



Professional Designation Application Guideline

This guideline applies to all applications for professional designation certification with the **Corporate Counsel Association of South Africa**.

Before submitting your application, ensure that you meet the requirements for your intended professional designation. These requirements are set out in detail in the [Professional Designation Competency Framework](#).

Should you hold a foreign qualification, please take note of the requirements set out in the [Foreign Qualifications Policy](#).

Important Contact Details

Secretariat:

Contact person: Ronel Lindeque
Tel: 011 476 3217 (08:00 – 13:00)
e-mail: secretariat@ccasa.co.za

Eligibility Criteria

Applications will be accepted **only from current Corporate Counsel Association members in good standing**, which includes:

- Full payment of all annual membership fees.

If you are not yet a registered member, please apply for membership first. Membership information is available [here](#) or via email at admin@ccasa.co.za.

- Confirmation that you are **not in breach of the [Code of Ethics and Professional Conduct](#)**.

Application Fee

The **application fee is R750.00** and must be paid before your application will be processed. To begin, please complete and submit a [Request for Tax Invoice](#) form. An invoice will then be issued and sent to you.

Submission of Application

Submit your **completed [application form](#)** to the **Secretariat**, along with the following supporting documentation:

- A current **CV**, including full details of qualifications, prior learning, employment history, workplace experience, and current role;
- A **detailed job description** with associated **Key Performance Indicators (KPIs)**;
- **Confirmation of employment** from your employer, verifying your current position within the organization;
- A **testimonial from your line manager or direct supervisor**, commenting on your professional performance;
- A **testimonial from a colleague or peer**;
- A **certified copy of your Identity Document**;
- **Certified copies of your qualifications**;
- Your **CPD records** for the past **two years**.

⚠ Important: Incomplete applications will be returned, which will delay the assessment process. Please ensure that all required documentation is accurate and complete.

Outcome Of Application

You will be notified of the outcome of your application **within two weeks** of the Secretariat receiving your **complete application and all supporting documents**.

If your application is successful, you will be permitted to use the awarded **professional designation**, subject to the following conditions:

- You remain a fully paid-up member of the Corporate Counsel Association;
- You comply with the [Code of Ethics and Professional Conduct](#);
- You meet the annual **CPD requirements**, as outlined in the [CPD Policy](#).

Summary Of Key Reminders

- Ensure membership is up to date before applying.
- Carefully review designation requirements before submission.
- Submit all supporting documents in full.
- Maintain compliance with the Corporate Counsel Association's policies post-certification.