cancelled	8
5.4 More than 5 years of status cancelled	9
6. Appeals against Cancellation	10
7. Responsible Business Units	10
7.1 Non-payment of annual fees	10
7.1.1 Payment and cancellation procedures.....	10
7.2 CPD non-compliance	10
7.2.1 General renewal process.....	10
7.3 Reinstatement following cancellation.....	11
7.3.1 Conditions for reinstatement	11
7.4 Cancellation due to Improper Conduct.....	11
7.4.1 Responsible Business Unit	11
7.4.2 Cancellation Procedure.....	11
8. Review and Amendments.....	11

1. Purpose

This document outlines the procedures for implementing the gazetted **ECSA Rules on Cancellation of Registration and Renewal** of the status of Persons in Professional and Specified Categories. While this document is primarily for internal use, it can also be utilised to direct applicants on the requirements for their **reinstatement**.

The following definitions distinguish between “renewal” and “reinstatement”:

Renewal: *Renewal of Registration as per the ECSA Continuing Professional Development (CPD) Rules, refers to the process by which a Registered Person maintains their registration status with ECSA by complying with CPD requirements over a five-year cycle.*

Reinstatement: *Reinstatement refers to the process through which a person whose registration was cancelled within the most recent five years (60 months) preceding the date of reinstatement application, may apply to have their registration status restored through the processes explained in this document.*

If there is a conflict between these Procedures and the ECSA Rules on Cancellation of Registration and Renewal, the Rules take precedence.

2. Scope

These procedures apply to all ECSA staff responsible to implement cancellation and reinstatement decisions in the ECSA CRM. It also applies to all previously Professionally and Specified Category Registered Persons whose registration was cancelled.

Note: Candidates whose registrations were cancelled due to non-payment of annual fees may be reinstated at any time upon settlement of the reinstatement administrative fee, all outstanding arrear amounts, outstanding fines (if relevant), pending confirmation that there are no disciplinary actions that have to be taken into account prior reinstatement, in addition to the pro-rated annual fee applicable at the time of reinstatement.

3. General Rules for Cancellation of Registration

3.1 Grounds for Cancellation

The Council may cancel the registration of a Registered Person under the following circumstances as per Section 19(3) of the Engineering Profession Act (Act 46 of 2000):

- a) Erroneous registration or registration based on false information.
- b) Failure to pay the prescribed Annual Fee, within 60 days of its due date.
- c) Failure to apply for Renewal of Registration in the prescribed format and in accordance with the CPD Rules, within 60 days of the renewal becoming due.

- d) Unsuccessful Renewal of Registration application.
- e) Request for voluntary cancellation by the Registered Person (unless an investigation into improper conduct is ongoing).
- f) Finding of guilt after an improper conduct investigation, dependent on the outcomes of a Governing Council resolution.
- g) The status of persons who reach the age of 80 years and older, will be automatically cancelled (reason: retirement). A person at this stage in life who wishes to retain an active registration status, must apply to ECSA in writing.

3.2 Notice of Cancellation

The Council must provide written notice of cancellation to the Registered Person, including the reason(s) for cancellation and any outstanding obligations.

3.3 Liabilities following Cancellation

Despite the cancellation, the individual remains liable for:

1. Any outstanding fees, arrears, or penalties.
2. CPD requirements to uphold professional development while practicing in the engineering sector.
3. Any actions taken while registered.

4. General Information on reinstatement requirements

- a) For all reinstatement queries, the relevant email address is registration@ecsa.co.za for control purposes.
- b) Reinstatement applies only if the registration was cancelled within the most recent five years (60 months) preceding the date of reinstatement application. If the cancellation occurred more than five years before the date of the reinstatement request, the individual must submit a new application for registration. Reinstatement is not permitted in such cases.
- c) The reinstated person retains their original Profile and ECSA Registration Number, not as a presumption of continuous registration, but for administrative continuity. While the number is retained for tracking purposes, the legal effects of cancellation remain valid until reinstatement is formally processed. The PrivySeal verification will indicate the period that status was cancelled.
- d) Internal rule: This requires that the last registration opportunity “lost” in the ECSA CRM at cancellation, be reopened.

4.1 Internal checks before considering reinstatement

- ✓ Cancellation period check.
- ✓ Outstanding fees check: confirming required arrear payment plus payment of the prescribed administrative fee.
- ✓ CPD compliance check as per the guidelines below.
- ✓ Improper conduct check: IC to confirm if any disciplinary matters are outstanding on the person's profile, and if all outstanding fines concerning improper conduct, if relevant, have been paid.

