BOARD NOTICE 47 OF 2008

FINANCIAL SERVICES BOARD

FINANCIAL ADVISORY AND INTERMEDIARY SERVICES ACT, 2002 (ACT NO. 37 OF 2002)

DETERMINATION OF COMPLIANCE REPORT FOR CATEGORY I AUTHORISED FINANCIAL SERVICES PROVIDERS WITH A COMPLIANCE OFFICER, 2008

In terms of section 17(4) of the Financial Advisory and Intermediary Services Act, 2002 (Act No. 37 of 2002) ("the Act"), I, Robert James Gourlay Barrow, Registrar of Financial Services Providers, by this notice with its schedule, determine the manner in which the compliance report of Category I Financial Services Providers with a compliance officer must be submitted, and the matters which it must have regard to. This determination was made after consultation with the Advisory Committee on Financial Services Providers.

(a) A written report for the reporting period, conforming to the schedule attached hereto, or in the prescribed electronic format determined by the Registrar, must be submitted by 15 August 2008.

(b) Answers should not be provided in columns that are shaded in grey in the schedule.

(c) In this Notice and the schedule, unless the context indicates otherwise –

(i) any word or expression shall have the meaning that it was assigned in the Act (including any measure contemplated in the definitions of "this Act" as defined in section 1(1) of the Act);

(ii) "Code of Conduct" means any Code published under section 15 of the Act;

(iii) "Determination of Fit and Proper Requirements" means the Determination of Fit and Proper Requirements for Financial Services Providers, 2006;

(iv) "FICA" means the Financial Intelligence Centre Act, 2001 (Act No. 38 of 2001);

(v) "Forex Investment Business Code of Conduct" means the Code of Conduct for Authorised Financial Service Providers, and their Representatives, involved in Forex Investment Business, 2004;

(vi) "FSP" and "financial services provider" means an authorised financial services provider, and includes, where applicable, any representative of the provider;

(vii) "General Code of Conduct" or "General Code" means the Code of Conduct for Authorised Financial Services Providers and their Representatives, 2003;

(viii) "Regulations" means the Financial Advisory and Intermediary Services Regulations, 2003;

(ix) "reporting date" means 31 May 2008;

(x) "reporting period" means the period from-

(aa) the date of authorisation as financial services provider in terms of section 8 of the Act; or

(bb) the first day of the month following the reporting period for the 2007 compliance report,

whichever is the later date, until the reporting date.

This Determination is called the Determination of Compliance Report for Category I Financial Services Providers with a compliance officer, 2008, and comes into operation on the date of publication thereof.

R J G BARROW,
Registrar of Financial Services Providers

SCHEDULE

Compliance Report in terms of section 17(4) of the Financial Advisory and Intermediary Services Act, 2002 (Act No 37 of 2002) ("the Act") by Compliance Officers of Category I Financial Services Providers for reporting period ended 31 May 2008

Scope

In accordance with section 17(4) of the Act, I/we ..... (the approved Compliance Officer(s) of the Financial Services Provider ("the FSP") hereby report as follows as regards compliance with the Act by .....(full name of the FSP and the FSP Number) and any representatives of the FSP, for the reporting period .....(date reporting period started) to 31 May 2008.

Question	Column 1 Yes	Column 2 No	Column 3 Not applicable	Column 4 Develop-mental area	Column 5 Note No. Comment/ Annexure
SECTION 1 – GENERAL					
1. Conditions and restrictions imposed, made, given or issued by Registrar *Section 8(4) (a) and 8(5) (b) of the Act*					
1.1 Does the FSP have procedures in place to ensure that it can comply with condition 1 of the licensing conditions that require the FSP to update its business information as provided during applications within 15 days of any change occurring?					
1.2 Did the FSP change the name of the financial services business as reflected on the licence concerned?					
1.3 *If the answer to Question 1.2. is YES-* Did the FSP obtain prior approval from the Registrar in compliance with condition 4 of the licensing conditions?					
1.4 **Financial Products in respect of which FSP renders financial services** *Condition 5 imposed by the Registrar in terms of section 8(4) of the Act*					
1.4.1. Is the FSP regulated in terms of any other Act?					

