



REGULATORY EXAMINATION REGISTRATION

It is the responsibility of the candidate to ensure that he/she is registered for the correct examination.

List of Regulatory Examinations		
RE NO:	Regulatory Examination	Descriptor
RE1	Regulatory Examination: FSPs and Key Individuals in all Categories of FSPs	This is a general examination that applies to all key individuals and sole proprietors in all the Categories. This examination consists of 80 questions. All sole proprietors and key individuals who are responsible for managing and overseeing a business relating to the rendering financial services for FSPs in Category I, II, IIA, III and IV are required to write this examination.
RE3	Regulatory Examination: FSPs and Key Individuals in Categories II and IIA	This is a specific examination that only applies to sole proprietors and key individuals in Category II and IIA. All sole proprietors and key individuals who are responsible for managing and overseeing the business relating to the rendering financial services for FSPs in Category II (Discretionary FSPs) and IIA (Hedge Fund FSPs) are required to write this examination in addition to the RE1.
RE4	Regulatory Examination: FSPs and Key Individuals in Categories III	This is a specific examination that only applies to sole proprietors and key individuals in Category III (Administrative FSPs). All sole proprietors and key individuals who are responsible for managing and overseeing the business relating to the rendering financial services for FSPs in Category III are required to write this examination in addition to the RE1.
RE5	Regulatory Examination: Representatives in all Categories of FSPs	All Representatives, including those employed or mandated by an FSP, who render a financial service to a client (excluding a person rendering clerical, technical, administrative, legal, accounting or other service in a subsidiary or subordinate capacity which does not require judgment or does not lead to a specific transaction in respect of a financial product in response to general enquiries) are required to write this examination.

INSETA make the learning material available:

Learning Material can be downloaded via <http://www.inseta.org.za/inner.aspx?section=4&page=57>



IMPORTANT INFORMATION

1. It is the responsibility of the candidate to ensure that he/she is registered for the **correct** regulatory examination, date, time and venue.
2. It is the candidate's responsibility to manage his/her diary and to ensure that they know the correct date, time and location/directions of all their examinations.
3. It is the responsibility of the candidate to ensure that the name and surname of the candidate registered reflect the same as on the candidate's valid Identity document / Passport
4. If a candidate does not receive confirmation within 24 hours of scheduling the exam, he/she should contact the Examination Body immediately.

DATA INTEGRITY

1. It is the responsibility of each candidate to ensure that all the required data is provided accurately during the registration process. Data provided during the registration process will be used when uploading information to the Financial Sector Conduct Authority (FSCA) data base.
2. When making changes to the information originally provided, such changes can only be made on the registration system of the relevant Examination Body. No other form of information change will be accepted.
3. Names and surnames provided during the registration process will be used to upload results to the FSCA and to issue certificates should such Examination body issue certificates. It is the responsibility of the candidate that his/her name is spelled correctly and reflects the information on their identity document.

Changes to Registrations

Candidates need to ensure that their surname and full names are recorded correctly. If not, please forward a copy of your ID to faisexam@moonstoneinfo.co.za requesting us to update your record.

- If the candidate wants to make changes to the examination, date, time or venue, he or she must contact the relevant Examination Body and make the necessary arrangements to reschedule in accordance with the Cancellation Clause.
- Rescheduling must be done **prior to ten (10) working days** before date of examination. The rescheduled date will be impacted by the availability of an examination at the venue and session required.

Cancellation Clause: STRICTLY APPLIES! Refer to FSB FAIS Circular 5/2011 dated 9 May 2011.

There is only **one exception** to the above conditions:

- A candidate, who, as a result of illness or any other unforeseen circumstances, is prevented from writing a regulatory examination on the date arranged, is required to contact the examination body **within** 10 working days from the exam date, furnishing reasons for the absenteeism. In the event of illness, a valid and acceptable medical certificate must be submitted to the Examination Body administration concerned.
- A written application must be made, supported by medical or other evidence (which must confirm that the candidate was unable to attend the RE on the relevant date due to illness/



accident). In these circumstances a candidate will be allowed to reschedule at no cost. Applications will not be considered without evidence and the candidate will forfeit the fee.

