

# Code of Professional Conduct in Relation to Immigration Practitioners

1	<p>The Forum of Immigration Practitioners of South Africa (FIPSA) has identified skills (education), integrity and excellence as the pre-eminent professional attributes of Immigration Practitioners (hereafter referred to as 'members') in South Africa. FIPSA is committed, in the interests of the immigration profession and South Africa as a whole, to enhancing these qualities in all members by providing appropriate guidance.</p>	
2	<p>A member of FIPSA is required to comply with the following fundamental principles</p>	
	<b>Integrity</b>	<p>A professional immigration practitioner should conduct him or herself with integrity and dignity and act in an ethical manner at all times in all professional and business relationships.</p>
	<b>Objectivity</b>	<p>A member should not allow bias, conflict of interest or undue influence of others to override professional or business judgments. He should be able and willing to deal fairly with clients</p>
	<b>Professional Competence and Due Care</b>	<p>A member has a continuing duty to maintain professional knowledge and skill at the level required to ensure that a client or employer receives competent professional service based on current developments in practice, legislation and techniques. A member should act diligently and honestly in accordance with applicable technical and professional standards when providing professional services.</p>
	<b>Confidentiality</b>	<p>A member must respect the confidentiality of information acquired as a result of professional and business relationships and should not disclose any such information to third parties without proper and specific authority unless there is a legal or professional right or duty to disclose. Confidential information acquired as a result of professional and business relationships should not be used for the personal advantage of the professional immigration practitioner or third parties.</p>
	<b>Professional Behavior</b>	<p>A member should comply with relevant laws and regulations and should avoid any action that discredits FIPSA.</p>
3	<p>A member must ensure that his or her actions comply with all laws and regulations and owes a contractual duty to the client to act with the requisite degree of skill and care, and the contractual relationship should therefore be governed by a letter of engagement. The member also has duties to the country, notably of compliance with the law and the honest presentation of an immigration client's affairs.</p>	
4	<p>It is the immigration practitioner's duty to ensure that submissions made to the immigration authorities are correct and complete</p>	
5	<p>A member is to refrain from making statements or encouraging the making of statements in support of an application, believing or knowing such statements to be misleading, inaccurate or false.</p>	
6	<p>Where a member becomes aware that irregularities have occurred in relation to a client's immigration affairs, he should advise the client of the consequences, and the manner of disclosure.</p>	
7	<p>Where a client refuses to follow the advice of a member in relation to issues involving disclosure, the member should consider whether he should continue the engagement.</p>	
8	<p>A member shall be honest about the prospects of success when assessing a request for assistance, preparing a case or submitting an application.</p>	
9	<p>Members shall not encourage the lodging of applications which will not succeed and within reason ensure that the client understands the situation</p>	
10	<p>When approached for information on a client's affairs by another member or Immigration Professional, the member should ensure that he has his client's authority before making any disclosure</p>	
11	<p>The Code is established on the basis that unless a limitation is specifically stated, the Code is equally valid for all members, whether in public practice, commerce, business, public sector or academia.</p>	



**FIPSA**

Forum for Immigration Practitioners South Africa

This is to certify that SAQA has recognised the

## **Forum of Immigration Practitioners of South Africa**

as a Professional Body and has registered the following professional designation in terms of Section 13(1)(i)(ii) of the National Qualifications Framework Act, Act 67 of 2008.

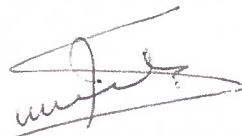
**IP(SA) - Immigration Practitioner (South Africa)**

**30 July 2015**

Recognition Start Date

**29 July 2020**

Recognition End Date



Chief Executive Officer

