

## FINANCIAL SERVICES BOARD



### FINANCIAL ADVISORY AND INTERMEDIARY SERVICES ACT, 2002 (“FAIS ACT”)

#### FAIS CIRCULAR 08 /2010

DATE: 16 AUGUST 2010

#### **Circular on the workshops and conference to be hosted by the FAIS Supervision Department during September to November 2010**

The Office of the Registrar of Financial Services Providers is pleased to host a number of workshops for industry participants during September to November 2010. The third annual FAIS conference will also take place during October 2010. Please see the details below, in date order of activity.

Please remember that attendance of our workshops and conference is **free**. You are however responsible for your own travel and accommodation costs, should that be necessary. Bookings will open at **09:00 on Monday 23 August 2010**. We will not accept any early bookings.

### **1. Workshops**

The FAIS Supervision Department will host two series of workshops during 2010. Series 1 will be hosted during September and October 2010, using the telematic (satellite) facilities offered by the University of Stellenbosch. This means that we will broadcast live workshops from the studio in Stellenbosch to various venues across the country. The advantage of this approach is that we can access venues in every province at the same time, enabling 690 people to attend each session. This is very powerful, as it will make it much easier for people to attend a session. Please note that we cannot provide any refreshments at the venues, so take your own water and snacks along. The venues are used for lectures, and are aimed at students; please do not expect conference quality facilities. The huge advantage of these venues are that they are spread across the country, thereby reducing traveling time and enabling more people to attend a session.

Series 2 workshops will be hosted during November 2010, using the facilities of the FSB and Sanlam's auditorium at their Head Office in Belville.

## 2. Series 1 workshops: September and October 2010

Four workshops will be hosted during September and October 2010.

<b>Date &amp; time</b>	<b>Who should attend?</b>
<b>6 September 2010</b>	Category I FSPs that do not have a compliance officer
14:00 – 18:00	<ol style="list-style-type: none"> <li>1. Overview of how FAIS affects you</li> <li>2. How do you comply with the code of conduct?</li> <li>3. What is a compliance framework?</li> <li>4. What is a risk management plan?</li> <li>5. Completing a compliance report</li> <li>6. Monthly accounting records and the submission of financial statements</li> <li>7. Preparing for the regulatory examinations</li> </ol>
<b>22 September 2010</b>	Internal and external compliance officers
14:00 – 18:00	<ol style="list-style-type: none"> <li>1. New developments and requirements for Compliance Officers, both internal and external.</li> <li>2. What do we expect from compliance officers</li> <li>3. Feedback from the compliance practice and FSP reviews</li> </ol>
<b>8 October 2010</b>	Small FSPs with compliance officers
13:30 – 17:30	<ol style="list-style-type: none"> <li>1. Tips and guidelines for small FSPs</li> <li>2. Understanding the risk management plan</li> <li>3. Implementing services under supervision</li> <li>4. Dealing with the codes of conduct</li> <li>5. Preparing for the regulatory examinations</li> <li>6. The role and obligations of the compliance officers</li> <li>7. The annual compliance report</li> <li>8. Submitting financial statements</li> </ol>
<b>18 October 2010</b>	People who are unable to attend the annual conference
09:00 – 15:00	<ol style="list-style-type: none"> <li>1. The General Code of Conduct: analysis and disclosures, i.e. what do we require you to do when conducting suitability analysis and providing disclosures to your clients?</li> <li>2. What are the implications for FSPs, Key Individuals and Compliance Officers when juristic representatives are appointed?</li> <li>3. Prohibitions on receipt of certain financial interests – what does it mean and how do you implement it?</li> <li>4. Compliance for small FSPs – what should small FSPs know and understand about the compliance requirements of FAIS?</li> <li>5. What's new in terms of FICA?</li> <li>6. Conflict of Interest – how do you manage this in your FSP?</li> <li>7. Tips and guidelines from onsite reviews at FSPs</li> </ol>

