

## FREQUENTLY ASKED QUESTIONS ON REINSTATEMENT

### GENERAL

**Q: Can I apply for re-registration if my registration was cancelled?**

**A:** Re-registration is no longer possible. A cancelled registered person can only apply for reinstatement.

**Q: How will I know if my registration is cancelled?**

**A:** You may have received an email informing you of your cancellation, if you have not, you can check your registration status on the ECSA Website on the “Find a Registered Person” tab.

**Q: How will I know how long I have been cancelled?**

**A:** When you start the reinstatement application process on the ECSA Self-Service portal, on the second step, your cancellation date and reason will be indicated.

**For example:** If the cycle end date is 25/07/2030, your CPD start date will be 25/07/2025, which means you need to provide a report for 25 July 2025 to present; if your cycle end date is 25 July 2025, you need to provide a CPD report for 25 July 2020 to 25 July 2025, as well as 25 July 2025 to present.

**Q: What are the fees for reinstatement?**

**A:** Presently the amount to be paid includes arrears before cancellation and a reinstatement administration fee. The reinstatement administration fee is currently R500.

**Q: What reference number should one use when making payment?**

**A:** The reference to be used when making payment should be the ECSA profile number e.g. ECSA-00011234 available on the invoice issued for payment.

**Q: Where do I apply for reinstatement ?**

**A:** All reinstatement applications may be submitted on the ECSA Self-Service Portal. If you have never used the ECSA Self-Service Portal or forgot your password – you may contact [retentions@ecsa.co.za](mailto:retentions@ecsa.co.za) for assistance.

**Note\*** Do no create a new account if you have used the Portal before as this will create a duplicate profile.

**Q: What is the official email address for all reinstatement related queries?**

**A:** All queries related to reinstatement should be sent to [retentions@ecsa.co.za](mailto:retentions@ecsa.co.za).

### CANDIDATES

**Q: Does it matter how long my registration has been cancelled?**

**A:** Yes, reinstatement for candidates is currently only for those who have been cancelled between 0-6 years.

\*Mr TC Madikane

\*\*\*Dr PC Msomi

Mr P Sekhoto

Mr ML Meder

Mr T Selebogo

Ms PF Sibiya

Ms P Mazibuko

Ms SN Shoji

\*\*Ms M Mairi

\*\*\*Ms KC Maelane

Mr DL Cawdry

Ms S Sulliman

Prof D Lokhat

Mr J George

Mr Havenga

Dr S Kabane

\*\*\*Mr E Oswald

Dr VT Hashe

Ms ST Sishi

Prof K Ramdass

Ms S Mona

Ms SP Moketla

Mr MV Lupuwana

Ms K Majola

\*\*\*Prof E Kearsley

Prof PM Mashinini

Dr M Heyns

Mr L Monyatsi

Mr B Maluleka

Ms NS Gumede

Dr ME Makgae

Ms N Koranteng

\*\*\*Ms VP Nene

Ms SN Chamane

Dr N Gareeb

Ms ML Damane

Mr SJ Xawuka

Mr S Palackal

Mr GS Gcaba

Ms VN Ndlovu

\*\*\*Mr BJ Mottadiile

Mr IS McKechnie

Mr S Mbadamana

Mr SC Khoza

Ms V Mudau

Mr MP Khathide

Dr PT Govender

Mr. S Pillay

**Q: What do I need to do to apply for reinstatement?**

**A:** You need to do the following to apply for reinstatement as a candidate:

- Complete a candidate reinstatement application on the ECSA Self-Service Portal under the reinstatement module.
- Before submitting your application, ensure you have entered the correct billing address, this can be updated on your Profile on the ECSA Self-Service Portal. An incorrect address will result in the address on the invoice being incorrect.
- Receive an invoice via email within 72 hours of submitting your application. The invoice will also reflect the reinstatement administration fee and all arrear amounts owed to ECSA before cancellation.
- For Non-Netcash payments, upload proof of payment for the obtained invoice on the ECSA Self-Service Portal using the Non-Netcash payments functionality.
- Netcash payments are sent directly to our system, you do not need to upload a proof of payment.

**Q: How long will it take for my application to be processed?**

**A:** Applications will only be processed after payment is cleared as paid. Payments usually clear within 72 hours. We aim to process all candidate reinstatement applications within 5 days of the payment being cleared.

## PROFESSIONALS

**Q: Does it matter how long my registration has been cancelled?**

**A:** Yes, you can only apply for reinstatement as a professional within 5 years of cancellation. After this, you will need to submit a new application for registration.