Question	Column 1 Yes	Column 2 No	Column 3 Not applicable	Column 4 Develop - mental area	Column 5 Note No. Comment/ Annexure
1.4.2. *If the answer to Question 1.4.1 is YES:* Provide details of the Regulators (Name, registration or licensing number if applicable) in a separate annexure and indicate the annexure number in column 5.					
1.4.3. Does the FSP render financial service on any financial product that is not specifically defined in the Act or regulated in terms of any other legislation?					
1.5 **Financial Products in respect of which FSP renders financial services** *Authorisation in terms of the licence of the FSP*					
1.5.1. Does the FSP have internal controls and procedures in place to ensure that financial services are rendered within the limitations on categories and sub-categories for which the licence is issued?					
1.5.2. Did you (compliance officer) during the period under review perform monitoring procedures on rendering of financial services within the limitation on categories and sub-categories for which the license is issued?					
1.5.3. Did you (compliance officer) find any instances of non-compliance where the financial services that are rendered by the provider were outside of the limitations on the category and sub-category for which the license is issued? Provide details of any non-compliance in a separate annexure and indicate the annexure number in column 5.					
1.5.4. Does the FSP form part of a group of companies and/or is associated with other financial service providers? Provide full details of the group and/or associates (organogram or diagram as well as relation to one another) in a separate annexure and provide the annexure number in column 5.					
2. **Key individuals** Section 8(1) and 8(4) (b) of Act and *Determination for Fit and Proper Requirements for Financial Services Providers*					
2.1 Are all key individuals approved by the Registrar?					
2.2 Does the FSP have procedures in place to ensure that it complies with Section 8(4) (b) of the Act in the case of replacement of key individuals?					

Question	Column 1 Yes	Column 2 No	Column 3 Not applicable	Column 4 Develop - mental area	Column 5 Note No. Comment/ Annexure
2.3 **Fit and Proper Requirements for key individuals** *Determination for Fit and Proper Requirements for Financial Services Providers*					
2.3.1. Was the Registrar informed of any changes that occurred in the personal circumstances of any key individual during the reporting period that adversely affected the Fit and Proper Requirements of the person?					
2.3.2. Do all of the key individuals meet the column 4 requirements on reporting date?					
2.3.3. Does the FSP have procedures in place to ensure that all its key individuals will meet column 4 requirements by the date specified in the said Fit and Proper Requirements?					
3. **License of the FSP** *Section 8(8) of the Act*					
3.1 Is an original license or certified copy of the license of the FSP displayed within every business premises of the FSP?					
4. **Representatives** *Sections 13 and 14 of the Act*					
4.1 Does the FSP have representatives? If YES, questions 4.2 to 4.7 must be answered.					
4.2 Provide the number of representatives in column 5.					
4.3 Does the FSP have any juristic representatives?					
4.3.1 *If the answer Question 4.3 is YES-* Does the FSP have an agreement with each juristic representative?					
4.3.2 Are all employees of the juristic representative that are rendering financial services on behalf of the provider, appointed as representatives of the provider in terms of section 13 of the Act?					

