

Question		Column				
		1	2	3	4	5
		Yes	No	Not applicable	Develop - mental area	Annexure number
9.17.2	Does the FSP have procedures in place to ensure that the staff is able to identify suspicious transactions and report it accordingly?					
9.17.3	Does the FSP have procedures in place to ensure that it remains up to date with the requirements of the Financial Intelligence Centre in respect of identifying and reporting suspicious and unusual transactions?					
9.17.4	Does the FSP have procedures in place to ensure submission of cash threshold reports in terms of section 28 of FICA?					
10	Operational ability and financial soundness Parts VIII, IX and X of Determination of Fit and Proper Requirements and section 19 of Act					
10.1	Did the assets of the FSP (excluding goodwill, other intangible assets and investments in related parties) at all times exceed the FSP's liabilities (excluding loans validly subordinated in favour of all other creditors) by at least R3 million (taking into account paragraph 8 of the transitional arrangements)?					
10.2	Did the FSP at all times maintain current assets which were at least sufficient to meet the current liabilities of the FSP (taking into account paragraph 8 of the transitional arrangements)?					
10.3	Did the FSP at all times maintain liquid assets equal to or greater than 13/52 weeks of annual expenditure (taking into account paragraph 8 of the transitional arrangements)?					
10.4	Does the FSP prepare monthly accounting records in terms of section 19 of the Act?					
10.5	Does the FSP prepare audited financial statements on an annual basis, irrespective of the FSP's type of business entity?					
10.6	Did you (compliance officer) have unrestricted access to view the accounting records of the FSP at all times during the reporting period?					
10.6.1	<i>If the answer to Question 10.6 is NO - In a separate annexure, give an explanation as to the reasons for the FSP denying access to</i>					

Question		Column				
		1	2	3	4	5
		Yes	No	Not applicable	Develop - mental area	Annexure number
	the accounting records. Indicate the annexure number in column 5.					
10.7	Does the FSP have internal procedures and controls in place to ensure that section 8(3) of the Determination of Fit and Proper Requirements is complied with?					
10.7.1	<i>If the answer to question 10.7 is NO -</i> In a separate annexure, indicate the steps taken to ensure that the relevant controls and procedures are put in place. Indicate the annexure number in column 5.					
11	Monitoring					
11.1	Please indicate the type of monitoring that you (compliance officer) performed:					
11.1.1	Financial products in respect of which the FSP renders financial services.					
11.1.2	Representatives under supervision.					
11.1.3	Juristic representatives.					
11.1.4	Disclosure documents to check compliance with sections 4 and 5 of the General Code of Conduct.					
11.1.5	Disclosure documents to check compliance with section 7 of the General Code of Conduct.					
11.1.6	Furnishing of advice and record of advice.					
11.1.7	Receipt of funds and/or collection of premiums.					
11.1.8	Waiver of rights.					
11.1.9	Money laundering control procedures.					
11.1.10	Conflict of interest management policy					
11.1.11	Exchange control regulations (in case of a forex FSP).					

Question		Column				
		1	2	3	4	5
		Yes	No	Not applicable	Develop - mental area	Annexure number
11.1.12	Policies and procedures.					
11.1.13	Mandates and application forms.					
11.1.14	Direct marketer's telesales script and/or telesales voice recordings to check compliance with section 15 of the General Code of Conduct.					
11.1.15	Other. Please provide details of other type of 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.					
	SECTION 2 – ADMINISTRATIVE FSPs					
12	Particular duties relating to administrative FSPs					
12.1	Prohibitions and duties of administrative FSPs <i>Section 3 of Code of Conduct for Administrative FSFs, 2003</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 product 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 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					

