Information Circular: Submission of compliance reports and annual financial statements

1. **Background:**

   It has been noted that many Financial Services Providers (“FSPs”) are unsure of the acceptable formats and methods of submission of their annual financial statements and compliance reports. This often results in the documentation not being received or being rejected by this Office.

2. **Annual Financial Statements**

   Previously this Office allowed for annual financial statements to be submitted via e-mail. During 2010 a decision was taken to no longer accept e-mailed copies of financial statements.

   On 6 July 2010 a letter was distributed to all FSPs that were authorised at the time, wherein the latter were notified that this Office would no longer accept e-mailed copies of financial statements and that as from 31 July 2010 an e-mailed copy of financial statements would be rejected.

   All annual financial statements may only be submitted by way of one of the following acceptable methods:

   a) Electronic submission via the FAIS Online system (preferred method)
   b) Post
   c) Hand Delivery

   The postal and physical addresses are provided in points 4 and 5 below.
The following are important to note when submitting your annual financial statements:

a) All copies of annual financial statements must be signed by the relevant persons (unsigned copies will be rejected).
b) Financials that have been prepared by an accounting officer must include a copy of the report of the accounting officer.
c) Financials prepared by an auditor must include a copy of the report of the independent auditor.
d) Sole proprietors who prepare their own financial statements must ensure that both an income statement and balance sheet are submitted. Partial financial statements are not considered to have been received.

3. **Annual compliance reports**

All annual compliance reports may only be submitted by way of one of the following acceptable methods:

a) Electronic submission via the FAIS Online system (preferred method)
b) In Hard copy whereby a **government gazette copy** of the annual compliance report is completed and the original copy is hand delivered or posted to this Office.

Any hard copies of the compliance report that are **not in the government gazette format** e.g. screen prints made from the online system or copies of the draft reports printed from the online system, **will be rejected**

The postal and physical addresses are provided in points 4 and 5 below.

4. **Postal Address**

The Registrar of Financial Services Providers  
Attention: FAIS Supervision Department  
PO Box 35655  
Menlo Park  
0102

5. **Physical Address**

The Registrar of Financial Services Providers  
Attention: FAIS Supervision Department  
Riverwalk Office Park Block B  
41 Matroosberg Road  
Ashlea Gardens Extension 6  
Pretoria
6. **Electronic submission**

Electronic submissions may be made by way of the FAIS online reporting system which is accessible via the FSB website ([www.fsb.co.za](http://www.fsb.co.za)).

There is a detailed user guide available for download on the FAIS homepage on the FSB website. This user guide provides a step by step explanation on how to register for the online programme and how to submit the annual compliance reports and financial statements via the online system.

All approved key individuals and compliance officers can use the FAIS Online system. For assistance please refer to the FAIS Online manual or send an email to [Faiscomp2@fsb.co.za](mailto:Faiscomp2@fsb.co.za)

7. **Enquiries**

All enquiries in respect of the submission of compliance reports may be submitted to [Faiscomp2@fsb.co.za](mailto:Faiscomp2@fsb.co.za)

All enquiries in respect of the submission of annual financial statements may be addressed to [Faisfins3@fsb.co.za](mailto:Faisfins3@fsb.co.za)

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**REGISTRAR FINANCIAL SERVICES PROVIDERS**