



Guidelines for the Submission of Application Documents

1. Each electronic document must be saved with an understandable name. This should include an abbreviation of the SHI's name. For example, "SHI ABC – Finance Policy"
2. Documents must be in PDF Format and individually packaged. If a file is submitted containing several other documents, the SHRA will not be responsible for failing to assess those documents.
3. Every document must have a date and / or revision number. This could be at the top or bottom of the document, in the header or footer, at the signature, or in a stamp.
4. All documents must be approved by the board, either by signing and dating each document or providing a board resolution stating the specific documents approved by the board.
5. The applicant must submit large files via the "MIMECAST" platform as the SHRA cannot be held responsible for files rejected by its server and firewall due to size limitations or other IT security related risks.
6. Applications will only be accepted via the Regulation@shra.org.za alias.