

BROKER INFORMATION VERIFICATION FORM



Insured By: Guardrisk Insurance Company Limited | Reg 1992/001639/06 | FSP 75  
Address – 102 Rivonia Rd, Sandton | Postal- PO Box 783542, Sandton 2146 | Tel- 0860 002 500



Administered by: Smartsure Twenty20 (Pty) Ltd | Reg 2014/074456/07 | FSP45422  
Address – 212 Bram Fischer Drive, Kensington B, Randburg | Postal - PO Box 321 Cramerview 2060 | Tel - 011 840-6000

\* If there is more than one branch, EACH BRANCH must submit a brokers Application form.

YOUR DETAILS

Full Name of Brokerage:

Company Registration no:

VAT Registration no:

Income Tax reference no.:FSP no:

Confirmation of FSCA Registration?YESNO

PRESENT LEGAL CONSTITUTION (Mark relevant block)

Sole PractitionerPartnershipCompany IncorporatedCompany LimitedCompany CloseCorporation

Postal address:Postal code:

Physical address:Postal code:

Tel no.:Web address:

FOR A COMPANY / CLOSE CORPORATION / PARTNERSHIP / SOLE PRACTITIONER

Name/s of Director/s – Member/s – Individual/sIdentity Number/s

Name/s of Shareholder/s% Shareholding

MAIN CONTACT PERSON FOR COMMISSION & COMMUNICATION

Name & Surname:

Email address:

Title:MrMrsMissMsOther (specify)

Cell Number:

YOUR BANKING DETAILS

Commission payment directly into your account?YesNo

Account Holder:

Bank:Account type:ChequeTransmissionSavings

Branch Code:Account no.:



**YOUR COMPLIANCE OFFICER**

Name:

Surname:

Telephone:

Cellular:

Address:

E-mail address:

**PI (PROFESSIONAL INDEMNITY) INSURANCE**

Have you arranged Professional Indemnity Insurance?

Yes

No

Company name

Limit of indemnity

Renewal date

(DD/MM/YYYY)

Previous claims experience

Policy no (Attach copy of schedule)

**YOUR KEY INDIVIDUALS**

Name

ID Number

**YOUR CURRENT REPRESENTATIVES**

Name

ID Number

**LIST OF CURRENT INSURERS SUPPORTED AND % OF BUSINESS WITH INSURER**

Name of Insurer

Class of Insurance

Binder / Outsource / Agency



Is there any civil or criminal litigation pending against any of the people mentioned or against the applicant?	Yes	No
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If yes, please provide details

Have any of the people mentioned ever had an agency application declined, terminated or granted on special terms?	Yes	No
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If yes, please provide details

Have any of the persons listed above been convicted of any criminal offence during the past 5 years?	Yes	No
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If yes, please provide details

Have any of the persons listed above or has any organisation in which they have held a managerial position previously been placed in:

Provisional or Final Liquidation	Yes	No	Judicial Management	Yes	No
Receivership	Yes	No	Sequestered	Yes	No
Entered into arrangement with Creditors	Yes	No			

If yes to any of the above, please provide details:

### TREATING CUSTOMERS FAIRLY (TCF)

Are you, as a business, aware of your responsibilities in terms of TCF?	Yes	No
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Are your clients made aware of their rights in regards to TCF?	Yes	No
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Do you analyse and assess complaints received in terms of TCF?	Yes	No
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Do you have a complaints policy and reporting framework?	Yes	No
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Who, in your business, is responsible for TCF?