4.2 CRM System Process

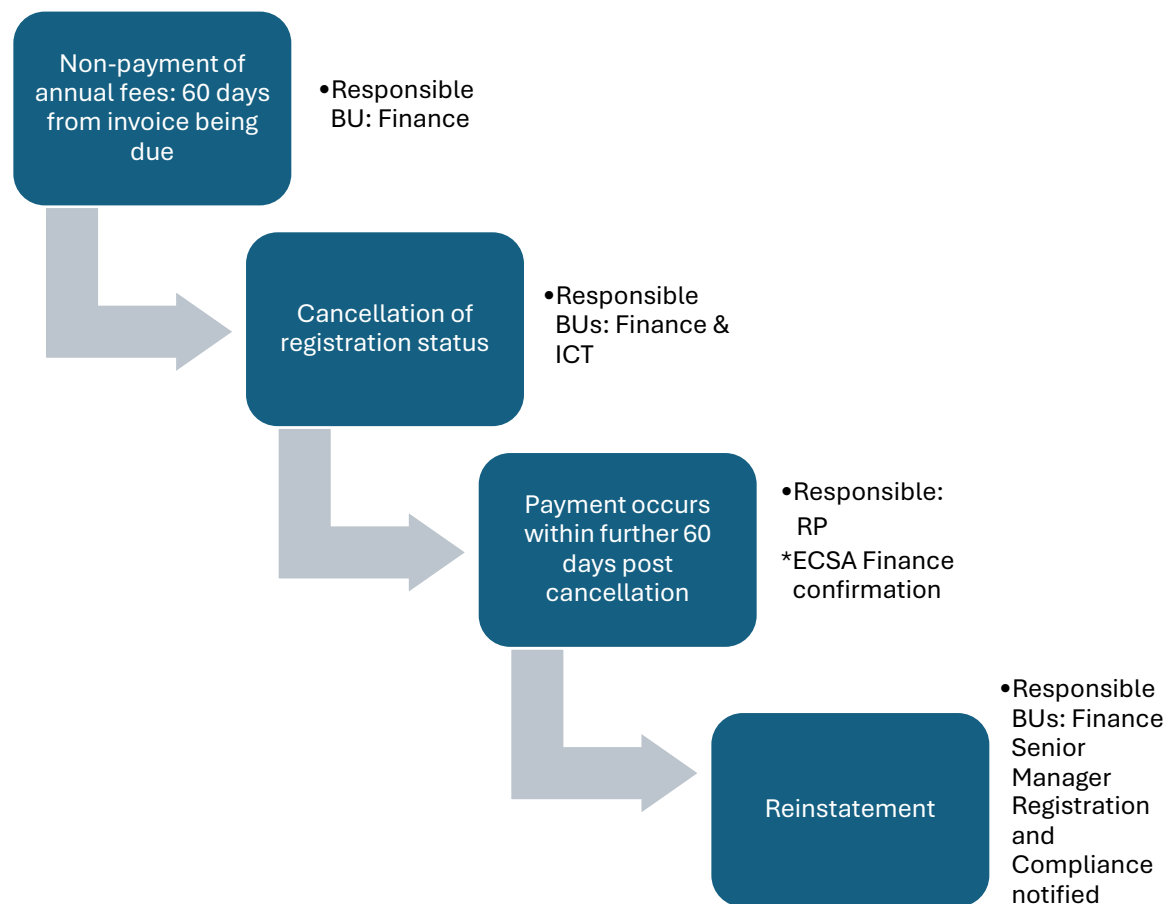
- a) After confirming eligibility for reinstatement, the person can apply for reinstatement via the ECSA online portal. The applicant will be required to update their personal profile prior applying for reinstatement.
- b) The CRM system will enable the processing of the reinstatement application, including automated and manual checks.
- c) After reinstatement has been confirmed, the CRM system will revert the CPD cycle status of the reinstated person to the original CPD cycle start and end dates. This will require that the reinstated person submit a formal request via the ECSA Portal to request exemption from CPD for the years prior the date of reinstatement. This will ensure the creation of a historical record for the registered person which can be audited and confirmed.

5. Reinstatement requirements based on status cancellation duration

5.1 Within 6 months post cancellation of registration due to non-payment of annual fees

- The Rules state that every year, a person's registration status will be cancelled within 60 days if the required annual fee payment is not honoured.
- Post the cancellation for non-payment of annual fees, a person will be reinstated within the subsequent 6-month period, by paying the required full annual fee payable.
- Prorated fees are not applicable; full annual fee is payable.