Question		Column				
		1	2	3	4	5
		Yes	No	Not applicable	Develop - mental area	Annexure number
	authorised financial services provider?					
12.2.2	Does the FSP offer wrap funds?					
12.2.2.1	<i>If the answer to question 12.2.2 is YES -</i> In a separate annexure, provide full details of the funds and the underlying assets in the wrap fund. Indicate the annexure number in column 5.					
12.2.3	Does the FSP offer structured funds on its platform?					
12.2.3.1	<i>If the answer to question 12.2.3 is YES -</i> Please provide full details of the funds and underlying assets in the structured fund in a separate annexure. Provide the annexure number in column 5.					
12.2.4	Does the FSP offer hedge funds on its platform?					
12.2.4.1	<i>If the answer to question 12.2.4 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.					
12.2.5	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 service without any licence restriction in relation to the specific financial product?					
12.3	Relationship with clients <i>Sections 5 and 6 of Code of Conduct for Administrative FSPs, 2003</i>					
12.3.1	Did the Registrar approve all specimen application form/s 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?					
12.3.2.1	<i>If the answer to question 12.3.2 is YES -</i> Did the Registrar approve all substantial/material amendments before it was used?					
12.3.3	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?					

Question		Column				
		1	2	3	4	5
		Yes	No	Not applicable	Develop - mental area	Annexure number
12.3.4	Does the FSP have procedures in place to ensure notification of an increase in costs within 14 days of the receipt of the notification from the product supplier?					
12.3.5	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?					
12.4	Record-keeping <i>Section 7 of Code of Conduct for Administrative FSPs, 2003</i>					
12.4.1	Are client records maintained to identify the specific financial product owned per client?					
12.5	Independent nominee <i>Section 9 of Code of Conduct for Administrative FSPs, 2003</i>					
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	Does the FSP report to the independent nominee on the investment bank account status (cash and assets held)? If YES, the Statistical Information Sheet (Section 6) must be completed.					
12.5.5	During the reporting period did the FSP furnish the independent nominee's board of directors with reconciliation reports? If YES, the Statistical Information Sheet (Section 6) must be completed.					
12.5.6	Did the nominee hold fidelity guarantee at the reporting date? If YES, the Statistical Information Sheet (Section 6) must be completed. ?					

Question		Column				
		1	2	3	4	5
		Yes	No	Not applicable	Develop - mental area	Annexure number
12.5.7	Did the nominee hold professional indemnity insurance at the reporting date? If YES, the Statistical Information Sheet (Section 6) must be completed.					
12.5.8	Is the nominee structured in such a way that clients' investments are at all times protected from creditors or those of the administrative FSP and anyone else, as required in the Regulations?					
12.5.9	Are regular board or trustee meetings held by the directors or trustees of the independent nominee?					
12.5.10	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?					
12.5.11	Is the nominee bank account in the name of the FSP?					
12.6	Reporting to clients <i>Section 10 of Code of Conduct for Administrative FSPs, 2003</i>					
12.6.1	Does the FSP have procedures in place to ensure that the report referred to in section 10(2) is submitted within 3 months of the FSPs financial year end?					
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					

Question		Column				
		1	2	3	4	5
		Yes	No	Not applicable	Develop - mental area	Annexure number
12.8.1	Did the FSP have assets under administration at reporting date? If YES, the Statistical Information Sheet (Section 6) must be completed.					
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.					
SECTION 3 – DISCRETIONARY FSPs						
13	Particular duties relating to discretionary FSPs					
13.1	Prohibitions and duties of discretionary FSP <i>Section 3 of Code of Conduct for Discretionary FSPs, 2003</i>					
13.1.1	Does the FSP have procedures in place to ensure that it does not-					
13.1.1.1	sell or provide a third party with clients' detail, unless obliged by law to do so?					
13.1.1.2	directly or indirectly, sell any financial product 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 Code of Conduct for Discretionary FSPs, 2003</i>					
13.2.1	Did the Registrar approve all specimen mandates used by the FSP?					
13.2.2	Does the FSP have procedures in place to ensure that the FSP only deals with clients in					

Question		Column				
		1	2	3	4	5
		Yes	No	Not applicable	Develop - mental area	Annexure number
	respect of whom mandates, which comply with paragraph 5 of the said Code, have been obtained?					
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 the clients are issued with final statement accounts?					
13.2.5	Does the FSP have procedures in place to ensure that the client's 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 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 as required by 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 instances of non-compliance found 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.					
13.4	Administration					
13.4.1	Did the FSP hold and/or manage funds on behalf of clients during the reporting period?					

