

[Compliance Report Online Submission](#)

User Guidance Notes

Introduction

The compliance reports online submission may only be submitted by registered users. To register for the online submission go to the FAIS section at www.fsb.co.za. This guide provides a simple illustration of how to go about submitting compliance reports and financial statements.

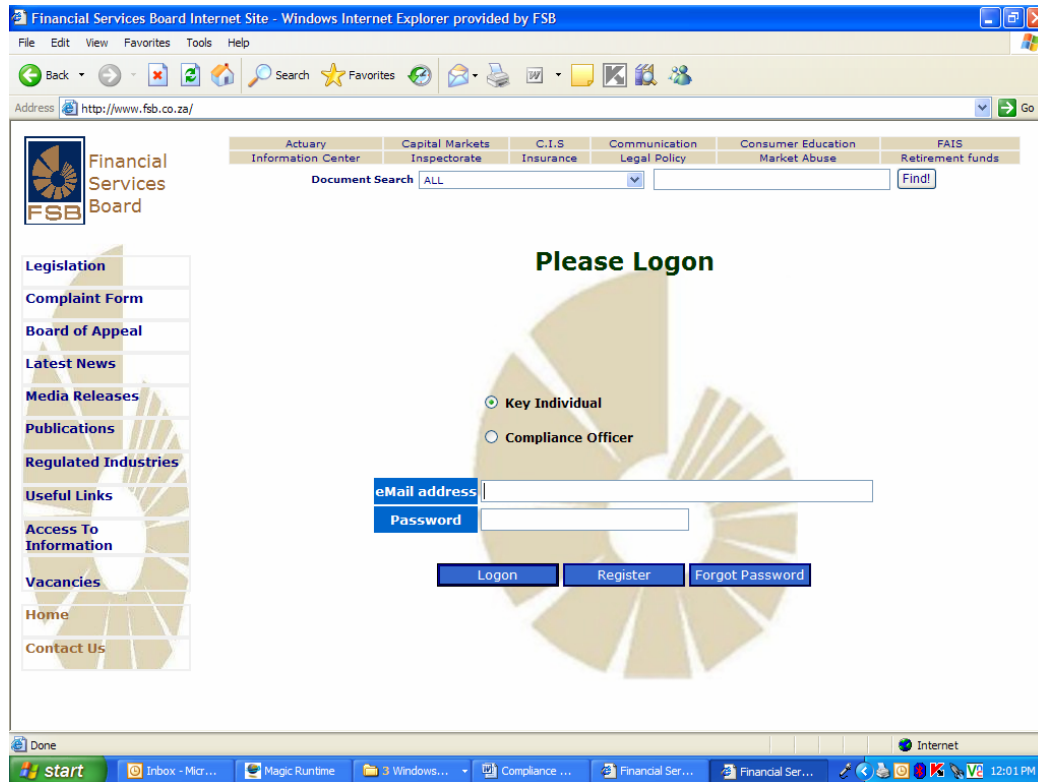
Step 1:

The online submission can be accessed on our website www.fsb.co.za /FAIS/Compliance Reports/Online Submission of Compliance Reports.

Step 2:

Log on with your e-mail address, as registered on the FAIS system.

If you are the Compliance Officer of the FSP, you will log on as Compliance Officer. If the FSP does not require a Compliance Officer and the Key Individual is submitting the report, you need to log in as the key individual.



Already registered for the software for previous submissions?

You don't need to register again, use your validation code that was sent to you, as initial password. Click on "Forgot password" button if you don't have it anymore and it will resend the code to your e-mail address, as entered.

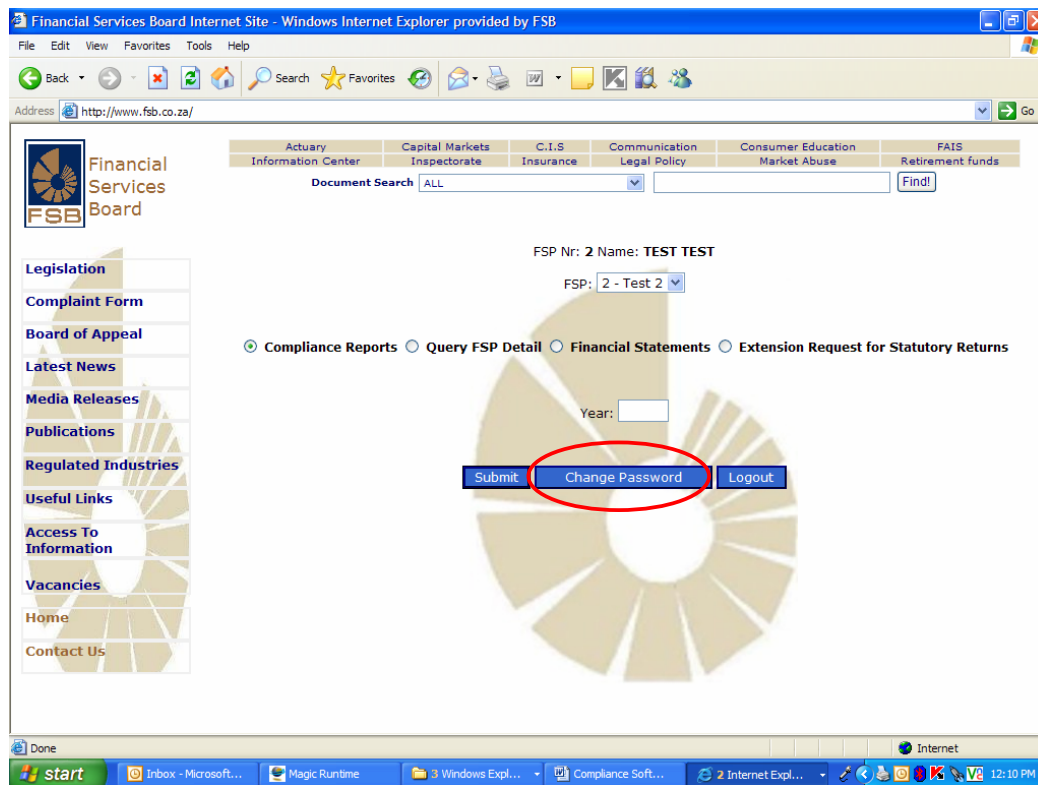
If you have not registered for the online submission?