Visual workflow:

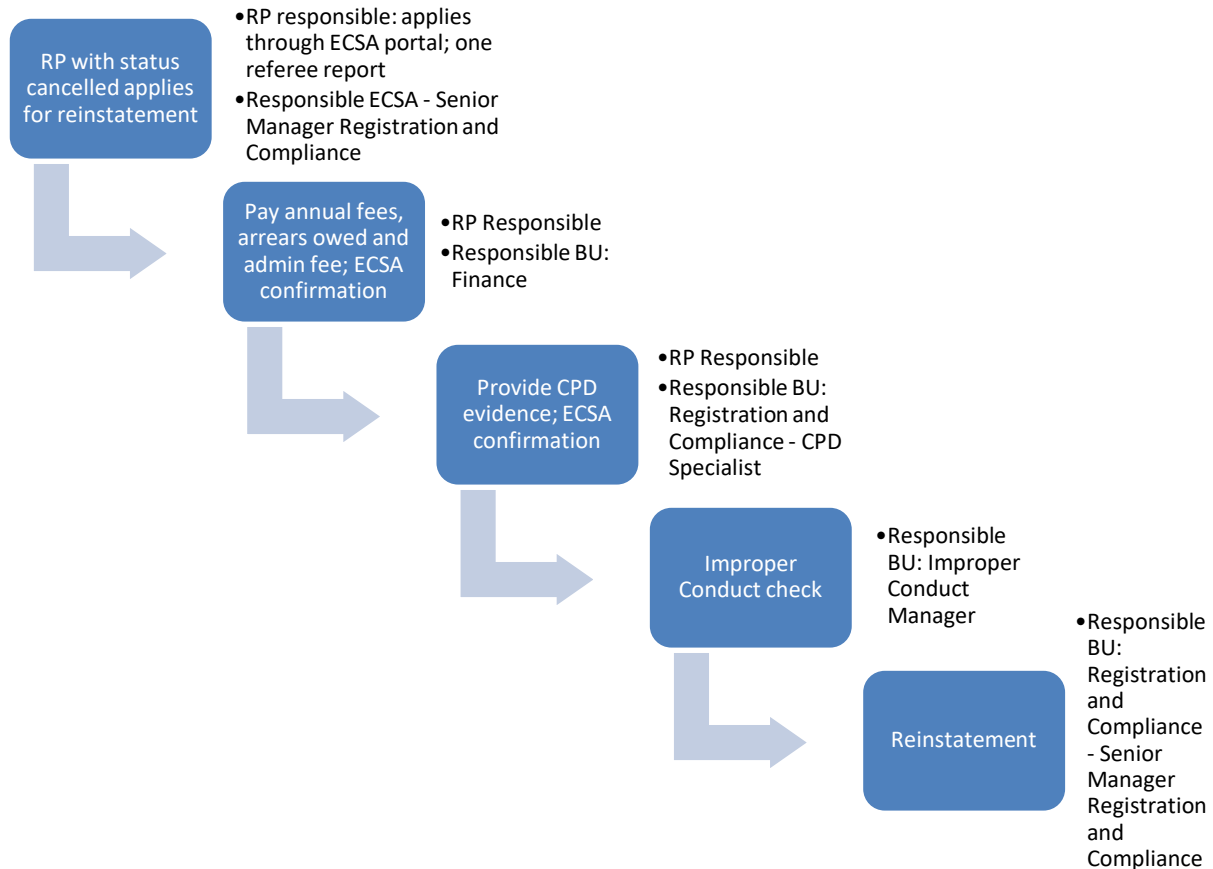


5.2 From 6 months to 3 years of status cancelled.

- The applicant must update their profile through the ECSA portal.
- The applicant must apply for reinstatement via the ECSA portal.
- Requirements:
 - Payment of arrears, any fines imposed by Council, as relevant, plus administration fee (non-refundable).
 - The applicant must update their profile through the ECSA portal.
 - The pro-rated current fiscal year fees will only be paid once the reinstatement has been approved.
 - Provide evidence of CPD credits (minimum 3 CPD credits per year for each cancelled year; CPD credits in any category of the CPD Rules and to a maximum of 5 CPD credits per year).

- One referee report from an ECSA registered person (supervisor/ line manager/ colleague, etc.), attesting to recent engineering work involvement.
- A person whose registration is cancelled in two consecutive cycles due to CPD non-compliance, will be required to submit two cycles worth of CPD credits prior reinstatement (50 credits, subject to the CPD Rules).
- CPD records will be audited:
 - If found lacking, reinstatement will be denied, and a new application for registration will be required.
 - False Declarations (Perjury - Criminal Procedure Act, Section 102(1)(b) 51 of 1977): If an applicant declares that their submission is original, and this is proven false, they may be guilty of perjury under the Criminal Procedure Act and the applicant may be referred to law enforcement and/or may constitute a basis of improper conduct under ECSA's jurisdiction.
- Senior Manager confirmation required for reinstatement.