Question		Column				
		1	2	3	4	5
		Yes	No	Not applicable	Developmental area	Annexure number
13.4.2	<i>If the answer to Question 13.4.1 is YES, questions 13.4.2.1 to 13.4.6 must be answered.</i>					
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. 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 functions? Provide details of the outsourced functions (type of functions as well as whom it has been outsourced to) in a separate annexure. Indicate the annexure number in column 5.					
13.4.4	Does the FSP manage assets on behalf of retirement funds or insurance companies?					
13.4.5	<i>If the answer to Question 13.4.4 is YES –</i> 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 the clients?					
13.5	Assets under management					
13.5.1	Did the FSP have assets under management as at the reporting date? If answer is YES, the Statistical Information Sheet (Section 6) must be completed. .					
13.6	Nominee companies <i>Section 8 of General Code of Conduct for Discretionary FSPs, 2003</i>					
13.6.1	Does the FSP hold client investments?					
13.6.2	<i>If the answer to Question 13.6.1 is YES – questions 13.6.2.1 to 13.6.2.3 must be answered</i>					
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?					

Question		Column				
		1	2	3	4	5
		Yes	No	Not applicable	Develop - mental area	Annexure number
13.6.2.2	Does the FSP make use of another approved nominee company 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, long-term insurers 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 FSP's 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.					
13.7.3	Is the FSP authorised to render financial service for long-term Insurance products?					
13.7.3.1	<i>If the answer to Question 13.7.3 is YES -</i> In a separate annexure, list the names of product suppliers that the FSP utilises. Indicate the annexure number in column 5.					
13.7.4	Were any client funds invested in any unapproved CIS funds during the reporting period?					
13.7.5	Were any client funds invested on foreign platforms during the reporting period?					
13.7.6	Were any client funds invested in insurance products during the reporting period?					
13.7.7	Did the FSP manage private equity funds during the reporting period?					
SECTION 4 – HEALTH SERVICES BENEFITS						
14	Accreditation under section 65(3) of Medical Schemes Act, 1998 Section 8(7)(e) of Act					

Question		Column				
		1	2	3	4	5
		Yes	No	Not applicable	Develop - mental area	Annexure number
14.1	Is the FSP licensed to render financial services relating to health services benefits?					
14.2	<i>If the answer to Question 14.1 is YES – questions 14.2.1 to 14.2.3 must be answered</i>					
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 suspension, withdrawal or lapse as a separate annexure to the report and indicate the annexure number in column 5.					
14.2.1.1	<i>If the answer to Question 14.2.1 is YES –</i> Was a profile change request submitted to the Registrar in order for the health services subcategory to be removed from the FSP's licence?					
14.2.2	The details of the accreditation with the Council for Medical Schemes (ORG numbers for entities and BR numbers for key individuals) must be completed on the Statistical Information Sheet (Section 6).					
14.2.3	Does the FSP have any corporate clients? If the answer is YES, the Statistical Information Sheet (Section 6) must be completed.					

[illegible]

SECTION 6 – STATISTICAL INFORMATION SHEET

6.1 REPRESENTATIVES AT REPORTING DATE		
DETAIL REQUIRED	RELEVANT QUESTION NUMBER	NUMBER/AMOUNT
Number of representatives	4.1	
Number of representatives who have passed the First Level Regulatory Exam (RE 1)	4.6.2	
Number of representatives rendering services under supervision as contemplated in paragraph 3 of the Exemption of Services under Supervision in terms of Requirements and Conditions, 2008	4.7.1	
Number of key individuals that acted as supervisors in respect of services under supervision	4.7.1	

6.2 INSURANCE COVER	RELEVANT QUESTION NUMBER	CURRENCY	EXTENT OF COVER (NUMERIC AMOUNT)
Professional Indemnity of Cover as contemplated in sections 5(e) and 13 of the General Code of Conduct	5.1		
Fidelity Insurance Cover as contemplated in sections 5(e) and 13 of the General Code of Conduct	5.2		
Guarantees as contemplated in section 13 of the General Code of Conduct	5.3		

