

**BOARD NOTICE 93 OF 2011****FINANCIAL SERVICES BOARD****FINANCIAL ADVISORY AND INTERMEDIARY SERVICES ACT, 2002  
(ACT NO. 37 OF 2002)****COMPLIANCE REPORT FOR FINANCIAL SERVICES PROVIDERS WITHOUT A  
COMPLIANCE OFFICER WHO HAVE APPOINTED A COMPLIANCE OFFICER, 2011**

In terms of section 17(4) of the Financial Advisory and Intermediary Services Act, 2002 (Act No. 37 of 2002) ("the Act"), I, Dube Phineas Tshidi, Registrar of Financial Services Providers, by this notice with its schedule, determine the manner in which the compliance report of financial services providers who did not have a compliance officer and who have now appointed a compliance officer during the reporting period, 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, by completing the schedule attached hereto, or by completing electronically, online the schedule on the web site of the Financial Services Board ([www.fsb.co.za](http://www.fsb.co.za)), must be submitted by the key individual within one month after of the Financial Services Provider having appointed a compliance officer.
- (b) A written report for the reporting period prior to the appointment of a compliance officer, by completing the schedule attached hereto, or by completing electronically, online the schedule on the web site of the Financial Services Board, must be submitted by the key individual or sole proprietor within one month after the appointment of the compliance officer.
- (e) Answers should not be provided in columns that are shaded in grey in the schedule.
- (f) 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, 2008;
  - (iv) "Developmental area" means any control, process or compliance issue that has been identified during the monitoring of compliance as an area in respect of which the need for improvement of such control, process or compliance issue has been identified by the provider, and plans are in place to effect

such improvements within a reasonable time;

- (v) "FICA" means the Financial Intelligence Centre Act, 2001 (Act No. 38 of 2001);
- (vi) "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;
- (vii) "FSP" and "financial services provider" means an authorised financial services provider, and includes, where applicable, any representative of the provider;
- (viii) "General Code of Conduct" or "General Code" means the Code of Conduct for Authorised Financial Services Providers and their Representatives, 2003;
- (ix) "previous reporting period" means the reporting period of the last annual compliance report submitted;
- (ix) "Regulations" means the Financial Advisory and Intermediary Services Regulations, 2003;
- (x) "reporting date" means the appointment date of the compliance officer;
- (xi) "reporting period" means the period from the latter of-
  - (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 previous reporting period, until the reporting date.

This Determination is called the Determination of Compliance Report for Financial Services Providers Without a Compliance Officer, who have Appointed a Compliance Officer, 2011, and comes into operation on the date of publication thereof.



**D P TSHIDI,**  
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 key individual or sole proprietor appointing a compliance officer**

**Scope**

In accordance with section 17(4) of the Act, I/we ..... the key individual of FSP or sole proprietor hereby report as follows as regards compliance with the Act by ..... (full name of the FSP and the FSP Number) for the reporting period ..... (date reporting period started) to ..... (date of appointment of compliance officer)

Question	Column				
	1	2	3	4	5
	Yes	No	Not applicable	Develop - mental area	Note No. Comment/ Annexure
<b>SECTION 1 – GENERAL</b>					
<b>1</b> Conditions and restrictions imposed, made, given or issued by the Registrar Sections 7, 8(4) (a) and (5) (b) of the Act					
1.1 Does the FSP verify in all instances that any other FSP that it gives an instruction to, or receives an instruction from, is authorised to render the specific financial services without any restrictions in its licence in relation to the specific financial product/s?					
1.2 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					
1.2.1 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 (e.g. hedge funds, depending of the structure)?					

Question	Column				
	1	2	3	4	5
	Yes	No	Not applicable	Developmental area	Note No. Comment/Annexure
1.2.2	If the answer to Question 1.2.1 is YES – Provide details of the financial products concerned in a separate annexure and indicate the annexure number in column 5.				
1.3	Financial Products in respect of which FSP renders financial services Authorisation in terms of the licence of the FSP				
1.3.1	During the reporting period did any non-compliance occur in respect of the limitation on Categories and sub-categories for which the licence is issued?				
1.3.2	If the answer to Question 1.3.1 is YES - Provide details of such non-compliance as well as steps taken to reasonably ensure that such non-compliance will not occur again) in a separate annexure and indicate the annexure number in column 5.				
2.	Key individuals Section 8(1) and 8(4)(b) of Act and Determination of Fit and Proper Requirements				
2.1	Are all people involved in the managing/overseeing function in relation to the rendering of financial services, appointed as key individuals?				
2.2	Fit and Proper Requirements for key individuals Determination of Fit and Proper Requirements				
2.2.1	Did any changes occur in the personal circumstances of any key individual during the reporting period that adversely affected the Fit and Proper Requirements of the person, as it relates to the requirements of Part II of the Determination of Fit and Proper Requirements?				
2.2.2	If the answer to Question 2.2.1 is YES - Provide full details thereof in a separate annexure and indicate the annexure number in column 5.				
3	Compliance function Section 17 of the Act, Chapter IV of the Regulations and Board Notice 127 of 2010				
3.1	Is the compliance function established as part of the risk management framework of the				