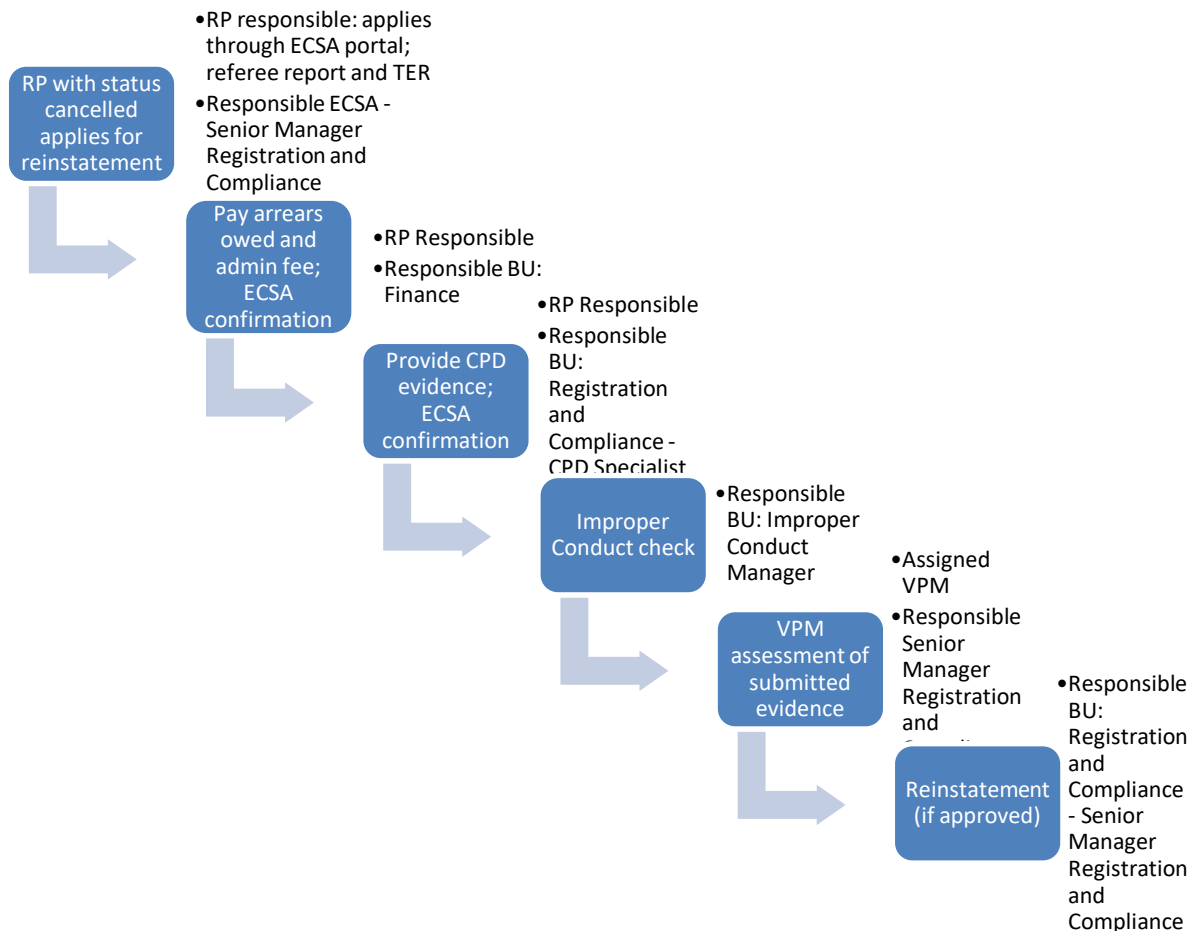
Visual workflow:



