



📍 18572 off Mother, Patrick Avenue, Rotten Row, Office G5, Harare. P.O Box CY 999, Causeway, Harare, Zimbabwe

☎ Tel: +263 242 791025, +263 242 792516, Fax: +263 242 792397

✉ councilofestateadministrators@ceaip.co.zw

COUNCIL OF ESTATE ADMINISTRATORS AND INSOLVENCY PRACTITIONERS,

CIRCULAR NUMBER 1 OF 2023

To: All Estate Administrators and Insolvency Practitioners

Date: 01 September 2023

Re: Notice of Fees Structure for 2024 payable on or before 31 January 2024

Members are aware that although this Council was formed through an Act of Parliament, it is autonomous and does not receive funding from the Government but relies from subscriptions from you our valued members for its survival. Council's operational and running costs are being charged in United States Dollars therefore we encourage members to pay in United States of America dollars so as to allow better running of the Council.

For all payments that would be made in local currency, please contact the office first for confirmation before making any payment.

All Council levies should be paid in the same currency as the Administrator or Insolvency Practitioner would have received it as stated in Item 4 of SI 126/23 as below:

ITEM 4: COUNCIL OF ESTATE ADMINISTRATORS AND INSOLVENCY PRACTITIONERS LEVY

1. There shall be charged 4% on fees earned by every Estate Administrator or Insolvency Practitioner as a levy to be paid to the Council of Estate Administrators.

2. The Master of High Court shall not approve any fee note from an Estate Administrator or Insolvency Practitioner or authorize any account for distribution where proof of payment of this levy to the Council of Estate Administrators and Insolvency Practitioners has not been furnished to him or her.

3. No practising certificate for the ensuing year shall be issued by the Council of Estate Administrators and Insolvency Practitioners in the absence of payment of this levy as will have been advised by The Master of High Court.

4. The fees stated herein are in United States dollars, and can be paid in Zimbabwean dollars at the prevailing interbank rate on the date of payment. The Council of Estate Administrators levy in Item 4 shall be payable in the currency in which the Estate Administrator or Insolvency Practitioner, as the case may be, has been remunerated for the relevant assignment."



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Accordingly, Council advises that the fees to be levied (where applicable) for 2024 would be as follows:

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| 1. Application for initial registration and practicing certificate | USD400.00 |
| 2. ANNUAL SUBSCRIPTION FEE | USD120.00 |
| 2.1 100% penalty if paid after due date of 31 January 2024 | USD240.00 |
| 2.2 Deregistration – if the member does not pay annual subscription on due date. | |
| 3. ANNUAL PRACTICING FEE | USD270.00 |
| 3.1 100% penalty if paid after due date of 31 January 2024 | USD540.00 |

NB: Please note that members who are in practice will pay both the ANNUAL SUBSCRIPTION FEE and the ANNUAL PRACTICING FEE. TOTAL USD 390.00. Any payments after the due date will attract a 100% penalty and the total would be USD780.00.

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| 4. Fees for duplicate copy of certificate of registration | USD20.00 |
| 5. Fees for amended copy of certificate | USD20.00 |
| 6. Examination fee per paper | USD150.00 |
| 7. Oral Examination fee | USD150.00 |
| 8. Exemption fee per paper | USD150.00 |

Once payment is done, send us your proof of payment on Council's email address councilofestateadministrators@ceaip.co.zw . For any payments that would have been made, members should get a copy of a receipt from the office. Practicing certificates shall only be issued to paid-up members ONLY .Members without valid Practicing certificates will be deregistered and published in the local press.

ACCOUNT NAME:	COUNCIL OF ESTATE ADMINISTRATORS
ACCOUNT NUMBER	ZWL\$: 4112219928080 ZWL\$
	FCA: 4112219928406 USD
BANK:	ZB BANK LIMITED
BRANCH:	FIRST STREET

Yours faithfully

SIMBISAI SITHOLE
0773981430
SECRETARY