Question	Column				
	1	2	3	4	5
	Yes	No	Not applicable	Develop - mental area	Note No. Comment/ Annexure
business of the FSP in compliance with section 17(3) of the Act and regulation 5 of the Regulations?					
3.2 Do you have any issues that are not covered by this report that you would want to bring to the attention of the Registrar? If YES, attach a written copy of your comments as a separate annexure and indicate the annexure number in column 5.					
3.3 Did you indicate any aspect in this report as a "Developmental Area" (Column 4) that was also indicated as a developmental area in the compliance report for the previous reporting period?					
3.3.1 If the answer to question 3.3 is YES – In a separate annexure, provide details thereof, the reasons for continued non-compliance and corrective action to be taken. Indicate the annexure number in column 5.					
4 General Code of Conduct					
4.1 General provisions Section 3 of the General Code of Conduct and Board Notice 58 of 2010					
4.1.1 Has the FSP adopted, maintained and implemented a conflict of interest management policy? If the answer is YES a copy of the policy must be attached and indicate the annexure number under column 5.					
4.1.2 Are the employees and, where appropriate, associates aware of the conflict of interest management policy?					
4.1.3 Has appropriate training and educational material been provided to the employees and where appropriate, associates?					
4.1.4 Has the conflict of interest management policy been published in appropriate media and is the policy easily accessible for public inspection at all reasonable times?					
4.2 Furnishing of advice and record of advice Sections 8 and 9 of the General Code of Conduct					
4.2.1 Is the FSP licensed to furnish advice?					

Question	Column				
	1	2	3	4	5
	Yes	No	Not applicable	Develop - mental area	Note No. Comment/ Annexure
4.2.2					
4.2.3					
4.2.3.1					
4.3					
4.3.1					
4.4					
4.4.1					
4.4.2					
4.5					
4.5.1					
4.5.2					
4.5.2.1					
5					
5.1					

Question	Column				
	1	2	3	4	5
	Yes	No	Not applicable	Develop - mental area	Note No. Comment/ Annexure
5.2	If the answer to Question 6.1 is YES – Are you (key individual / sole proprietor) also appointed as the Money Laundering Control Officer of the FSP?				
6	Financial soundness				
6.1	Did the FSP comply with the solvency requirements as required in terms of paragraph 9 of the Fit and Proper Requirements at all times during the reporting period?				
6.2	Does the FSP prepare monthly accounting records in terms of section 19 of the Act?				
<b>SECTION 2 – DISCRETIONARY FSPs</b>					
8	Particular duties/obligations relating to discretionary FSPs				
8.1	Nominee companies Section 8 of the General Code of Conduct for Discretionary FSPs, 2003				
8.1.1	Does the FSP hold client investments?				
8.1.2	If the answer to Question 8.1.1 is YES –				
8.1.2.1	Does the FSP hold client investments in its own nominee company approved by the Registrar as required in terms of regulation 6 of the Regulations?				
8.1.2.2	Does the FSP make use of another approved nominee company to hold client assets?				
<b>SECTION 3 – FOREX FSPs</b> The Forex code covers forex investments which are investments in a financial product referred to in paragraph (e) of the definition of “financial product” in section 1(1) of the Act.					

Question	Column				
	1	2	3	4	5
	Yes	No	Not applicable	Develop - mental area	Note No. Comment/ Annexure
<b>9</b>	<b>Particular duties/obligations relating to forex FSPs</b>				
<b>9.1</b>	<b><i>If the FSP is licensed for subcategory 1.15 Questions 11.1.1 and 11.1.2 must be answered</i></b>				
9.1.1					
	Is the FSP licensed to give advice as a forex service provider?				
9.1.2					
	Does the FSP ensure that clients comply with exchange control regulations (including tax legislation) when giving advice on forex investment business? If any non-compliance were found, please provide full details thereof as a separate annexure and indicate annexure number in column 5.				
<b>9.2</b>	<b><i>If the FSP is licensed for subcategory 2.13 Question 11.2.1 to 11.2.1.3 must be answered</i></b>				
9.2.1					
	<b>Special prohibitions applying to forex investment intermediaries</b> <i>Section 5 of the Forex Investment Business Code of Conduct</i>				
9.2.1.1					
	Does the FSP render forex investment intermediary services?				
9.2.1.2					
	Did the FSP comply with Exchange Control Legislation (including Tax Laws) when dealing with forex investment business?				
9.2.1.3					
	<i>If the answer to Question 9.2.1.2 is NO –</i> Provide full details of any instances of non-compliance as well as steps taken to reasonably ensure that such non-compliance does not occur again in a separate annexure. Indicate the annexure number in column 5.				
<b>SECTION 4 – HEALTH SERVICES BENEFITS</b>					
<b>10</b>	<b>Accreditation under section 65(3) of the Medical Schemes Act, 1998</b> Section 8(7)(e) of the Act				



Question	Column				
	1	2	3	4	5
	Yes	No	Not applicable	Develop - mental area	Note No. Comment/ Annexure
10.1	Is the FSP licensed to render financial services relating to health services benefits?				
10.2	<i>If the answer to Question 10.1 is YES - .</i>				
10.2.1	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.				



**To be completed and signed by the key individual of the FSP in the case of a juristic entity, or the sole proprietor in the case of a natural person to acknowledge that the information contained in the report is correct and a true reflection of the affairs of the FSP at the time that the compliance officer was appointed**

Name of the FSP

FSP Number

Name of key individual

ID number of the key individual

Date appointed as key individual

Signature

Date