1. **Purpose of this Circular**
The purpose of this information circular is to inform FSPs of the changes to the representative register, the implementation of an electronic web based application form to submit the details of debarred representatives and the new facility to obtain an electronic copy of representatives on the FSB central representative register on a fortnightly basis.

2. **Background**
In terms of section 13 of the FAIS Act read with Licensing condition 1, financial services providers ("FSPs") must within 15 days of changes to its representative register update the central register. FSPs can submit updates in one of the following manners:

   - FSP5 application form to the FAIS Registration Department to perform a profile change; or
   - Electronic register update either in text format or in Excel Spreadsheet which is validated by the FSB before importing it into FSB central register

Currently, the update includes the notification of debarments of representatives in terms of section 14(1) of the FAIS Act. The Registrar has experienced difficulties in terms of the electronic submission of debarments and as such has
decided to change the format of the electronic register to exclude debarments and make new facility available to upload debarments.

3. **Changes to the electronic submission of representative register**

The electronic format for submission of representative registers was last updated on 14 December 2009. The format of the register will not change but from 1 June 2013 the following fields will become redundant or change:

1. Column T – Debarred – FSPs can no longer use this column to submit debarments refer to paragraph 3 below
2. Column U – the heading of the column change to Date removed from register
3. Column V – the heading of this column change to Reason removed from register

The following validations will be built into the system:

- FSPs will no longer be able to submit foreign juristic representatives electronically (1 June 2013).
- FSPs will no longer be able to add a representative to its register that should have written the regulatory exams and not passed it (1 June 2013)
- The qualification codes will be validate from 1 January 2014
- The persons appointment date as representative will be validated against the dates provided per financial product

4. **New Debarment submission**

4.1 *Methods of reporting*

Two methods of submitting a debarment request in terms of section 14(1) of the FAIS Act is available:

- Hard copy submission of the prescribed form
- Electronic submission by way of the FAIS online reporting system (preferred method) from 1 June 2013
4.2 Submitting a debarment request via the FAIS Online System

a. Registering to use the online system

- Go to www.fsb.co.za.
- Click on “FAIS” on the top right hand corner
- Scroll down to the heading “Supervision Department” and click on “Online submissions of compliance reports and financial statements”
- Click on “Online program” and you will be directed to screen A below
- Click on “Register” and you will be directed to screen B where you will be asked to enter your ID number
- After entering your ID number click on “register” and the password will be e-mailed to the e-mail address on record for the approved compliance officer.
- If your e-mail address has changed and the Registrar has not been notified you may send an e-mail to Faiscomp1@fsb.co.za or Faiscomp2@fsb.co.za requesting that the e-mail address of the compliance officer be updated.

**SCREEN A:**

Please Logon

Please note that the logon procedure has changed and you should now logon using your ID number (and not your email address)

![Logon Screen](image-url)

**User Guides**
- FAIS Compliance report online user guide
- Financial Statement online user guide

Should you experience any problems please send an email to faiscomp1@fsb.co.za
b. Logging onto the system

- Go to www.fsb.co.za.
- Click on “FAIS” on the top right hand corner
- Scroll down to the heading “Supervision Department” and click on “Online submissions of compliance reports and financial statements”
- Click on “Online program” and you will be directed to screen A above
- Enter your ID number and password and click on the “login” button
c. **Submitting the debarment request**

- Select the correct FSP from the drop down list of FSPs for the compliance officer
- Select that you want to submit a “Debarment”
- Click on the “submit” button

![Select FSP and submit debarment](image)

- Search for the Representative

  ![Search for Representative](image)

If the list is empty - your search was unsuccesfull

If you have any enquiries please contact the FSB call centre - 0600 110 443
- Complete the form

**CAPTURE DEBARTMENT DETAILS**

<table>
<thead>
<tr>
<th>CONTACT PERSON OF DEBARRING FSP</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Initials</td>
<td>H</td>
</tr>
<tr>
<td>Surname</td>
<td>VLJOEN</td>
</tr>
<tr>
<td>Call phone number</td>
<td>0821111111</td>
</tr>
<tr>
<td>Telephone number</td>
<td></td>
</tr>
<tr>
<td>E-mail address</td>
<td><a href="mailto:alywn.lebendorf@fsb.co.za">alywn.lebendorf@fsb.co.za</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PARTICULARS OF DEBARRIED REPRESENTATIVE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Id no / Passport no / Registration no</td>
<td>1234567890123</td>
</tr>
<tr>
<td>Title</td>
<td></td>
</tr>
<tr>
<td>Initials</td>
<td></td>
</tr>
<tr>
<td>Surname</td>
<td></td>
</tr>
<tr>
<td>Telephone number</td>
<td></td>
</tr>
<tr>
<td>E-mail address</td>
<td></td>
</tr>
<tr>
<td>Date on which the representative was debarrled</td>
<td>06/03/2000 (DD/MM/YYYY)</td>
</tr>
<tr>
<td>Debarment Type</td>
<td></td>
</tr>
<tr>
<td>Details of Debarment</td>
<td></td>
</tr>
<tr>
<td>Max. characters remaining</td>
<td>400</td>
</tr>
<tr>
<td>Was the representative notified of the debarment?</td>
<td></td>
</tr>
</tbody>
</table>

- Upload documentation and submit

*Please attach additional information to this submission as required using the button below*

- Click on the button to upload documents

If you have any enquiries please contact the FSB call centre - 0800 110 443

**UPLOAD ATTACHMENTS**

- **PLEASE UPLOAD THE FOLLOWING DOCUMENTS**
  1. Evidence and information supporting the reasons for debarment
  2. A copy of the service contract or mandate between FSP and debarrred representative
  3. Transcript of disciplinary hearing
  4. Forensic / Investigation report (if any)

*Please select the file you want to upload*

- File: [document name]

*Documents already uploaded*

1. 75720_Change_Request_form.docx
5. Obtaining a copy of FSPs representative information on the central FSB representative register

- Select the correct FSP from the drop down list of FSPs for the compliance officer
- Select that you want to submit a “Request Representative Register”
- Click on the “submit” button

![Request Representative Register]

- Click on the “Request New Export” – the Excel spreadsheet will then be mailed to you – please note this can take up to 24 hours. Note that you can only request two exports per month

![Export Representatives Request]

- Click on “Download Previous” if you want to download the previous register you have requested