Question	Column 1 Yes	Column 2 No	Column 3 Not applicable	Column 4 Develop-mental area	Column 5 Note No. Comment/ Annexure
4.4 Does the FSP have procedures in place (including documentation) to enable representatives to provide clients with confirmation, as certified by the provider, of their status as representative as provided for in section 13(1)(b)(i) of the Act?					
4.5 **Competency of representatives** *Section 13(2)(a) of the Act*					
4.5.1. Does the FSP have procedures in place to ensure that representatives and key individuals of representatives are competent to render financial services to clients, taking into account the requirements stipulated in the *Determination for Fit and Proper Requirements for Financial Services Providers* relating to personal character qualities of honesty and integrity; as well as competence and operational ability?					
4.5.2. Does the FSP have representatives that, on the reporting date, are rendering financial services under supervision as contemplated in paragraph 3 of the *Exemption of Financial Services Providers as regards Representatives, Board Notice 95 of 2003?*					
4.5.3. *If the answer to question 4.5.2 is YES –*					
4.5.3.1. Provide the number of representatives in column 5 that, on the reporting date, are rendering services under supervision as contemplated in paragraph 3 of the *Exemption of Financial Services Providers as regards Representatives, Board Notice 95 of 2003.*					
4.5.3.2. Provide the number of key individuals that acted as supervisors in respect of services under supervision on reporting date in column 5.					
4.5.3.3. Provide the number of representatives that acted as supervisors in respect of services under supervision on reporting date in column 5.					
4.5.3.4. Does the FSP have procedures in place to monitor the compliance of supervisors with paragraph 3(b)(i) and (ii) of the Exemption mentioned in Question 4.5.3.1 Attach a copy of the procedure as an Annexure and indicate the annexure number in column 5.					
4.5.3.5. Did you (compliance officer) perform monitoring procedures to ensure that the FSP has a supervision plan for representatives that are rendering services under supervision?					

Question	Column 1 Yes	Column 2 No	Column 3 Not applicable	Column 4 Develop - mental area	Column 5 Note No. Comment/ Annexure
4.5.3.6. If the answer to question 4.5.3.5 is YES- Provide details of any non-compliance in a separate annexure and indicate the annexure number in column 5.					
4.5.3.7. Did you (compliance officer) perform monitoring procedures on a sample basis to ensure that the FSP disclosed to clients the fact that a representative is rendering financial services under supervision?					
4.5.3.8. If the answer to Question 4.5.3.7 is YES- Provide details of any non-compliance in a separate annexure and indicate the annexure number in column 5.					
4.6 **Representatives' compliance with the Code of Conduct** *Section 13(2)(b) of the Act and Section 5(f) of the General Code of Conduct*					
4.6.1. Did you (compliance officer) perform monitoring procedures on a sample basis to ensure that representatives adhered to the procedures stipulated in the Codes of Conduct applicable to the FSP?					
4.7 **Debarment of representatives** *Section 14 of the Act*					
4.7.1. Did the FSP debar any representatives in terms of section 14(1) of the Act during the reporting period?					
5. **Insurance cover** *Sections 5(e) and 13 of the General Code of Conduct*					
5.1 Does the FSP have professional indemnity cover? If yes, provide the extent (numeric amount) of the cover in column 5.					
5.2 Does the FSP have fidelity insurance cover? If yes, provide the extent (numeric amount) of the cover in column 5.					
5.3 Does the FSP have guarantees in place as contemplated in section 13 of the General Code of Conduct? If yes, provide the extent (numeric amount) of the guarantees in column 5.					
5.4 Does the FSP disclose to clients in terms of section 5(e) of the General Code of Conduct whether it holds guarantees or professional indemnity or fidelity insurance cover?					

Question	Column 1 Yes	Column 2 No	Column 3 Not applicable	Column 4 Develop - mental area	Column 5 Note No. Comment/ Annexure
6. Compliance function *Section 17 of the Act and Chapter IV of the Regulations*					
6.1 Is the compliance function established as part of the risk management framework of the business of the FSP in compliance with section 17(3) of the Act and Regulation 5?					
6.2 Do you (compliance officer) provide written reports on the compliance monitoring and recommendations relating to the FSP on a regular basis in terms of regulation 5(3) of the Regulations?					
6.3 In the case where you (compliance officer) are not in the full time employ of the FSP, indicate in column 5 the number of visits to the FSP in order to perform monitoring procedures during the reporting period.					
6.4 Do you (compliance officer) have any issues that are not covered by this report that you would want to bring to the attention of the Registrar? Attach a written copy of your comments as an annexure and note the annexure number in column 5.					
7. Maintenance of records *Section 18 of the Act and the General Code of Conduct*					
7.1 Does the FSP have appropriate procedures and systems in place to record the information contemplated in section 18 of the Act and section 3(2) of the General Code of Conduct?					
7.2 Does the FSP utilise off-site storing facilities?					
7.3 *If the answer to Question 7.2 is YES-* Do you utilise the services of a third party?					
7.4 *If the answer to Question 7.2 is YES-* Can the documents be inspected by the Registrar within seven days from request?					
7.5 Are all records stored in a manner that ensures that it will be safe from destruction?					
7.6 Does the FSP have a process in place to ensure that records are kept for a period of five years, after termination of the product concerned or, in any other case, after the rendering of the financial service concerned?					

