FINANCIAL SERVICES BOARD

FINANCIAL ADVISORY AND INTERMEDIARY SERVICES ACT, 2002 ("FAIS ACT")

GUIDELINES ON COMPLETION OF SPREADSHEET

Version: 2
DATE: 1 June 2013

Background

This is a guideline to complete the representative register in Excel format for submission to the FSB. FSPs must at all-time ensure that they adhere to these guidelines.

Important notes to completing the spreadsheet

i. Please be advised that there is no human interference when you submit the representative register electronically by means of the Excel spreadsheet.

ii. The data is imported into the system as *you* have entered it on the spreadsheet.

iii. You should receive a **system report** within 48 hours after you have submitted the spreadsheet to mailbox **faispfc@fsb.co.za**.

iv. The system report reflects a list of errors (if any). The onus is on the person who submitted the spreadsheet to **correct** these errors; and to **resubmit** the spreadsheet *after corrections have been done*.

v. The rep register remains the responsibility of the FSP and the onus remains on same FSP to keep the rep register up to date and to do the reconciliations where necessary. *The FSB will not do this on your behalf*. All information regarding the licensed business, including the representatives registered on the license, is available on the website. We may send you a copy of the representatives currently on the register on our database, if so requested, but will not reconcile it on your behalf. When annual levy invoices are issued, the FSP will be invoiced for representatives and Key Individuals on the license as on the FSB's database as at 31 August every year. The register has to be maintained by the FSP on an on-going basis as changes occur – it has to be submitted within 15 days of the change taking place. To ensure the register is correct for the

annual levies, changes must be submitted *before 31 August* as no changes submitted after 31 August will be taken into account i.r.o. the annual levies.

vi. If you submit rep registers electronically on a regular basis, you are requested to send an e-mail to Faispfc@fsb.co.za with a request that your e-mail address be linked to the relevant FSP number/s for direct rep imports. On receipt of confirmation that you have been linked, proceed to submit the rep registers to **reps@fsb.co.za** which will speed up amendments to the rep register even more, *if* the register has been completed and submitted *correctly.*

vii. Do NOT submit the register with *all* the reps on your register every time you want to make a change, add a rep or remove a rep. Only submit the relevant additions, removals or changes.

Layout of the spreadsheet

DO NOT CHANGE THE FORMAT OF THE SPREADSHEET IN ANY MANNER

Column and Description of Column	Comments
B3: FSP Number	Enter the FSP number, digits only, e.g. : 1234
G3 : Enter today's date	Enter the date IN column G3, dd/mm/yyyy
Start entering representative details <u>on line 14</u> (remove the examples after you have familiarized yourself on how it has to be completed)	
A14 : ID Number / Passport Number / Registration Number	
B : ID Type	Enter **I** for Id Number; **P** for Foreign Passport; **R** for Registration Number; **T** for Trust; **F** for Foreign entity Registration Number; **G** for FSB **G**enerated number
C : Type (N=Natural, J=Juristic)	E.g. A *company, cc or trust* that is loaded as a representative is a *Juristic Rep*
D : Title (N)	Mr / Mrs / Ms
E : Initials (N)	
F : First Name (N)	
G : Surname or Company Name	
H : Date of Birth	If a *Juristic Rep* is loaded, enter the *Registration Date of the Company.* Format the column as *TEXT. Enter as dd/mm/yyyy*
I : Country of Registration if Juristic	Only enter *RSA* if it is a *Juristic Rep* (otherwise leave blank)

