

### List of problems in application to the PSSR:

1. Not certified professional certificates – either normal or no copies
2. Not certified enterprise documents (CM1 or CK1) – either normal or no copies, or only share certificates
3. No letter from auditor in case of private companies
4. Listing as public companies
5. Listing as partnership – yet only one equity holder
6. Combining Head Office and Branch Office/s
7. Same professionals in more than one or all Offices
8. Not complying with Council stipulations iro equity by professionals
9. Not listing service categories
10. Resolutions incomplete/not signed by all or at least majority equity holders
11. Listing service categories without professionals in the discipline
12. Listing only one town or listing all towns or none at all.
13. Not listing service categories competent for
14. Too brief project descriptions to prove service categories
15. Referring us to annexures in stead of completing the forms – especially problematic when having to approve service categories
16. Manipulation of copies – falsify documentation/certificates
17. Copies of previously certified copies do not qualify as certified copies.
18. Copies, in stead of original, tax certificates or dates expired (in one case a 2004 tax certificate was presented)
19. Copies of VAT registration certificates not provided
20. Resident professionals not signing in cases of BO applying
21. Not indicating Head or Branch office
22. Persons other the one with signing powers iro Resolution signing the application and other documents
23. Not completing the form in full (leaving out sections: bank forms, disclosure iro SCM)
24. Listing technicians/technologists as professionals
25. Signing of Resolution by partnerships, sole proprietors
26. Members of close corporations, partners and sole proprietors calling themselves Directors, Managing Directors in resolutions
27. Not signing the application declaration
28. Changing the order of the pages in the application.
29. Binding supporting documents at random into the form
30. Listing of the same projects at more than one office of execution
31. Form information and info in business profiles, cover letters etc in conflict
32. Listing of equity holders, Directors, Members in the form conflict with enterprise supporting documentation.
33. Eligibility criteria of arch and qs iro number of professional equity holders is unreasonable – VAs to take up with councils
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