Question	Column 1	Column 2	Column 3	Column 4	Column 5
	Yes	No	Not applicable	Develop - mental area	Note No. Comment/ Annexure
8. General Code of Conduct					
8.1 General provisions *Section 3 of the General Code of Conduct*					
8.1.1. Does the FSP have an internal policy with regard to conflict of interest (as described in section 3 of the General Code of Conduct)?					
8.1.2. *If the answer to Question 8.1.1 is YES-* Attach a copy of the internal policy as a separate annexure and indicate the annexure number in column 5.					
8.1.3. Did the FSP or any of its employees receive non-cash incentives and other indirect considerations from product suppliers?					
8.1.4. Did the FSP disclose to its clients any non-cash incentives and other indirect considerations received where applicable?					
8.2 **Disclosure requirements** *Sections 4, 5 and 7 of the General Code of Conduct*					
8.2.1. Does the FSP act a direct marketer? If the answer is NO, questions 8.2.2 to 8.2.6 must be answered.					
8.2.2. Did you (compliance officer) perform monitoring procedures on a sample basis to ensure that the disclosure documentation complies with sections 4, 5 and 7 of the General Code of Conduct?					
8.2.3. *If the answer to Question 8.2.2 is YES-* Provide details of non-compliance in a separate annexure, and indicate the annexure number in column 5.					
8.2.4. As a separate annexure, provide a copy of the disclosure document in terms of section 4 of the General Code of Conduct. Provide the annexure number in column 5.					
8.2.5. Does the FSP provide clients with financial services in respect of financial products of only one specific product supplier?					

Question	Column 1 Yes	Column 2 No	Column 3 Not applicable	Column 4 Develop - mental area	Column 5 Note No. Comment/ Annexure
8.2.6. Does the FSP disclose the following information in terms of section 7(1) (c) of the General Code of Conduct to the client in writing:					
8.2.6.1 The name, class or type of financial product concerned;					
8.2.6.2 The nature, extent and frequency of any incentive, remuneration, consideration, commission, fee or brokerage which will or may become payable to the provider, directly or indirectly, by any product supplier or any other person as a result of the financial service concerned;					
8.2.6.3 Any material or investment risk associated with the product concerned;					
8.2.6.4 Extent of monetary obligations assumed by the client, the frequency thereof and consequences of non-compliance concerned.					
8.3 **Direct Marketing** Section 15 of the General Code of Conduct					
8.3.1. Does the FSP act as a direct marketer as defined in the General Code of Conduct?					
8.3.2. **If the answer to Question 8.3.1 is YES -**					
8.3.2.1. Does the FSP have recording systems in place to record all telephonic conversations with clients in the course of direct marketing?					
8.3.2.2. Does the FSP have appropriate procedures and systems in place to store and retrieve recordings?					
8.3.2.3. Does the FSP have procedures in place to ensure that it complies with section 15 of the General Code of Conduct?					
8.3.2.4. If you (compliance officer) performed monitoring procedures on a sample basis to ensure that the FSP disclosed relevant information in terms of sections 15(1) to (4) and (6) of the General Code of Conduct to its clients, attach full details of any non-compliance in a separate annexure, and indicate the annexure number in column 5.					

