

IMPORTANT INFORMATION RELATING TO AN APPLICATION FOR EXEMPTION IN TERMS OF THE FINANCIAL ADVISORY AND INTERMEDIARY SERVICES ACT, 2002

A. General Information

1. An applicant seeking exemption from any provision of the Financial Advisory and Intermediary Services Act, 2002, must apply for such exemption by completing the attached Form FSP 13.
2. Each application must be accompanied by proof of payment of the prescribed fee that is payable to the Authority. The exemption fees are annually determined by the Minister of Finance and are published under the heading **Regulated Entities – Levies and Fees - FSCA Fees – FAIS** on the official website of the Financial Sector Conduct Authority. The schedule of fees can be directly accessed through the following link:
<https://www.fsc.co.za/Regulated%20Entities/Regulated%20Entities%20Documents/2018%20%20Fee%20Schedule.pdf>
3. Please note that a request for the correction of an incorrect DOFA date is not an application for exemption. Such request must be submitted to FAIS.DOFA@FSCA.CO.ZA.
4. Timeframes for the processing of exemption applications differ depending on the quality of the motivation and the evidence submitted.

B. Required Information

The application for exemption must contain the following information:

1. The applicant's name, surname, ID number and FSP number (where applicable).
2. The applicant's contact details. Where the applicant is a representative, the applicant's personal contact details must be provided.
3. The period for which the exemption is required and the reasons for such period.
4. A detailed explanation / motivation of why the exemption should be considered and, where applicable, evidence in support of the motivation must be provided. For example, if an applicant is stating that he requires an exemption based on medical grounds, then a letter from the relevant specialist or doctor must be submitted.
5. If the applicant applies for exemption from the competency requirements, it is

recommended that the applicant include in the explanation / motivation any previous attempts made to meet the competency requirements. If no attempts have been made, the applicant must provide an explanation as to why no attempts have been made.

6. A copy of the applicant's ID / passport document must accompany the application.
7. If the applicant seeks exemption from the prescribed fee and relies on affordability as the reason, the applicant must submit three (3) months bank statements of all bank accounts of the applicant as evidence that the applicant cannot afford the fee.
8. The application and **all the supporting** documents together with the **proof of payment** must be submitted simultaneously.

C. Banking Details

1. There are different bank accounts that may be used for the payment of the fees.
2. Mmaphori Serepo (012 422 2942), Salome Le Roux (012 367 7258) or Kefilwe Mushi (012 428 8193) in the FSCA's Finance Department can be contacted to obtain the banking details.

D. Applications must be submitted in one of the following ways:

1.	Hand delivery	For attention: FAIS Exemptions Riverwalk Office Park, Block B 41 Matroosberg Road (Conner of Garsfontein and Matroosberg Roads) Ashlea Gardens, Extension 6 Menlo Park Pretoria South Africa 0081
2.	Electronic mail	E-Mail address FAIS.Exemptions@fsc.co.za
3.	Posting	Postal address: The Financial Sector Conduct Authority PO Box 35655 Menlo Park 0102

Please note that posting of an application for exemption is not recommended as it may cause a delay in the processing of the application.