

Question	Column				
	1	2	3	4	5
	Yes	No	Not applicable	Develop - mental area	Note No. Comment/ Annexure
9.4.1. <i>If the answer to Question 9.4 is NO –</i> Provide details of non-compliance in a separate annexure and indicate the annexure number in column 5.					
9.5 Did the FSP provide employees with ongoing and refresher training as required by FICA during the reporting period?					
9.6 Does the FSP have procedures in place to ensure that their staff is able to identify suspicious transactions and report it accordingly?					
9.7 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?					
9.8 Does the FSP rely on a third party (any other institution) for the identification and verification of clients in terms of exemption 4 under FICA?					
10. Financial soundness					
10.1 Did the FSP comply with the solvency requirements as required in terms of paragraph 9 of the Fit and Proper requirements for Financial Services Providers at all times during the reporting period?					
10.2 Does the FSP prepare monthly accounting records in terms of section 19 of the Act?					
11. Monitoring					
11.1 Please indicate the type of monitoring that you (compliance officer) performed:					
11.1.1 Financial products in which the FSP renders financial service.					
11.1.2 Representatives under supervision.					

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11.1.3 Disclosure documents to check compliance with sections 4 and 5 of the General Code of Conduct.					
11.1.4 Disclosure documents to check compliance with section 7 of the General Code of Conduct.					
11.1.5 Furnishing of advice and record of advice.					
11.1.6 Receipt of funds and/or collection of premiums.					
11.1.7 Waiver of rights.					
11.1.8 Money Laundering Control Procedures					
11.1.9 Exchange control regulations (in case of a forex FSP).					
11.1.10 Policies and Procedures.					
11.1.11 Mandates and application forms.					
11.1.12 Other. Please provide details on other monitoring in a separate annexure and indicate the annexure number in column 5.					
11.2 In a separate annexure, provide an explanation as to how you did the monitoring (methodology) Please also include the extent of monitoring. Indicate the annexure number in column 5.					

Question		Column				
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SECTION 2 – ADMINISTRATIVE FSPs						
12. Particular duties/obligations relating to administrative FSPs						
12.1 Prohibitions and duties of administrative FSPs						
<i>Section 3 of the Code of Conduct for Administrative FSPs</i>						
12.1.1	Does the FSP have procedures in place to ensure that it does not, directly or indirectly engage in the netting of transactions?					
12.1.2	Does the FSP have procedures in place to ensure that it does not, directly or indirectly, sell any financial products owned by the FSP to any client, or buy for own account, any financial product owned by any client?					
12.1.3	Did the FSP exercise a vote in a ballot conducted by a collective investment scheme on behalf of clients?					
12.2 General Functions						
<i>Section 4 of the Code of Conduct for Administrative FSPs: 2003</i>						
12.2.1	Does the FSP have procedures in place to ensure that prior to accepting instructions from a person who is providing intermediary services on behalf of a client, that such person is an authorised financial services provider?					
12.2.2	Does the FSP offer wrap funds?					
12.2.3	Does the FSP offer structured funds on its platform?					
12.2.4	If the answer to question 12.2.2 and/or 12.2.3 is YES – Please provide full details of the funds and underlying assets in the wrap or structured fund in a separate annexure. Provide the annexure number in column 5.					

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12.2.5 Does the FSP offer hedge funds on its platform?					
12.2.6 <i>If the answer to question 12.2.5 is YES –</i> Please provide full details of the fund as well as the underlying assets of the fund in a separate annexure. Provide the annexure number in column 5					
12.2.7 Does the FSP have procedures in place to ensure that the FSP verifies in all instances that any other FSP that it receives an instruction from is authorised to render the specific financial services without any restrictions in its license in relation to the specific financial product?					
12.3 Relationship with clients <i>Sections 5 and 6 of the Code of Conduct for Administrative FSPs 2003</i>					
12.3.1 Did the Registrar approve all specimen application forms and specimen mandates used by the FSP?					
12.3.2 Did the FSP amend any of its application forms and/or mandates during the reporting period?					
12.3.3 <i>If the answer to question 12.3.2 is YES –</i> Did the Registrar approve all substantial amendments before it was used?					
12.3.4 Does the FSP have procedures in place to ensure that it only deals with clients in respect of whom application forms (which comply with section 5 of the said Code) have been obtained?					
12.3.5 Does the FSP have procedures in place to ensure that it notifies clients of an increase in costs within 14 days of the receipt of the notification from the product supplier?					
12.3.6 Does the FSP have procedures in place to deal with the termination of a relationship with a client as contemplated in section 6 of the said code?					