Question	Column 1 Yes	Column 2 No	Column 3 Not applicable	Column 4 Develop - mental area	Column 5 Note No. Comment/ Annexure
8.4 **Furnishing of advice and record of advice** *Section 8 and 9 of the General Code of Conduct*					
8.4.1. Is the FSP licensed to furnish advice?					
8.4.2. ***If the answer to question 8.4.1 is YES –***					
8.4.2.1. Does the FSP have procedures in place to ensure that an analysis of the client's financial situation and objectives are performed before advice is furnished?					
8.4.2.2. Did you (compliance officer) perform monitoring procedures on a sample basis to ensure that the FSP conducted an analysis, for purpose of the advice, based on the information obtained relating to the client's financial situation, financial product experience and objectives?					
8.4.2.3. *If the answer to question 8.4.2.2 is YES: -* Did the FSP, in the sample, comply in all instances?					
8.4.2.4. Does the FSP have procedures in place, to ensure compliance with section 8(1) (d) of the General Code of Conduct relating to replacement products?					
8.4.2.5. In column 5, provide the percentage (%) of new financial transactions entered into where the client did not provide all the information requested by the FSP as provided for in section 8(4)(a) of the General Code of Conduct.					
8.4.2.6. Did you (compliance officer) perform monitoring procedures on a sample basis to ensure that the FSP keeps a record of advice and provide it to its clients in accordance with section 9 of the General Code of Conduct? Provide details of non-compliance in a separate annexure and provide the annexure number in column 5.					
8.5 **Custody of financial products and funds** *Section 10 of the General Code of Conduct*					
8.5.1. Does the FSP receive funds and/or premiums from or on behalf of clients when rendering financial services?					

Question	Column 1 Yes	Column 2 No	Column 3 Not applicable	Column 4 Develop - mental area	Column 5 Note No. Comment/ Annexure
8.5.2. ***If the answer to question 8.5.1 is YES –***					
8.5.2.1. Does the FSP have an approved auditor or accounting officer in terms of section 19 of the Act read with the exemption published in Board Notice 96 of2003?					
8.5.2.2. Does the FSP issue written confirmation of receipts to clients when funds and/or premiums are received from clients without the mediation of a bank?					
8.5.2.3. Does the FSP have procedures in place to ensure that the client's funds and/or premiums can be readily distinguished from private assets or funds of the FSP?					
8.5.3. Does the FSP collect short term insurance premiums from clients in accordance with section 45 of the Short-term Insurance Act, 1998 (Act No. 53 of 1998)?					
8.5.4. *If the answer to Question 8.5.3 is YES-* Provide the extent (numeric amount) of the IGF cover in column 5.					
8.5.5. If IGF cover is held, provide the IGF number in Column 5.					
8.5.6. Provide a copy of the IGF cover schedule as a separate annexure and submit the annexure number in column 5.					
8.5.7. Did you (compliance officer) perform monitoring procedures on a sample basis to establish whether the FSP is receiving funds and/or premiums from clients?					
8.5.8. Does the FSP issue written confirmation of receipts to clients when financial products are received from clients?					
8.5.9. Does the FSP have procedures in place to ensure that the client's financial products can be readily distinguished from private assets or funds of the FSP?					
8.6 **Risk management** *Sections 11 and 12 of the General Code of Conduct*					
8.6.1. Does the FSP have and employ appropriate risk management resources, procedures, systems and controls as described in sections 11 and 12 of the General Code of Conduct?					

	Question	Column 1 Yes	Column 2 No	Column 3 Not applicable	Column 4 Develop - mental area	Column 5 Note No. Comment/ Annexure
8.6.2.	Does the FSP have a documented Risk Management Plan?					
8.6.3.	Did you (compliance officer) perform monitoring procedures to ensure that the Risk Management Plan is monitored by the FSP?					
8.6.4.	*If the answer to Question 8.6.3 is YES-* In a separate annexure, provide details of how the Risk Management Plan is monitored. Provide the annexure number in column 5.					
8.7	**Advertising** *Section 14 of the General Code of Conduct*					
8.7.1.	Does the FSP advertise its services?					
8.7.2.	*If the answer to Question 8.7.1 is YES-*					
8.7.2.1.	Does the FSP have procedures in place to ensure that all advertisements and advertising communications and/or material comply with section 14 of the General Code of Conduct?					
8.7.2.2.	If the FSP advertised any of its services by telephone during the reporting period, did you (compliance officer) monitor that the FSP maintained an electronic, voice logged record of all communications?					
8.7.2.3.	Is a reference to the fact that a license is held contained in all advertisements?					
8.8	**Complaints** *Section 16 to 19 of the General Code of Conduct*					
8.8.1.	Does the FSP have a complaints policy and resolution system in place that complies with sections 16 to 19 of the General Code of Conduct?					
8.8.2.	Does the FSP keep records of complaints and indicate whether or not any such complaint has been resolved as contemplated in section 18 of the Act?					
8.8.3.	As a separate annexure provide the following details regarding complaints: number of complaints, number of complaints resolved and number of complaints referred to the Ombud. Indicate the annexure number in column 5.					

