



CANDIDATE PROPERTY PRACTITIONER STATUS UPGRADE TO NON-PRINCIPAL

WHAT IS A STATUS UPGRADE?

This is the process whereby a candidate Property Practitioner (PP) upgrades their status to become a Non-Principal PP in the real estate industry.

WHO IS ELIGIBLE TO UPGRADE THEIR STATUS?

A candidate PP who:

1. Holds or held at the relevant time, a valid Fidelity Fund Certificate (FFC) as a candidate property practitioner.
2. Passed the NQF4 Real Estate qualification.
3. Passed the Professional Designation Examination Level 4 (PDE4).

HOW TO UPGRADE YOUR STATUS?

1. You must apply for an FFC as a Non-Principal PP.
2. You must submit the following documents.
 - 2.1. Application form,
 - 2.2. Letter of employment (non-principal),
 - 2.3. Clear copy of your ID, and
 - 2.4. Proof of payment (refer to the schedule of fees)
3. On the portal you must log a query advising the PPRA of your application.

MyPPRA ACCOUNT

- Update Your Information
- Change Your Password

ONLINE QUERY

- Log A Query
- Track Your Query

4. Upon receipt of the query the PPRA will process.
5. An invoice will be generated and payment allocated.

6. A new FFC will be issued and downloadable from the portal.
7. The property practitioner must login the portal to view and download the new FFC.
8. The new FFC will not indicate your new status as per Regulation 41.22.
9. Your status will be updated and reflected on the portal.

10. Below is the look and feel of your status on the portal before and after the issuance of a full status non-principal FFC.:

10.1. BEFORE THE ISSUANCE OF A FULL STATUS FFC

MyPPRA ONLINE

HOME > PRACTITIONERS PORTAL > FFC HISTORY

FFC History

Please note that your Reference Number is [REDACTED]

You can download your FFC by clicking the  icon (where available)

Your FCC History

FFC Number	Valid	Agency	Type	Status	Remarks	Download
[REDACTED]	2025	[REDACTED]	INTERN ESTATE AGENT	Issued	CONSOLIDATED ENTITY UPDATE Issued	

You are currently logged in as [REDACTED] [Logout](#)

MyPPRA ACCOUNT

- Update Your Information
- Change Your Password

ONLINE QUERY

- Log A Query
- Track Your Query

FIDELITY FUND CERTIFICATE

Windows

- Individual FFC History System in Control

10.2. AFTER THE ISSUANCE OF A FULL STATUS FFC

FFC History

Please note that your Reference Number is [REDACTED]

You can download your FFC by clicking the  icon (where available)

Your FCC History

FFC Number	Valid	Agency	Type	Status	Remarks	Download
[REDACTED]	2025	[REDACTED]	FULL STATUS AGENT	Issued	CONSOLIDATED ENTITY UPDATE Issued	

WHEN TO APPLY FOR YOUR STATUS UPGRADE?

All candidate property practitioners who have passed PDE 4 prior to 1 January 2025 but are holding a candidate property practitioner FFC should apply for the new FFC as Non-principal property practitioner immediately and no later than the 31 October 2025.

In addition, it is standard procedure that all candidate property practitioners who have written and passed PDE 4 must immediately but no later than three (3) months after passing PDE 4, apply for the new FFC as Non-principal property practitioner.

Property Practitioners Regulatory Authority

19th March 2025