Registration Time frames

Registration closes **11** working days prior to examination dates to ensure the smooth flow of registrations and successful delivery of examinations by Moonstone.

Note: Moonstone Examination Body reserves the right to postpone an exam due to a minimum number of 10 delegates required.

Paper based examination, multiple choice question papers completed using a HB pencil.

Our [website](http://www.moonstone.co.za), www.moonstone.co.za contains a wealth of RE information. We strongly urge you spend some time there to acquaint yourself with what to expect when you write.

Study Material

Moonstone doesn't provide training or study material for the Regulatory Examinations.

There are two sets of material which can be used for preparation purposes:

1. The FSCA Preparation Guide for **RE1 and RE5** together with the relevant legislation
The Preparation Guide outlines exactly what the examination will be testing and where to find the information. Studying the Prep Guide is the very first step a candidate should take to ensure that he or she knows what they have to know, and where to find the required information. (www.fsca.co.za)
2. The relevant Training Manuals that are made available by the BANKSETA / INSETA on their official websites.

INSETA MAKE THE LEARNING MATERIAL AVAILABLE: Learning Material can be downloaded via <http://www.inseta.org.za/inner.aspx?section=4&page=57>

Notification of new Determination of Fit and Proper Requirements (BN 194 of 2017)

The new requirements will take effect on 1 April 2018, and we advise you to read the full Board Notice.

Cancellation Clause: FAIS Circular 5/2011 dated 9 May 2011 – STRICTLY APPLIES

Booking confirmation containing the name of the examination, venue, date, session, format of the examination and a Pro Forma Invoice will be sent to the candidate's e-mail address via faisexam@moonstoneinfo.co.za to notify the candidate of the registration made. It is therefore important to keep us informed via faisexam@moonstoneinfo.co.za of your updated e-mail address, always attached a copy of ID)

Examination Fees

Examinations conducted in South Africa are subject to the South African fees. **The current fee for the regulatory examination is R1226.00 VAT Inclusive per examination.**



Examinations conducted outside South Africa (UK) are subject to differentiated fees as a result of Rand exchange rate. The current fee for the regulatory examination is £210.00 VAT Inclusive per examination.

A review of the examination fees will be conducted from time to time.

The FEE schedule is available on www.fsca.co.za / www.moonstone.co.za

Booking confirmation containing the name of the examination, venue, date, session, format of the examination and a Pro Forma Invoice will be sent to the candidate's e-mail address via faisexam@moonstoneinfo.co.za to notify the candidate of the registration made.

Payment:

Payment must be made within 24 hours after registration to confirm your booking.

- **USE YOUR INVOICE NUMBER (EB.....) AS REFERENCE WHEN MAKING PAYMENT.**
- **E-MAIL INVOICE AND PROOF OF PAYMENT TO:** pop@moonstoneinfo.co.za

Once payment has been received (on condition that it is not a late payment and the correct reference number, namely the **Invoice number starting with EB** was used), the payment will be allocated to the booking.

A "**PAID**" Tax Invoice will be issued in confirmation of the booking and send to you via faisexam@moonstoneinfo.co.za

Special Needs

- Provisions are made for candidates with disabilities. This may include dyslexia, blindness, partially sightedness or those with dexterity impediments.
- If a candidate is disabled or has a condition which he/she believes should be taken into consideration in assessing his/her exam performance, he/she should notify the exam body in writing, enclosing medical evidence such as a doctor's letter. Applications without medical evidence will not be considered. Candidates must make any special needs known to the Examination Body upon registration.
- The application should accompany the candidate's exam entry so that timeous provision can be made for the candidate. The Examination Bodies will hold the candidate's medical evidence on file, but the candidate must submit a written reminder before each subsequent exam for which the candidate registers.

Attendance

- Candidates are required to be at the venue 30 minutes before the commencement of the Examination session, as the briefing will commence 15 minutes before the examination start time.