Column and Description of Column	Comments
Person	
J : Physical Address 1	*Do not use any commas or other punctuation in the address fields.*
K: Physical Address 2	
L: Physical Address 3	
M: Physical Address Postal Code	
N: Date of Appointment	This is the date that the person has been appointed at the relevant FSP. This column must be formatted as **TEXT** on your PC and spreadsheet and entered as **dd/mm/yyyy**
O: Key Individual of Rep (Y/N)	The *Key Individual of Rep* is the person representing the *Juristic Rep* appointed. For normal reps enter N for NO
P: ID no / Reg no of Representative *(only if key individual of representative)*	Only enter Registration Number of Juristic Rep *if applicable* (otherwise leave blank)
Q: Experience per category (see explanation above) *Also See The Examples On The Excel Spreadsheet, Line 14 To 19*	The format in which this column has to be completed is : **CATEGORY/SUB-PRODUCT/ADVISE/INTERMEDIARY SERVICES/UNDER SUPERVISION** **Advise** : The first date on which the person started giving Advise on the specific product for the fsp that is adding the representative. **Intermediary Services** : The first date on which the person started rendering Intermediary Services on the specific product for the fsp that is adding the representative. **Under Supervision** : The first date on which the person started giving Advise or Intermediary Services but Under Supervision (not enough experience yet) for the fsp that is adding the representative. If one of the dates is not applicable, omit the date but keep all the / (slashes) in place The dates must correspond with the date in Column N (Date of appointment) **EXAMPLE 1 : Including Advise, Intermediary Services and Under Supervision** The Representative has, for instance, to be registered for Category I, sub-products 1.1, 1.3 and 1.20 (the products are set out on Form FSP2, available on www.fsb.co.za, FAIS, Registration Department, New License Applications) Date of appointment on which the person started giving Advise is, e.g. 01 April 2011 Date of appointment on which the person started rendering Intermediary Services is, e.g. 01 April 2011 Date of appointment on which the person was placed Under Supervision is, e.g. 01 April 2011

Column and Description of Column	Comments
	Enter as follows : 1/1/01042011/01042011/01042011;1/3/01042011/01042011/01042011;1/20/01042011/01042011/01042011 **EXAMPLE 2 : Including Advise, Intermediary Services and <u>NOT Under Supervision</u>** The Representative has, for instance, to be registered for Category I, sub-products 1.1, 1.3 and 1.20 (the products are set out on Form FSP2, available on <u>www.fsb.co.za</u>, FAIS, Registration Department, New License Applications) Date of appointment on which the person started giving Advise is, e.g. 01 April 2011 Date of appointment on which the person started rendering Intermediary Services is, e.g. 01 April 2011 The person has enough experience and is NOT Under Supervision Enter as follows : 1/1/01042011/01042011/;1/3/01042011/01042011/;1/20/01042011/01042011/ **EXAMPLE 3 : Including Advise, <u>NOT rendering Intermediary Services;</u> and Under Supervision** The Representative has, for instance, to be registered for Category I, sub-products 1.1, 1.3 and 1.20 (the products are set out on Form FSP2, available on <u>www.fsb.co.za</u>, FAIS, Registration Department, New License Applications) Date of appointment on which the person started giving Advise is, e.g. 01 April 2011 The person is NOT rendering Intermediary Services Date of appointment on which the person was placed Under Supervision is, e.g. 01 April 2011 Enter as follows : 1/1/01042011//01042011;1/3/01042011//01042011;1/20/01042011//01042011;1/20/01042011//01042011 **EXAMPLE 4 : NOT including Advise, but rendering Intermediary Services and Under Supervision** The Representative has, for instance, to be registered for Category II, sub-products 2.1, 2.3 and 2.13 (the products are set out on Form FSP2, available on <u>www.fsb.co.za</u>, FAIS, Registration Department, New License Applications) The person is not giving Advise The person is rendering Intermediary Services, first date being 01 April 2011 Date of appointment on which the person was placed Under Supervision is, e.g. 01 April 2011 Enter as follows : 2/1//01042011/01042011;2/3//01042011/01042011;2/13//01042011/01042011

Column and Description of Column	Comments
	PLEASE NOTE : 1 Enter a **;** (semi-colon) between products, <u>no spaces</u> 2. The date to be entered is the date of appointment at the FSP when the person started giving Advise, Intermediary Services or being Under Supervision 3. The format of which the date has to be entered, in this column, is ddmmyyyy, *without* / or – 4. Where a rep is Under Supervision, a date for either Advise or Intermediary has to be included
R: Accreditation Number from Council of Medical Schemes (Natural person BR / For organization ORG must be in front of number)	Only to be completed with BR or ORG number if Health Service Benefits are loaded on the representatives profile (otherwise leave blank)
S: Qualification code & Year obtained	This column **HAS** to be completed. If the person has Matric only, enter 101 and the year obtained, e.g. 101/1992 If a person does not have Matric, enter 843 and the last year of schooling, e.g. 843/1979 Refer to Board Notice 135 of 2012 Amendment to the qualifying Criteria and Qualifications – Qualification list
T:	This field need to be left empty as it no longer allows for debarment uploads on the representative register
U: Date removed from rep register	Only enter date if the person has been removed from the register
V: Reason Debarred	This field must be left empty
W: Process Flag	**Process Flags** **1A** : To add a representative **2U** : To make changes to an existing rep **3D** : To remove a rep