Click on the register button first, follow the procedure and use the validation code that will be sent to you in order to logon.

After successful authentication by the system, the user is allowed to type the relevant Compliance Report data directly into the database of the FSB via the web front-end provided by the online mechanism.

Step 3:

You can change your password, once you are logged in. Should you forget your password, click on "Forgot password" button if you don't have it any longer and it will resend the code to you email address, as entered.



Step 4:

A list of all the FSP's you act as compliance officer for will appear in a drop down list. Select the one you want to enter a Compliance Report for, type in the year of the report, and submit.

If you are a key individual, the FSP that you are appointed as key individual, will appear.

Step 5:

The report will be displayed on the next screen. Make sure you submit the sections that you can select on the right hand side of the screen, one by one. You should save your work regularly to avoid losing the changes made if there should be an interruption in the internet link. The system will give a time out after two minutes of not being used.

Step 6:

All annexures must be saved on your computer. Name the files in such a way that you will be able to find it easily when searched for. Upload your annexures by clicking on the “Attachments” button.

Step 7:

Click on the “Validate” button.

If any built-in validations fail, the user is notified immediately by the system, in order to allow for corrective action. The immediate validations of the online mechanism stand in contrast with the delayed validations of the previous package where the users only received an e-mail that specified the validations after the data had been imported into the FSB’s database. The user should resolve the validations as the FSB will not accept the report if there are validation errors.

Step 8:

Final submit by clicking on the “Commit” button.

As soon as the report is accepted, an e-mail notification will be sent within 48 hours after submission. This notification must be kept for proof of submission.

The online mechanism provides an easier user interface than the previous package. It also eliminates many possible technical difficulties that can be experienced during the downloading, installation and submission processes of the previous packaged software.

We encourage all FSPs and Compliance Officers to use the online system and to send an e-mail to faiscomp1@fsb.co.za if you experience any difficulty in using the system or have any queries.

Please remember to retain a copy of the report for your own records. Should you require a copy of the report after it has been submitted to this Office, it can be requested on the online submission system under “Queries”. A Word format will then be e-mailed to the e-mail address used to log into the system.

Due to high volumes of reports being submitted at the end of each submission period, you are encouraged to attempt to submit the reports before the end of the submission period. Past experience has indicated that the electronic submission system becomes overloaded over the last three days before the submission period ends, and reports do not always import successfully.

- ✓ Report submission constraints:
 - Note that the compliance report may only be submitted on or after the reporting date.
 - Note that the compliance report must be submitted by the submission date
 - Please note that only one compliance report should be submitted for each entity for a particular year. In the case where an entity is authorised for more than one category, only one reports needs to be submitted. The entity will need to submit the report that applies to the highest category that appears on the license.
 - Example: An FSP that is licensed for Category I and II needs only to submit the Category II report.
 - **No extensions** are applicable for compliance reports.
 - Penalties may be imposed for non-submission of compliance reports.

Step 9: Document for signature

This document needs to be scanned and attached to the report using the extra attachments tab within the compliance report. If a scanner is unavailable then print the document, complete it in full and fax it to (012) 422 2973.

Other Considerations

If you need to submit compliance reports for different years, it **MAY NOT** be submitted on the same day. Please submit it on separate days to avoid that the report being rejected.

Confirmation will be send as soon as the report is imported on the FSB's systems this can take up to 24 hours. Please keep proof of submission.

You may capture the report over a period of time and save all changes as you capture it, once the report is allowed to submit (after reporting date) you can finally submit the report, this may assist you if there is outstanding information that you need to gather before final submission.

The reporting dates are as follows for 2009:

Type of FSP	Reporting Date	Submission Date	Board Notice
Category I with Compliance Officer	31 May 2009	15 August 2009	BN 47 of 2009
Category II, IIA and Forex Authorised FSPs	31 August 2009	31 October 2009	BN 48 of 2009
Category III	31 August 2009	31 October 2009	BN 49 of 2009
Category IV	31 August 2009	31 October 2009	BN 50 of 2009
Category I without Compliance Officer	31 December 2009	28 February 2010	BN 46 of 2009

User Support

Contact the FSB Call Centre on 0800 110 443 should you require any technical support.