



**ESTATE AGENCY AFFAIRS BOARD  
OF SOUTH AFRICA**

**An example of an internship agreement/contract is provided for possible use by the parties to the internship arrangement. The agreement/contract may either be used entirely in its current format or so amended as necessary to meet individual circumstances.**

**INTERNSHIP AGREEMENT**

This Contract of Internship is made and entered into by and between \_\_\_\_\_, a full status principal estate agent holding a valid fidelity fund certificate issued by the Estate Agency Affairs Board (hereinafter referred to as “the Principal”), and \_\_\_\_\_, identity number \_\_\_\_\_ (hereinafter referred to as “the Intern”), pursuant to which:

1. The Intern binds him/herself and commits and undertakes –

- 1.1 to serve the Principal diligently, honestly, properly and confidentially in and about his/her profession as an estate agent for a continuous period of twelve months commencing as and from the date of the issue to the Intern of an intern’s fidelity fund certificate by the Estate Agency Affairs Board;
- 1.2 to execute all lawful instructions that may be given to him/her by the principal, or by any other full status estate agent in the service of the Principal who has been delegated by the Principal to issue any lawful instructions to the Intern, in and about the course and scope of his/her service as an intern estate agent to the Principal;
- 1.3 not to absent him/herself from the service of the Principal without the Principal’s consent to do so having first been sought and obtained;
- 1.4 to devote him/herself conscientiously to the business of the Principal and not to engage in any business whatsoever other than that of intern estate agent in the service of the Principal unless the written consent of the Principal to do so has been sought and obtained by the Intern.



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2. The Principal commits and undertakes that –

2.1 he/she will use his/her best efforts and endeavours diligently to mentor, teach and instruct the Intern in the practice and profession of an estate agent; and

2.2 he/she will actively supervise and meticulously appraise the estate agency functions and activities of the Intern from time to time and will, furthermore, ensure that the Intern accurately maintains and keeps the mandatory workplace learning programme logbook and that he/she will duly sign-off such logbook prior to its submission to the Estate Agency Affairs Board on the termination of the internship period to enable the status of the Intern to be upgraded to that of full status non-principal estate agent.

3. The parties acknowledge that they are fully aware of the provisions of Regulations 2(4) and (5) of the Standard of Training of Estate Agents Regulations, 2008, in respect of the estate agency acts which the Intern may and may not perform, and hereby undertake to comply strictly therewith.

4. Should the Intern fail either:

4.1 to be duly certificated against the Further Education and Training Certificate: Real Estate, or an equivalent qualification, during the internship period referred to in paragraph 1.1 above; and/or

4.2 to pass the Professional Designation Examination for non-principal estate agents during that period;

it is agreed that the internship period shall be extended for a further period, not to exceed an additional period of twelve months, to enable the intern to be duly certificated against the Further Education and Training Certificate: Real Estate, or an equivalent qualification, and to pass the Professional Designation Examination for non-principal estate agents.



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5. Should the Principal discontinue practicing as an estate agent or should the Intern wish to secure the services of an alternative principal estate agent during the duration of the internship period it is agreed by the parties that the Intern shall be entitled to cede this contract of internship to another Principal for the remainder of the internship period.
6. Should the Intern:
  - 6.1 fail to serve the required period of internship in accordance with this contract of internship; and/or
  - 6.2 commit a material breach of this contract of internship; and/or
  - 6.3 be found guilty by a court of law in respect of any offence involving an element of dishonesty; and/or
  - 6.3 be found guilty by a committee of inquiry of the Estate Agency Affairs Board of conduct deserving of sanction;

the Principal shall be entitled forthwith to cancel this contract of internship and to dismiss the Intern from his/her service.



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Thus done and signed at \_\_\_\_\_ on this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_, by the parties.

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Intern

\_\_\_\_\_  
Parent or guardian if the Intern is a minor



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**Details of intern estate agent:**

Name:			
Identity number:			
Contact details:	Telephone no:		
	Cellular no:		
	E-mail address:		
Employer:			
Principal (name and surname):			
Details of mentor/coach/supervisor (if the mentor/coach/supervisor is not a principal of the firm):			
Starting date:			
Completion date:			

**A copy of the intern estate agent's identity document must be attached to this page.**



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**Details of initial principal/mentor/coach/supervisor (“the principal”)**

<b><u>Details of mentor/coach/supervisor</u></b> (to be completed where the proposed mentor/coach/supervisor is not a principal of the firm):		<b><u>Details of principal:</u></b>	
Name:		Name	
Surname:		Surname	
ID Number:		ID Number	
Individual reference number:		Individual reference number:	
Name of firm:		Name of firm:	
Physical address of firm:		Physical address of firm:	
Contact details of firm:		Contact details of firm:	
Contact details of mentor/coach/supervisor:		Contact details of principal:	
E-mail address of mentor/coach/supervisor:		E-mail address of principal:	

**A blank letterhead reflecting full details of the principal’s estate agency enterprise must be attached to this page.**

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**Procedure to be followed on change of principal**

Regulations 10 and 12 of the Regulations pertaining to the Issue of Fidelity Fund Certificates must be followed whenever an intern estate agent changes principals during the course of the internship period.