## Venues for the satellite workshops:

<b>Eastern Cape</b>		
<b>East London</b>	13 Amaway Centre, Main Road, Amalinda,	20 Seats
<b>Port Elizabeth</b>	Unisa, Greyville House, Cnr Cape, Greyville And Ring Road, Green Acres, Newton Park	50 Seats
<b>Free State</b>		
<b>Bloemfontein</b>	NRE House 2nd Floor, 161 Zastron Street. Westdene	12 Seats
<b>Gauteng</b>		
<b>Florida</b>	Florida Campus, C/O Christiaan De Wet & Pioneer Avenue, G Block, Room G23, Second Floor	60 Seats
<b>Johannesburg</b>	Old Johannesburg Stock Exchange Building, 1 Kerk Street, C/O Kerk E Diagonal Str, 1st Floor, Room 104, New Town	30 Seats
<b>Pretoria</b>	Unisa Sunnyside, Campus, C/O Mears & Walker Street, Building 13	60 Seats
<b>Mpumalanga</b>		
<b>Nelspruit</b>	Unisa, 1st Floor, Brownstreet 31	50 Seats
<b>Middelburg</b>	Town Square, Cnr Church & Bhimy Damane Street	50 Seats
<b>North West Province</b>		
<b>Klerksdorp</b>	West End Building, 51 Leask Street, Room 308	30 Seats
<b>Mafikeng</b>	Plot 2586 Opposite Absa Bank, 29 Main Str	30 Seats
<b>Limpopo Province</b>		
<b>Polokwane</b>	23a Landdros Maree Street, Satellite Delivery Venue	40 Seats
<b>Northern Cape Province</b>		
<b>Kimberley</b>	Unisa, Liberty Life Building, Corner Of Chapel & Currey Street	25 Seats
<b>Upington</b>	Roman Catholic Church, Vaal University Of Technology, Le Roux Street	21 Seats
<b>Western Cape Province</b>		
<b>Bellville</b>	Van Der Horst Building, Bellville Park Campus, Room 102, 7535	90 Seats
<b>George</b>	Shamrock Place, 97 York Street, Ground Floor, Room 34 A	30 Seats
<b>Worcester</b>	Old Mill, Institute For The Deaf, 270 De La Bat Road	12 Seats
<b>Tygerberg Campus</b>	Room F334, Fisan Building, Fransie Van Zijl Rylaan	42 Seats
<b>Stellenbosch</b>	Stellenbosch University, Administration Building A, Ryneveld Street, Interactive Telematic Services, Room 1070 , University Of Stellenbosch	20 Seats

Kwazulu Natal		
Durban	Embury Institute For Teacher Education, Embury House, 119 Windermere Road, Morningside	20 Seats

### 3. Annual Conference

Date: 19 October 2010  
 Venue: CSIR International Conference Centre, Pretoria  
 Time: Registration opens at 07:00  
 Conference starts at 08:30 and ends at 16:30

Session 1: General session for all in the auditorium

- Treating customers fairly
- Fraud cases and complaints, what happens?
- New trends in employment benefits and pensions

Sessions 2 – 4: each session has 3 options; delegates attend one option per session:

Session 2 options	Session 3 options	Session 4 options
Binder agreements and the implications for the short and long-term insurance industry	The latest developments regarding Micro Insurance	What's new in terms of FICA?
The General Code of Conduct: analysis and disclosures  What do we require you to do when conducting suitability analysis and providing disclosures to your clients?	Prohibitions on receipt of certain financial interests – what does it mean and how do you implement it?	Conflict of Interest – how do you manage this in your FSP?
What are the implications for FSPs, Key Individuals and Compliance Officers when juristic representatives are appointed?	Compliance for small FSPs – what should small FSPs know and understand about the compliance requirements of FAIS?	Tips and guidelines from onsite reviews at FSPs

#### 4. Series 2: November workshops

Three workshops will be hosted during November. These workshops will be delivered in a face-to-face manner, at the FSB offices in Pretoria, and at Sanlam’s auditorium at their Head Office in Bellville.

Date & time	Topic	Venue
4 November 2010 10:00 – 14:00	Category III FSPs	FSB offices, Ashlea Gardens, Pretoria
8 November 2010 10:00 – 14:00	Category II and IIA FSPs	Sanlam Head Office, Auditorium, Bellville
11 November 2010 10:00 – 14:00	Category IV FSPs	FSB offices, Ashlea Gardens, Pretoria

#### 5. Bookings

There are two methods to book your place:

1. Access the website and book on our electronic booking system – [www.fsb.co.za](http://www.fsb.co.za)
2. Contact the FSB call centre and ask them to book for you

You can call the call centre on 0800110443/ 0800202087, Monday to Friday between 08:00 to 16:00.

#### 6. When do bookings open?

Bookings open at 09:00 on Monday 23 August 2010. You can access the website for online bookings or you can call the call centre from 09:00. To ensure equal opportunity to book, we will not accept bookings in any other manner, and we will also not accept bookings before 09:00 on Monday 23 August 2010.

Please note that bookings are accepted on a “first come first served” basis.

#### 7. More information

More information is available on the FSB website. Please select the FAIS link, and then look for the link for “workshops” and the link for “conference”.

We look forward to hosting you at our workshops and conference.

#### REGISTRAR FINANCIAL SERVICES PROVIDERS