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12.4 Record keeping Section 7 of the Code of Conduct for Administrative FSPs, 2003					
12.4.1 Are client records maintained to identify the specific financial product owned per client?					
12.5 Independent Nominee Section 9 of the Code of Conduct for Administrative FSPs, 2003					
12.5.1 Does the FSP ensure that the independent nominee is approved in terms of the Requirements imposed by the Financial Services Board for Nominees to operate in South Africa (Board Notice 63 of 2007)?					
12.5.2 Did the Registrar approve the written agreement between the FSP and the independent nominee as required by regulation 8 of the Regulations?					
12.5.3 Does the FSP have procedures in place to ensure that all bank and unit reconciliations are up to date?					
12.5.4 Provide the extent of fidelity guarantee and professional indemnity insurance held by the nominee, in column 5.					
12.5.5 Is the nominee structured in such a way that clients' investments are at all times protected from its creditors or those of the administrative FSP and any one else, as required in the Regulations?					
12.5.6 Are regular board or trustee meetings held by the directors or trustees of the independent nominee?					
12.5.7 Are more than 50 percent of the directors, trustees or other persons responsible for management and control of the independent nominee, independent from the administrative FSP, as well as from companies within the same group of the FSP?					

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		Yes	No	Not applicable	Develop - mental area	Note No. Comment/ Annexure
12.6 Reporting to clients						
Section 10 of the Code of Conduct for Administrative FSPs, 2003						
12.6.1	Does the FSP have procedures in place to ensure that the FSP send the client reports as required within the period as stipulated by the said section 10?					
12.7 Information systems						
12.7.1	Does the FSP have a business continuity plan in place?					
12.7.2	Did the FSP have any system developments and/or changes that affected bank and asset holding reconciliations in any way?					
12.7.3	Does the FSP have access controls to information systems in place?					
12.7.4	Does the FSP have anti-virus software in place?					
12.7.5	Does the FSP have a firewall in place to protect the network?					
12.8 Assets under administration						
12.8.1	Provide the amount of assets under administration on reporting date in column 5.					
12.8.2	If separate accounts are held in the name of the clients, indicate whether or not such accounts are audited.					
12.8.3	If separate accounts are not held, indicate in a separate annexure in whose names the assets are held. Indicate the annexure number in column 5.					

		Column				
Question		1	2	3	4	5
		Yes	No	Not applicable	Develop- mental area	Note No Comment/ Annexure
SECTION 3 – DISCRETIONARY FSPs						
13. Particular duties/obligations relating to discretionary FSPs						
13.1 Prohibitions and duties of discretionary FSP <i>Section 3 of the Code of Conduct for Discretionary FSPs</i>						
13.1.1	Does the FSP have procedures in place to ensure that it does not:					
	13.1.1.1 sell or provide to a third party with clients' detail, unless obliged by or in terms of, any law to do so?					
	13.1.1.2 directly or indirectly, sell any financial products owned by the FSP, to any client or buy for own account, any financial product owned by the client?					
	13.1.1.3 directly or indirectly, engage in the netting of transactions?					
13.1.2	Did the FSP exercise a vote in a ballot conducted by a collective investment scheme or exercise voting rights on behalf of clients without relevant client's prior approval?					
13.2 Mandate <i>Section 5 of the Code of Conduct for Discretionary FSPs, 2003</i>						
13.2.1	Did the Registrar approve all specimen mandate/s used by the FSP?					
13.2.2	Does the FSP have procedures in place to ensure that the FSP only deals with clients in respect of whom mandates, which complies with section 5 of the said code, have been obtained?					

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13.2.3 Does the FSP have procedures in place to ensure that all cash, assets and documents of title are returned to the clients on termination of the mandate?					
13.2.4 Does the FSP have procedures in place to ensure that clients are issued with final statement of accounts?					
13.2.5 Does the FSP have procedures in place to ensure that clients' investments are managed in terms of the mandates?					
13.2.6 Did the FSP invest any funds of clients in terms of the mandate into companies and/or structures in which the FSP or any associated group or entity have an interest in?					
13.2.7 <i>If the answer to question 13.2.6 is YES –</i> Provide full details of such instances in a separate annexure and indicate the annexure number in column 5.					
13.3 Reporting to clients <i>Section 6 of the Code of Conduct for Discretionary FSPs, 2003</i>					
13.3.1 Does the FSP have procedures in place to ensure that reports are sent to clients within the periods required in terms of the said section 6?					
13.3.2 Did the FSP comply with the requirements of the said section 6 in all instances?					
13.3.3 <i>If the answer to Question 13.3.2 is NO –</i> Provide details of any non-compliance in a separate annexure and indicate the annexure number in column 5.					