### PROTECTION OF PERSONAL INFORMATION (POPI)

Are you, as a business, POPI compliant?	Yes	No
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Do you have procedures in place to ensure the safekeeping of information?	Yes	No
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Do you advise clients if their information is being used for any other purpose?	Yes	No
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**ADDITIONAL FEES / CHARGES**

Do you charge the policyholder a fee in addition to the commission earned?	Yes	No
If yes, please explain the fee in detail (what is being charged and for what service):	Yes	No

Will this fee be collected together with the premium for the policy, or will the fee be collected separately by yourselves?	Premium	With	Collected Separately
Do you ensure, at inception of the policy, that the fee is properly explained to the policyholder?		Yes	No
Do you obtain consent from the policyholder in writing to charge this fee?		Yes	No
How will this consent be obtained?	Telephonic		In writing
If telephonic, do you have the ability to record these calls?		Yes	No
<i>**If in writing, please attach an example of the written disclosure and consent form given to the policyholder</i>			
Does this fee relate to an actual service being provided to the policyholder?		Yes	No
Does the service being offered for this fee fall within the definition of "services as intermediary"?		Yes	No
Does the charging or payment of this fee by the policyholder result in your-selves as intermediary being remunerated for a serviced already paid for by the insurer?		Yes	No

**PSP STATUS (PERSONAL SERVICE PROVIDER)**

To determine whether the brokerage is a PSP (Personal Service Provider)		
Affidavit signed and attached	Yes	No
PSP SARS Flow chart Signed	Yes	No

This application relates to business to be introduced by the broker as an independent broker on behalf of its clients

All information provided in this application will be kept confidential and comply at all times with the Protection of Personal Information Act, No 4 of 2013 ("POPI")

**DECLARATION**

I / We hereby declare that the above statements and particulars contained in this proposal are true and complete.

For and on behalf of Broker:

DATE:

(DD/MM/YYYY)

Who by his / her signature warrants that he / she is duly authorized thereto.



**PSP - PERSONAL SERVICE PROVIDER AFFIDAVIT**

I, the undersigned, \_\_\_\_\_ (Full name)

Do hereby make an oath that:

1. I am an adult (male/female) and hold the position of \_\_\_\_\_  
at \_\_\_\_\_ (name of Company / CC / Trust ), hereinafter referred to as "the Brokerage"  
with the following FSP Number: \_\_\_\_\_
2. I am authorised to make this Affidavit on behalf of the Brokerage.
3. The facts deposed to herein fall within my personal knowledge and are to the best of my knowledge true and correct.
4. I have considered the status of the Brokerage and confirm that it does not comprise a personal service provider as defined in the Income Tax Act, 1962 for the current year of assessment.
5. I specifically confirm one or both of the following:
  - a. not more than 80% of the total income of the Brokerage during the current year of assessment, derived from services rendered, consisted of or is likely to consist of amount received directly or indirectly from any one financial institution or any associated institution as defined in the Seventh Schedule to the Income Tax Act, in relation to that client.
  - b. the Brokerage has and will, throughout the current year of assessment, employ at least three full employees who engaged in the business of the Brokerage and who are not shareholders, members or trust beneficiaries of the Brokerage or relatives of such excluded employees.
6. I confirm that the information provided herein is a true record of the Brokerage's service provider status and undertake to advise within 30 days should there be any change to the status of the Brokerage.

**OATH / AFFIRMATION**

I, \_\_\_\_\_ hereby declare under oath / hereby truly affirm\* that to the best of my knowledge and belief the foregoing statements are true, complete and correct.

\_\_\_\_\_

Signed on this \_\_\_\_\_ day of \_\_\_\_\_ 2019

**SIGNATURE OF DEPONENT**

I certify that before administering the oath / affirmation\*, I asked the Deponent the following questions and write down his / her\* answers in his / her\* presence:

1. Do you know and understand the contents of the above Declaration?      Yes      No
2. Do you have any objection to taking the prescribed oath?      Yes      No
3. Do you consider the prescribed oath to be binding on your conscience?      Yes      No

I certify that Deponent has acknowledged that he / she\* knows and understands the contents of this Declaration which was sworn to / affirmed before\* me and the Deponent's signature / thumb print / mark\* was placed thereon in my presence.

JUSTICE OF THE PEACE / COMMISSIONER OF OATHS\*

FULL NAME:

DESTINATION (RANK) AND AREA FOR WHICH APPOINTED:

BUSINESS ADDRESS:

DATE:

PLACE:

\*Cross out whichever is not applicable.



# 1 PROCESS FLOW - DETERMINE IF AN EMPLOYEE IS A PERSONAL SERVICE PROVIDER