Question	Column 1 Yes	Column 2 No	Column 3 Not applicable	Column 4 Develop - mental area	Column 5 Note No. Comment/ Annexure
8.9 **Termination of agreement or business** *Section 20 of the General Code of Conduct*					
8.9.1. Does the FSP have procedures in place to ensure that it complies with section 20 of the General Code of Conduct?					
8.10 **Waiver of rights** *Section 21 of the General Code of Conduct*					
8.10.1. Does the FSP have procedures in place to ensure that they do not request or induce a client to waive any right or benefit conferred on the client by, or in terms of, any provision of the General Code of Conduct? Provide details of any non-compliance as a separate annexure and indicate the annexure number in column 5.					
8.10.2. Did you (compliance officer) perform monitoring procedures on a sample basis to ensure that the FSP complied with the provisions of Section 21 of the General Code of Conduct?					
8.10.3. *If the answer to Question 8.10.2 is YES-* Provide details of any non-compliance in a separate annexure and indicate the annexure number in column 5.					
9. **Exemptions** *Sections 44 and 45 of the Act*					
9.1 **Exemption in respect of certain applicants for authorisation** *Board Notice 104 of 2004*					
9.1.1. Was the FSP subject to the exemption granted in terms of paragraph 3(1) (a) of Board Notice 104 of 2004 (Exemption regarding certain minimum qualifications for long-term insurance category A)?					
9.2 **Exemption of certain office holders** *Board Notice 97 of 2004*					
9.2.1. Did the FSP utilise the exemption in terms of Board Notice 97 of 2004?					
9.2.2. *If the answer to Question 9.2.1 is YES -*					
9.2.2.1. Did you (compliance officer) perform monitoring procedures on a sample basis during the monitoring process to ensure that the financial services provider complied with the sections of the General Code as well as the Code of Conduct for Discretionary FSP's that are not covered by the exemption in terms of Board Notice 97 of 2004?					

Question	Column 1 Yes	Column 2 No	Column 3 Not applicable	Column 4 Developmental area	Column 5 Note No. Comment/ Annexure
9.2.2.2. *If the answer to question 9.2.2 is YES -* Please submit details of non-compliance in a separate attachment and indicate the annexure number in column 5.					
10. Money laundering control procedures					
10.1 Is the FSP an accountable institution in terms of Schedule 1 of the FICA?					
10.2 ***If the answer to question 10.1 is YES, questions 10.3 to 10.9 must be answered –***					
10.3 Does the FSP have control procedures in place to ensure that it complies with paragraph 4(2) of the Determination for Fit and Proper Requirements for Financial Services Providers, 2003?					
10.4 Does the FSP have internal rules in terms of FICA? Please attach a copy of internal rules in terms of FICA as an annexure to this report, if the rules were amended during the reporting period, and indicate the annexure number in column 5.					
10.5 Did you (compliance officer) perform monitoring procedures on a sample basis to ensure that the FSP obtained the information relating to its clients as provided for in terms of the FICA?					
10.5.1 *If the answer to question 10.5 is YES –* Provide details of non-compliance in a separate annexure and indicate the annexure number in column 5.					
10.6 Did the FSP provide its employees with training as required by FICA during the reporting period?					
10.7 Does the FSP have procedures in place to ensure that their staff is able to identify suspicious transactions and report it accordingly?					
10.8 Does the FSP have procedures in place to risk rate the clients in order to establish which clients pose a higher risk to the entity?					
10.9 Does the FSP rely on a third party for the identification and verification of clients?					

