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| **DESCRIPTION** | **REQUIRED** |
| A registered Company | * Copy of CIPC certificate (CK Certificate); * Tax clearance certificate; * BEE certificate * Business summary/ Business plan (Attached) * Proof of address of both business (if not renting)and residential; * Appointment letter of a bookkeeper; and * Any other business certificate issued by any authority |
| If you collect monthly premiums from your members open two bank accounts.    1st account – will be for day to day running of the business  2nd account – will be used for premium collections both by your underwriter and your members | * Account confirmation letter/s from the bank; |
| If a company collects premiums for funeral policies up to R30 000.00 benefit | * Annexure Six Form A (Liquidity Calculation) (attached) |
| Companies that were in business for the past 12 months | * Latest financial reports; * Annexure A (application for exemption to submit Audited Financial Statements) (attached) |
| Companies that are new (less than 12 months) | * Annual financial projections (12 Months) (attached); * Annexure A (application for exemption to submit Audited Financial Statements) (attached) |
| Experience | * A reference letter explaining detailing specific experience is required. E.g. where were you working or when did you start selling funeral policies. |
| Underwriting | * An affidavit declaring your intention to underwrite or a certificate of underwriting if you are underwriting already. |
| Director/s of the company | * Certified copy of ID/ Passport, work permit * Certified copy of qualifications (affidavit if one does not have matric or proof of qualifications)   NB. If a company has more than one director, we require copies of all directors |

NB: Annexure A, Annexure six form A, twelve months financial projections and Business Summary are available on request.

**Payments for application**

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| **Description** | **Amount** |
| Application for a license | R2544 |
| Application for approval of a key individual (director) | R1377 |
| \*Application for approval of a compliance officer (CO) | R817 |
| Total | R4738 with a CO and R3921 without a CO |

**Bank Accounts**

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| Please call the following contact people for banking details: | Contact number | Email |
|  |  |  |
| Ayanda Mgagule | 012-367 7155 | [Ayanda.mgagule@fsb.co.za](mailto:Ayanda.mgagule@fsb.co.za) |
| Kefilwe Mushi | 012-428 8193 | [kefilwe.mushi@fsb.co.za](mailto:kefilwe.mushi@fsb.co.za) |

NB. Call us to obtain a reference number before you make a payment.

**FAIS Training Facilitators: Mpho Mabuza (012) 428 8194, Sarah Tsepetsi (012) 367 7102, Mahlatse Kekana (012) 367 7131**