Such regulations provide as follows:

**Regulation 10**

“The holder of a fidelity fund certificate shall inform the Board within fourteen (14) days of any change in the information supplied to the Board at the time of applying for the issue to him/her of such certificate and, if the information appearing on the certificate is no longer applicable or has changed such certificate shall forthwith be forwarded to the Board for the appropriate amendment thereof or for the issue of a new certificate in substitution thereof.”

**Regulation 12(1)**

“If a fidelity fund certificate was issued to an [intern estate agent] and such person ceases to be employed by or associated with the employer mentioned in such certificate, that employer shall, within fourteen (14) days of such person ceasing to be in his/her employ, or to be thus associated, return such certificate to the Board together with a notification informing the Board of such fact and, if such information is available, stating with whom that person is taking up employment or becoming associated.”

**Regulation 12(3)**

“If the employer concerned is unable, for any reason, to return the certificate as required ... the employer shall, within fourteen (14) days of the termination of employment or ceasing to be associated, inform the Board of that fact, stating the reasons why it is unable to return such certificate as well as furnishing all available information concerning the whereabouts of such employee or independent contractor.”

- Should the intern estate agent, therefore, at any time and for whatever reason, decide to change firms and/or principals during the course of the internship period, it is required that both the previous principal and the intern estate agent inform the EAAB in writing of this fact within fourteen (14) days of such change.
- The previous principal must advise the EAAB of such change on a letterhead of the



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firm which must, furthermore, clearly indicate the date when the intern estate agent ceased, or will be ceasing, service with the firm as well as with whom the intern estate agent intends entering service, if such information is available. The previous principal must also return the 'intern' fidelity fund certificate issued to the intern estate agent to the EAAB.

- If the previous principal is unable, for any reason, to return the 'intern' fidelity fund certificate to the EAAB, the letter must state the reasons why he/she is unable to do so and also provide all available information concerning the whereabouts of the intern estate agent.
- Immediately the intern estate agent, in any event, commences service with a new principal that new principal is required forthwith to advise the EAAB accordingly on a letterhead of the firm which must, in addition, clearly indicate the date when the intern estate agent commenced service with that firm.
- Once the EAAB has been duly advised accordingly by the new principal it will be in a position suitably to amend the returned 'intern' fidelity fund certificate to correctly reflect the details of the new estate agency firm in whose service the intern will henceforth be.

**A copy of all such letters must be inserted by the intern estate agent into both this logbook as well as into his/her portfolio of evidence.**

**It will also be necessary for the new principal suitably to amend this logbook by providing the full details required of a principal.**

**Details of new principal/mentor/coach/supervisor ("the principal") [Only to be completed after a change of principal has been made]**





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<b><u>Details of mentor/coach/supervisor</u></b> (to be completed where the proposed mentor/coach/supervisor is not a principal of the firm):		<b><u>Details of principal:</u></b>	
Name:		Name	
Surname:		Surname	
ID Number:		ID Number	
Individual reference number:		Individual reference number:	
Name of firm:		Name of firm:	
Physical address of firm:		Physical address of firm:	
Contact details of firm:		Contact details of firm:	
Contact details of mentor/coach/supervisor:		Contact details of principal:	
E-mail address of mentor/coach/supervisor:		E-mail address of principal:	

**A blank letterhead reflecting full details of the new principal's estate agency enterprise must be attached to this page.**

**Details of new principal/mentor/coach/supervisor ("the principal") [Only to be completed after a change of principal has been made]**

<b><u>Details of mentor/coach/supervisor</u></b> (to be completed where the proposed	<b><u>Details of principal:</u></b>
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mentor/coach/supervisor is not a principal of the firm):			
Name:		Name	
Surname:		Surname	
ID Number:		ID Number	
Individual reference number:		Individual reference number:	
Name of firm:		Name of firm:	
Physical address of firm:		Physical address of firm:	
Contact details of firm:		Contact details of firm:	
Contact details of mentor/coach/supervisor:		Contact details of principal:	
E-mail address of mentor/coach/supervisor:		E-mail address of principal:	

**A blank letterhead reflecting full details of the new principal's estate agency enterprise must be attached to this page.**

### Hints on maintaining the logbook

For the training intervention to be successful it is essential that the intern logbook, which accounts for the completion of specific activities or sets of activities, be conscientiously