Question	Column 1 Yes	Column 2 No	Column 3 Not applicable	Column 4 Develop - mental area	Column 5 Note No. Comment/ Annexure
11 Financial soundness					
11.1 Did the FSP comply with the solvency requirements as required in terms of paragraph 5(2) of the Fit and Proper requirements for Financial Services Providers?					
11.2 Does the FSP prepare monthly accounting records in terms of section 19 of the Act?					
SECTION 2 – FOREX FSP's					
12 Particular duties/obligations relating to forex FSP's					
12.1 Is the FSP licensed to render financial services relating to forex spot trading, including investments in foreign products issued by foreign product suppliers and held in foreign currency?					
12.2 Did you (compliance officer) perform procedures on a sample basis to determine whether exchange control regulations (including tax legislation) have been complied with? If any non-compliance was found, please provide full details thereof as a separate annexure and indicate the annexure number in column 5.					
12.3 Did you (compliance officer) perform procedures on a sample basis to establish whether reports and statements are made available to clients?					
12.4 Is the FSP a forex spot trader as defined in the Forex investment Business Code of Conduct? Provide full details of the clearing firm as well as the Regulator in a separate annexure and indicate the annexure number in column 5.					
12.5 If the answer to question 12.4 is *YES* -					
12.5.1 Does the FSP render forex investment advisory services?					
12.5.2 Does the FSP advise clients to invest by means of margin trading?					
12.5.3 If the FSP amended any of its specimen application forms during the reporting period, did the Registrar approve such substantial amendments?					

Question	Column 1 Yes	Column 2 No	Column 3 Not applicable	Column 4 Develop - mental area	Column 5 Note No. Comment/ Annexure
12.5.4 Did you (compliance officer) perform procedures during the monitoring process on a sample basis to ensure that the FSP only deals with clients in respect of whom application forms, which comply with section 9 of the said Code, have been obtained?					
12.5.5 In a separate annexure, provide full details of the trading system or platform that the FSP utilises, and provide the annexure number in column 5.					
12.5.6 Does the FSP have procedures in place to ensure that client funds are not churned?					
12.5.7 Did you (compliance officer) perform procedures during the monitoring process on a sample basis to ensure that the indications of returns that are communicated to the client are realistic?					
12.5.8 As a separate annexure, provide copies of the advertising material and brochures of the FSP that are distributed to the clients. Provide the annexure number in column 5.					
SECTION 3 – HEALTH SERVICE BENEFITS					
13 Accreditation under section 65(3) of the Medical Schemes Act, 1998 *Section 8(7)(e) of the Act*					
13.1 Is the FSP licensed to render financial services relating to health service benefits?					
13.2 *If the answer to question 113.1 is YES*					
13.2.1 Was the accreditation of the FSP in terms of section 65(3) of the Medical Schemes Act, 1998, during the reporting period suspended, or withdrawn, or did it lapse? Please provide details of any suspensions, withdrawals or lapses as an Annexure to the report and indicate the annexure number in column 5.					
13.2.2 In a separate annexure, provide the full details of the accreditation with Council for Medical Schemes (ORG numbers for entities and BR numbers for Key Individuals as well as the expiry date of accreditation) and indicate the annexure number in column 5.					
13.2.3 Does the FSP have any corporate clients? Provide the percentage (%) of client base that are corporate clients in column 5.					

SECTION 4 – ATTACHMENTS		
Question number	Comments	Additional Information attached Annexure reference no

To be completed by the compliance officer

Name of compliance officer of FSP .....

ID number of the compliance officer .....

Name of the compliance practice (if applicable) .....

Reference number of compliance officer/practice .....

Signature of the compliance officer .....

Date .....

Address .....

Telephone number .....

Fax number .....

E-mail address .....

To be completed by one of the key individuals of the FSP to acknowledge that they are aware that the report will be forwarded to the Registrar

Name of the FSP .....

FSP Number .....

Name of key individual .....

ID number of the key individual .....

Date appointed as key individual .....

Signature .....

Date .....