5.3 Within 4-5 years of status cancelled

- The applicant must update their profile through the ECSA portal.
- The applicant must apply for reinstatement via the ECSA portal.
- Requirements:
 - Payment of arrears, any fines imposed by Council, as relevant, plus pro-rated current fiscal year fees (non-refundable).
 - The pro-rated current fiscal year fees will only be paid once the reinstatement has been approved.
 - The applicant must activate and update their profile through the ECSA portal.
 - Upload CPD credits (minimum 3 credits per year for each cancelled year, including at least 2 developmental activity credits as per CPD Rules and to a maximum of 5 credits per year or 25 credits over a 5-year period).
 - One referee report from an ECSA registered person (supervisor/ line manager/colleague, etc.), attesting to recent engineering work involvement.
 - Training and Experience Reports/s (TER/s) for the cancelled period to be assessed by one VPM.
 - Based on this assessment, the assessor may request an interview.
 - Interview will be conducted by two VPMs to confirm competence.
 - If competence cannot be confirmed, the reinstatement will not be approved and the applicant must reapply through the full registration process.
 - A person whose registration is cancelled in two consecutive cycles due to CPD non-compliance, will be required to submit two cycles worth of CPD credits prior reinstatement (50 credits, subject to the CPD Rules).
- CPD records will be audited:
 - If found lacking, reinstatement will be denied, and a new application for registration will be required.
 - False Declarations (Perjury - Criminal Procedure Act, Section 102(1)(b) 51 of 1977): If an applicant declares that their submission is original, and this is proven false, they may be guilty of perjury under the Criminal Procedure Act and the applicant may be referred to law enforcement and/or may constitute a basis of improper conduct under ECSA's jurisdiction.
- Senior Manager affects the reinstatement post approval from the relevant VPM(s).

Visual workflow:



5.4 More than 5 years of status cancelled

- The person's whose registration has been cancelled for a period of longer than 5 years, will have to submit a new application to register with ECSA.
- All fees for a normal application will apply.
- The Applicant, if successful, will receive a new ECSA registration number (i.e. number displayed as YearNumbers) if competence is indicated and the person is subsequently registered.
- For Finance purposes, the person will retain the same Profile Number for administrative purposes (i.e. number displayed as ECSA-Numbers).

6. Appeals against Cancellation

If the decision to cancel the registration status of a person does not comply with Section 19(3) of the EPA, or Section 33 of the Constitution, the individual may appeal within 30 days of the cancellation having been affected.

If an appeal is lodged against a cancellation decision (except for non-payment of fees or disciplinary sanction), registration will not be cancelled until the appeal is finalised.

7. Responsible Business Units

7.1 Non-payment of annual fees

- Finance BU: Identifies non-payment cases and requests cancellation of same by the Registration and Compliance BU post Executive Statutory Services approval.
- Senior Manager Registration and Compliance / Manager Registration: Executes cancellations in the CRM upon Finance's request and Executive's approval.

7.1.1 Payment and cancellation procedures

- Annual Fees are invoiced in April of each year.
- Registered Persons outside the billing cycle are charged a pro-rated fee.
- Failure to pay the Annual Fee within 60 days of the amount becoming due results in automatic cancellation.
- An "early-bird" discount is offered if payment is made within 60 days of invoicing.
- Registered Persons who are also members of a recognised Voluntary Association may be eligible for a discounted Annual Fee.

7.2 CPD non-compliance

- Registration and Compliance BU.
- Senior Manager Registration and Compliance / Specialist CPD can cancel the status of a non-compliant person post Governing Council approval of same.

7.2.1 General renewal process

- Registered Persons must apply for renewal at least three (3) months before 5-year CPD cycle expiration.
- The application must be complete, including all supporting documents.
- Requirements for renewal are available on the ECSA website and as per the gazetted CPD Rules.
- Failure to apply within the prescribed period may result in automatic cancellation.

7.3 Reinstatement following cancellation

7.3.1 Conditions for reinstatement

- Applications for reinstatement must be submitted within 60 months of registration status cancellation.
- Only the following persons have administrative rights in the CRM to finalise the requirements that will lead to a reinstatement:
 - ✓ The Senior Manager Registration and Compliance
 - ✓ The Manager Registration
 - ✓ The CPD Specialist
- Reinstated individuals retain their original ECSA registration number.
- If cancellation was due to disciplinary sanctions, a new registration application is required for registration purposes.
- A non-refundable reinstatement application fee applies at all times.
- Reinstatement after 36 months but within 60 months requires competency re-evaluation (see section 5.2 and 5.3 of this document).

7.4 Cancellation due to Improper Conduct

7.4.1 Responsible Business Unit

- Improper Conduct (for investigations and appeals)
- Manager Improper Conduct: Requests registration cancellation after required Governing Council approval based on findings, to be affected in the CRM by the Senior Manger Registration and Compliance.

7.4.2 Cancellation Procedure

- Registration may be cancelled if a Disciplinary Tribunal finds a Registered Person guilty of improper conduct.
- If the decision does not comply with Section 33 of the Constitution, the individual may appeal within 30 days.
- Appeals require payment of the prescribed appeal fee.

8. Review and Amendments

This procedure document is subject to periodic review and amendments as required by ECSA regulations.

EMCO approved: 14 July 2025