



COMPLIANCE OFFICER OF FSP

FSP Name

FSP No

Are you required to have a compliance officer? (See note below) Yes No

NOTE:

In terms of section 17(1) of the Act, every FSP with one or more representatives or more than one key individual must appoint one or more compliance officers and in terms of section 17(2) of the Act such compliance officer(s) must be approved by the Registrar. A sole proprietor, without any representative(s), does not require the appointment of a compliance officer.

The compliance function of the FSP may be seated in-house or may be outsourced to an external compliance officer.

All compliance officers must complete *Form FSP 13 (Approval as compliance officer)* and submit the application to the Registrar. If the FSP has more than one compliance officer, a separate form for each compliance officer must be completed.

Explanatory notes: (The number next to the note refers to the relevant fields that must be completed.)

1. Indicate whether the compliance officer is an in-house compliance officer or external compliance officer.
2. If the compliance function is not outsourced, provide the name and identity number of the in-house compliance officer. If the compliance officer has already been approved provide the approval number allocated to the compliance officer (refer to *Form FSP13*)
3. If the compliance function is outsourced to an external compliance officer and such officer is a natural person complete subsection 3.1. If the external compliance officer is a legal person complete subsection 3.1 and 3.2.
4. Indicate whether the compliance officer is approved by the FSB. If not, Form FSP 13 must accompany the application.
5. All applicants must comply with the criteria and guidelines determined in the Determination of Criteria and Guidelines for the Approval of Compliance Officers, 2002 (BN 84/2003). This section must be completed by all applicants.

1. Indicate whether the compliance function of the FSP is seated in-house or is outsourced to an external compliance officer

In-house

Compliance officer is an employee of a specific financial services provider and will only act as the compliance officer of that financial service provider.

External

Compliance officer renders compliance functions for one or more financial services providers and/or acts independently in a personal capacity.

2. In-house Compliance Officer

FSB approval number of compliance officer

Name of compliance officer

ID/Passport number of compliance officer

Date of appointment of compliance officer

3. External Compliance Officer

FSB approval number of compliance officer

3.1. Natural person

Name of compliance officer

ID/Passport number of compliance officer

Date of appointment



3.2. Legal person

Name of compliance officer	<input type="text"/>
Registration number	<input type="text"/>
Date of appointment	<input type="text"/>

3.3 Details of natural person providing compliance officer services on behalf of the external compliance officer that is a legal person

Name of compliance officer	<input type="text"/>
ID/Passport number	<input type="text"/>
Date of appointment	<input type="text"/>

4. Approval as compliance officer

Is the compliance officer approved **Yes** **No**

If not: Form FSP 13 must accompany the application.

5. Additional information relating to independence, competency and operational ability

The following information must be provided in a separate document attached as an annexure to the application form and must be signed and dated by the compliance officer.

- 4.1 Details of how the compliance officer will ensure that he/she will function independently and objectively from the FSP.
- 4.2 Details of why it is believed that the compliance officer has the necessary experience and competence to provide a compliance service to the FSP with specific reference to the category/(ies) of financial services applied/authorised for and the subcategory/(ies) of financial products concerned.
- 4.3 Details of the operational ability of the compliance officer (e.g. does the compliance officer has adequate resources available to ensure proper compliance monitoring of the FSP and its representatives) to act on behalf of the FSP.
- 4.4 If the compliance function is outsourced describe the compliance function of the FSP and explain how the compliance officer will support the FSP's compliance function.
- 4.5 Details on the compliance officer's monitoring plan, including but not limited to the frequency of monitoring visits, training and other services that will be provided.
- 4.6 If the compliance function is performed by an internal compliance officer details on the compliance function and organisational structure of the business.