GUIDANCE ON THE USE OF THE ELECTRONIC APPLICATION TO ACT AS A SECTION 13B ADMINISTRATOR

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On the "Administrator Application Registration Screen", enter your e-mail address, name and surname. Click on the "**Register**" button. Your password will be e-mailed to you.

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Example of the e-mail with the password.

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From: Asystem@fsb.co.za To: Loraine de Swart Cc: Subject: Administrator Application Registration[Scenned]	Sent: Mon 12/0	13/2007 09:45 AM
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Enter your e-mail address and password (as send per e-mail) in the required fields. Click the **"log on"** button.



Kindly complete all the fields in section 1, 2 and 3. Click on the "submit" button

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On the next page question 12-14 of section 1 will be displayed. Kindly complete and click on the "**Done**" button.

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experience of the administrator's members, directors, partners, owners and/or employees on the first and second level of the hierarchy involved in the administration of pension funds. Whether any of these persons have ever been convicted of an offence resulting from dishonesty, fraud or embezzlement, whether any of these persons were a controlling shareholder or director of a company or close corporation at the time it was placed under judicial management or in liquidation, whether the estate of any such person has ever been sequestrated, whether any such person has been subject to disciplinary proceedings by an employer or regulatory body and whether and such person has been barred from entry into any profession or occupation.							
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You will now be requested to link the following 2 documents as pdf files: 1 – a scanned copy of schedule O (Auditors report);and 2 – a scanned copy of proof of payment of the prescribed application fees.

Use the "browse" function to attached the documents. After the 2 pdf files are linked, click on the **"submit"** button.

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If the submission is successful, you will be notified with the following message: "Your application is now complete"