**Q: What do I need to do to apply for reinstatement?**

**A:** This depends on how long your registration has been cancelled. There are different requirements for those cancelled within 3 years and for those cancelled for more than 4 years and less than 5 years prior. [Click here for the Requirements for Reinstatement per period of cancellation.](#)

**Q: If my registration was cancelled between 6 months - 3 years, how do I apply for reinstatement?**

**A:**

- Complete and submit a professional reinstatement application on the ECSA Self-Service Portal.
- As part of the application process, complete and upload the supporting documents – Refer to the [Supporting Documents Template](#).
- Evidence of CPD compliance must be provided. If the applicant's Cycle end date is in the past, full CPD compliance will be required as part of the reinstatement process (Refer to Supporting Documents Guideline for further information on declaring CPD credits and CPD requirements).
- On the Referee section identify a referee (with active ECSA registration status) who needs to complete the referee report. The referee report may be uploaded on the ECSA Self-Service Portal or sent to [retentions@ecsa.co.za](mailto:retentions@ecsa.co.za) with the following subject line: [Referee Report: Name and Surname of Applicant – Registration Number of applicant](#).
- Receive an invoice via email after your application has passed the initial vetting stage. The invoice will reflect the reinstatement administration fee and all arrear amounts owed to ECSA before cancellation.

## ENGINEERING COUNCIL OF SOUTH AFRICA

1<sup>st</sup> Floor Waterview Corner 2 Ernest Oppenheimer Ave Bruma

Private Bag X691 Bruma Johannesburg South Africa 2026

Tel: +27 11 607 9500 | Fax: +27 11 622 9295 | E-mail: [engineer@ecsa.co.za](mailto:engineer@ecsa.co.za)

- The reinstatement application will be considered by ECSA. The outcome will depend on compliance with all requirements.

**Q: If my registration was cancelled more than 4 but within 5 years prior, how do I apply for reinstatement?**

**A:** As a professional cancelled 4-5 years prior, you need to do the following to apply for reinstatement:

- Complete and submit a professional reinstatement application on the ECSA Self-Service Portal.
- As part of the application process, complete and upload the document guidance template.
- On the Referee section identify a referee (with active ECSA registration) who needs to complete the referee report. The referee report may be uploaded on the ECSA Self Service Portal or sent to [retentions@ecsa.co.za](mailto:retentions@ecsa.co.za) with the following subject line: **Referee Report: Name and Surname of Applicant - Registration Number of applicant.**
- Receive an invoice via email after your application has passed the initial vetting stage. The invoice will reflect the reinstatement administration fee and all arrear amounts owed to ECSA before cancellation.
- Evidence of CPD compliance must be provided. If the applicant's Cycle end date is in the past, full CPD compliance will be required as part of the reinstatement process (Refer to Supporting Documents Guideline for further information on declaring CPD credits and CPD requirements).
- Training and Experience Reports are required for the period of cancellation and may be uploaded as part of the supporting documents on the ECSA Self-Service Portal.
- Virtual Panel members appointed by ECSA will consider the reinstatement application. Depending on the outcome of the desktop assessment, an interview may be requested.

**Q: Upon my reinstatement does my CPD cycle continue or do I start a new cycle?**

**A:** Your CPD cycle end date is always linked to your first professional (specified category) registration date.

- If, when reinstating, your Cycle end date was in the past, the supplied CPD credits that meet the requirements of the rules will enable you to renew your registration.
- Therefore, after reinstating, your CPD cycle will also be renewed which means that it will continue in 5 year periods from your date of first registration.

**Q: How do I receive my invoice?**

**A:** Your invoice will be emailed to you within 72 hours of completing the application (for candidates) and within 72 hours after passing through the initial vetting step (for professionals). Please ensure that your email address on the Profile section of your Portal account is correct to enable ECSA to email your invoice.

**Q: How do I submit proof of payment?**

**A: Netcash payment** - Netcash payments are sent directly to our system, you do not need to upload a proof of payment.

**A: Non-Netcash payment-** Login to the portal and go to Non-Netcash Payments and then declare an off-system payment. Ensure that you upload the PoP against the correct reinstatement invoice.

**Q: How long will it take for my application to be processed?**

**A:** Applications will only be processed after payment is cleared as paid.

The current processing timelines are:

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- Cancellation period of 0 - 4 years: 10 working days.
- Cancellation period of 4 - 5 years: 8 weeks.

*These timelines apply to applications that are complete and supported by the required documentation. Where documents are incomplete or requirements, particularly CPD requirements, have not been adequately addressed, processing may take longer.*