6.3 COMPLIANCE FUNCTION

TYPE OF INFORMATION REQUIRED	RELEVANT QUESTION NUMBER	DETAILS
Number of reports issued to the FSP on the rendering of financial services	6.5	
Number of visits to the business premises, business units and / or branches of the FSP during the reporting period in order to perform monitoring procedures	6.6	
Number of visits to the business premises, business units and / or branches of the FSP's representatives during the reporting period in order to perform monitoring procedures	6.7	
Name(s) of compliance officer (s) appointed in terms of section 43(b) of FICA	6.8	
Identity number(s) of compliance officer(s) appointed in terms of section 43(b) of FICA	6.8	

6.4 ADMINISTRATIVE FSP - INDEPENDENT NOMINEE

TYPE OF INFORMATION REQUIRED	RELEVANT QUESTION NUMBER	EXTENT OF COVER (NUMERIC AMOUNT)
Number of reports the FSP made to the independent nominee on the investment bank account reconciliation status during the reporting period.	12.5.4	
Number of reconciliation reports that the FSP furnished the independent nominee's board of directors with during the reporting period	12.5.5	
Extent of fidelity guarantee held by independent nominee	12.5.6	
Extent of professional indemnity insurance held by nominee	12.5.7	

6.5 ADMINISTRATIVE FSP – ASSETS UNDER ADMINISTRATION			
Total Market Value of assets under administration at the reporting date for the following type of clients:	Local (Rand amount)	Foreign (Rand amount)	Total (Rand Amount)
Private clients (individuals not listed below)			
Retirement funds			
Collective investment schemes			
Long-term insurers			
Short-term insurers			
Hedge fund clients			
Other (Please specify)			

6.6 DISCRETIONARY FSP – ASSETS UNDER MANAGEMENT			
Total Market Value of assets under management at reporting date for the following type of clients:	Local (Rand amount)	Foreign (Rand amount)	Total (Rand amount)
Private clients (individuals or entities not listed below)			
Retirement funds			
Collective investment schemes			
Long-term insurers			
Short-term insurers			
Hedge fund clients			
Other (Please specify)			

6.7 HEALTH SERVICES BENEFITS		
TYPE OF INFORMATION REQUIRED	RELEVANT QUESTION NUMBER	NUMERICAL DETAILS
Key individual accreditation number with the Council for Medical Schemes [BR number]	14.2.2	
FSP accreditation number with the Council for Medical Schemes (ORG number)	14.2.2	
Percentage of client-base that are corporate clients	14.2.3	

COMPLIANCE REPORT COMPLETED AND SIGNED BY FSP

Name of FSP

FSP number

Name of key individual

ID number of key individual

Date appointed as key individual

Signature

Date

COMPLIANCE REPORT COMPLETED AND SIGNED BY COMPLIANCE OFFICER(S)

Name(s) of compliance officer(s) of FSP

ID number(s) of the compliance officer(s)

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

Reference number(s) of compliance officer(s)/practice(s)

Signature(s) of the compliance officer(s)

Date

Telephone number

Fax number

E-mail address

Please note that all unsigned reports will be regarded as “Not Submitted”.

DECLARATION SIGNED BY COMPLIANCE OFFICER(S) SUBMITTING COMPLIANCE REPORT

Compliance report in terms of section 17(4) of the Act by the compliance officer(s) for the reporting period _____ (insert date) and _____ (insert reporting date).

I/we _____ (compliance officer(s)) hereby report as follows as regards compliance by _____ (insert full names of FSP and FSP number) and any representatives of the FSP with the Act, for the reporting period.

Having completed the attached compliance report for the FSP, I/we hereby confirm that, to the best of my/our knowledge and ability all the information contained in the attached annual compliance report is true and correct.

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, and should I/we knowingly submit false, incorrect or misleading information to 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 _____ (day) _____ (month) _____ (year).

Name(s) of compliance officer(s): _____

Signature(s): _____