Doors close **30 minutes prior to commencement of the exam** (Mandatory paperwork must be completed before candidates are allowed to write the exam). No candidates may enter the examination session later than 15 minutes before the examination is due to commence.



Important:

Candidates arriving later than the allowed 30 minutes from commencement of examination will be shown away by the Invigilator.

The candidate will forfeit the fee paid and will have to re-register and pay again.

- No candidate may leave the examination venue less than 30 minutes after commencement of an examination session.
- Only candidates registered for the examination in question will be permitted to sit for the examination. No person may write an examination on behalf of another candidate.

Identification & Admission to Examinations

Please note: Our venues can make use of CCTV recording equipment.

Important: This is a professional examination. Candidates need to identify themselves accordingly.

In terms of the rules of the FSCA, failure to produce the required identification will result in you being unable to write the examination.

- South African citizens must provide a valid and current identity document/ driver's license and citizens of other countries must provide a valid and current passport. **Photographic proof of identity must be presented before candidates will be admitted to examinations.**
- **Note:** No copies or certified copies will be accepted, unless supported with a valid and current affidavit.
 - **Important: Candidates will be shown away by the Invigilator. The candidate will forfeit the fee paid and will have to re-register and pay again.**
- A candidate will not be permitted to submit an ID number or personal detail AFTER the examination has been written.

Candidates can **ONLY** identify themselves with the following **ORIGINAL** documents:

- a) Green Barcoded ID document or NEW white ID Card
- b) Passport
- c) Driver's licence - provided the candidate's name and photo appear on it
- d) Sworn Affidavit is needed in the case where a candidate has lost / or had original identification documentation stolen. All invigilators must ensure that when a Sworn Affidavit is presented it is supported with a **clear and identifiable copy** of his/her ID document/card and/or Drivers' Licence and/or Passport. If supported copies are not presented that candidate should not be allowed to write the exam. The abovementioned documents must be recorded on the invigilator report and must be forwarded via courier with all the other documentation to Logistics Department (See workflow process for more detail). **Affidavits are ONLY applicable to lost/stolen ID's – and will NOT be accepted if a candidate forgot his ID at home.**
- e) Temporary Drivers' Licence and/or ID issued by Authority (Traffic Department) with an identifiable photograph.



Dishonesty

'Unfair means' includes but is not limited to:

- the possession of unauthorised materials in the course of the examination. **Unauthorised material** can be defined as any written, printed or **electronic materials** not part of the official answer books or an approved examination instrument.
- any copying from and communicating with other candidates
- **writing or attempting to write an examination on behalf of another candidate**

Candidates who are suspected of using "unfair means" will be allowed to complete the examination. However, they will be informed by the Invigilator of his/her suspicions and their answer books will be marked as "Suspected Unfair Means". A detailed report of the circumstances will be completed by the invigilator and sent immediately to the Examination Body responsible. In turn, the Examination Body will report the incident to the Authority with any supporting evidence..

Results

The results will be made available via e-mail within 20 working days of completion the examination

Note: Once the examination has been written and the results made available, candidates will not be permitted to view the examination paper / answers, as per the FSB FAIS Circular 7/2011, dated 12 July 2011.

Results are first uploaded to the FSCA and on confirmation of receipt of such results by the FSCA the Examination Body will release the result to the relevant candidate.

View your RE-result (s) and/or download your certificate on the Moonstone FAIS Exam webpage, www.faisexam.co.za

Here is what you do:

1. Click on the Moonstone FAIS Exam webpage, www.faisexam.co.za
2. Click on the second heading: "Update Your Booking/Personal Details/Get results"
3. Key in your ID/Passport Number under the heading "Get your Password"
4. The system will send a password to the e-mail address you provided at registration
5. Key in your ID/Passport Number and Password received under the heading "Registrar Login"
6. You will then be able to view your RE-result (s) and/or download your certificate (if applicable)

Enquiries:

Moonstone Regulatory Examination Body: Registration Department

- Tel: 021 883 8000
- E-mail: faisexam@moonstoneinfo.co.za
- Register online: www.faisexam.co.za
- Information: www.moonstone.co.za