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	Yes	No	Not applicable	Developmental area	Note No. Comment/Annexure
13.4 Administration					
13.4.1 Does the FSP hold and/or manage funds on behalf of clients?					
13.4.2 If the answer to Question 13.4.1 is YES -					
13.4.2.1 As a separate annexure, submit an organogram of the FSP and details of the FSP's administrative system that is utilised for managing client assets and indicate the annexure number in column 5.					
13.4.2.2 As a separate annexure, submit details of the computer software packages and/or programmes that the FSP utilises in the administration process. Indicate the annexure number in column 5.					
13.4.3 Does the FSP outsource any of its functions? Provide details of the outsourced functions (type of functions as well as whom it has been outsourced to) in a separate annexure and indicate the annexure number in column 5.					
13.4.4 Does the FSP manage assets on behalf of retirement funds and/or insurance companies?					
13.4.5 If the answer to Question 13.4.4 is YES - Does the FSP have procedures in place to establish whether the assets are held in the name of the client or in the name of an approved Nominee company?					
13.4.6 Does the FSP hold separate accounts in the name of clients?					

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13.5 Assets under management					
13.5.1 Provide the amount of assets under management on the reporting date in column 5.					
13.6 Nominee Companies <i>Section 8 of the General Code of Conduct for Discretionary FSPs 2003</i>					
13.6.1 Does the FSP hold client investments?					
13.6.2 If the answer to Question 13.6.1 is YES -					
13.6.2.1 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?					
13.6.2.2 Does the FSP make use of another approved Nominee to hold client assets?					
13.6.2.3 As a separate annexure, attach a list of nominee companies that the FSP make use of to hold client assets. Also indicate whether the Nominee company holds assets on behalf of pension funds and/or long-term insurers and/or short-term insurers. Indicate the annexure number in column 5.					
13.7 General functions					
13.7.1 Does the FSP manage client's funds in wrap funds or structured funds on an administrative FSPs platform?					
13.7.2 <i>If the answer to question 13.7.1 is YES -</i> In a separate annexure, provide details of the funds and underlying assets in the wrap funds or structured funds. Provide the annexure number in column 5.					

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13.7.3 Is the FSP authorised to render financial services in respect of Long-term insurance products?					
13.7.3.1 If the answer to Question 13.7.3 is YES – In a separate annexure, list the name of product suppliers that the FSP utilizes. Indicate the annexure number in column 5.					
SECTION 4 – HEALTH SERVICES BENEFITS					
14 Accreditation under section 65(3) of the Medical Schemes Act, 1998 <i>Section 8(7)(e) of the Act</i>					
14.1 Is the FSP licensed to render financial services relating to health services benefits?					
14.2 If the answer to question 14.1 is YES -					
14.2.1 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.					
14.2.2 In a separate annexure, provide 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. Please also indicate whether the key individuals have been fully accredited and/or an apprentice broker.					
14.2.3 Does the FSP have any corporate clients?					
14.2.4 If the answer to Question 14.2.3 is YES – Provide the percentage of the client base that is corporate clients in column 5.					

[illegible]

To be completed and signed 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 and signed 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

Please note that reports that have not been signed by BOTH the Compliance Officer and one of the Key Individuals, will be regarded as "Not Submitted"

DECLARATION TO BE SIGNED BY THE COMPLIANCE OFFICER

Compliance Report in terms of section 17(4) of the Financial Advisory and Intermediary Act, 2002 (Act No 37 of 2002) ("the Act") by Compliance Officers/Financial Services Providers for the financial year-ends between _____ (insert period) and _____ (insert period).

In accordance with section 17(4) of the Act, I/we _____ (being the approved Compliance Officer(s) of the Financial Services Provider ("the FSP")) hereby report as follows as regards compliance by _____ (insert full names of FSP and FSP number) and any representatives and/Key Individuals of the FSP with the Act, for the period _____ (insert period).

Having completed the attached annual compliance report for the abovementioned FSP, I/we hereby confirm without any reservations that, to the best of my/our knowledge and ability all the information contained in the attached annual compliance report is both true and correct in all respects/aspects.

I/we are aware that the information contained in the attached annual compliance report may be subject to verification by the Registrar of Financial Services Providers (the Registrar) at any time, and should such information be found to be false, incorrect, misleading or in any manner not to be to the satisfaction of the Registrar, this may impact on my/our compliance with the fit and proper requirements with regard to personal character qualities of honesty and integrity as determined by section 8(1) of the Act.

Signed on this the _____ day of _____ (month) _____ (year).

Name of compliance officer: _____

Signature: _____