

INFORMATION FOR REQUEST FOR REPLACEMENT OR RE-ISSUE OF AN OCCUPATIONAL QUALIFICATION CERTIFICATE

The *Skills Development Act, 1998, (Act No 97 of 1998)*, as amended legislates the quality assurance functions for which the QCTO is responsible. In terms of section 26 D (4) and H (3) (b) of this Act, QCTO has the responsibility for issuing of certificates.

QCTO requires the following to commence with a process for the re-issue or replacement of an occupational certificate:

1. a certified copy of the document to be replaced (if available);
2. the **original certificate** if a correction is being requested (the request will not be processed until the original certificate has been returned);
3. a detailed affidavit indicating how the certificate was lost and what steps were taken to find the document or the reasons for the request for the re-issue of a previously issued certificated;
4. a certified copy of the requestor's ID document or passport (not older than 6 months);
5. Proof of payment of the requisite fee. For the 2022/23 and 2023/24 financial years effective on 1 April annually are as follows:

Certification Fees	2023	2024
First issues and Replacements	R141	R149

The E-mail sent to certification@qcto.org.za must clearly indicate: REPLACEMENT/RE-ISSUE OCCUPATIONAL CERTIFICATE

Banking details of the QCTO:

ABSA;

Mid Corporate Pretoria,

Cheque Account;

Account Number 40 7837 0566;

Branch Code: 632005;

Reference No **RCERT_001 and Surname.**

The application must clearly state the information of the requestor as follows:

Name and Surname;

ID number;

Contact number;

E-mail address;

The QCTO will strive to ensure completion of the request within twenty-one (21) working days. Once the request has been finalised, the requestor will be contacted to make arrangements for a courier service to collect the documents from the QCTO. (The cost of such courier service is payable by the requestor). The requestor may also collect the documents from the QCTO offices during working hours from 09:00 to 15:00 by arrangement.

Prior arrangements must be made for collection of the documents with the certification team by sending an email to certification@qcto.org.za to arrange for document(s) to be ready for collection or drop-off at the QCTO reception.

Contact information

QCTO
256 Glynn Street
Hatfield
Pretoria

Tel: +27 12 003 1800

E-mail: certification@qcto.org.za

Website: www.qcto.org.za



Ms A. Janse van Rensburg

DIRECTOR: CERTIFICATION

DATE: 2023/03/01