



## KWAZULU-NATAL PROVINCE

ECONOMIC DEVELOPMENT, TOURISM  
AND ENVIRONMENTAL AFFAIRS  
REPUBLIC OF SOUTH AFRICA



### GUIDELINES FOR REGISTRATION OF TOURIST GUIDES WITH THE KWAZULU-NATAL

Any person who wishes to be registered as a tourist guide must:

1. Submit valid and certified copy of CATHSSETA assessment (certificate).
2. Submit a copy of your Declaration of Competence/Learner Achievement Letter from your assessor indicating the category for which you have been assessed e.g. KZN Site Guide- Phezulu Safari.
3. Pay R240 (registration renewable every 3 years). Cash and cheque payments will not be accepted at our offices. Please deposit the money into our account and attach proof of your deposit to your registration forms. **BANKING DETAILS ARE AS FOLLOWS:**

#### **BANKING DETAILS FOR TOURIST GUIDES & TOURISM BUSINESS REGISTRATION**

BANK:	STANDARD BANK
ACCOUNT NAME:	KZN ECO - Tourist Guides
ACCOUNT NO.:	000 5210 6780
BRANCH CODE:	057525
SWIFT CODE:	SBZAZAJJ
REFERENCE TO BE USED:	Surname and name (for Tourist Guides, and for renewals please include your KZN number as well) Business Name (for Service Providers)

**NB: The Bank will not allow deposits without references so deposit slips to reflect reference at all times**

**NB: Tourist Guides are encouraged not to make deposits while there are outstanding documents for the registration; deposits should only be made after all documents have been confirmed to be in order as per the checklist. No Refunds Permitted**

4. Include 2 passport size colour photos. Electronic photos can be submitted however they must be have a high resolution.
5. Proof of South African citizenship i.e. certified copy of a South African ID or a valid residential/work permit for foreign nationals.
6. Include a signed copy of the Tourist Guide Code of Conduct and Ethics.
7. Valid and certified copy of your first aid certificate, from an institution recognized by the Department of Labour.
8. Submit a letter of verification from a consulate should you speak a foreign language.
9. Completed registration forms can either be emailed or hand delivered to:
  - **The Provincial Registrar, 217 Burger Street, Calder House, Pietermaritzburg, 3201**
  - **For registration forms and other enquires kindly contact:**

**Ms Silindo Mhlongo**

Tourism Registration Officer

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**Office Hours: 08:00 – 16:30 Monday to Friday**