

## BOARDING

At Auto & General, we use more than three decades of experience to ensure we make things as easy as possible for our broker partners. In that spirit, here's a quick overview of our broker admin.

### PROCESS FOR SIGNING UP

**STEP  
#01**

Download and complete the application form and send it to us with the relevant documents to Broker Admin email.



**STEP  
#02**

Our dedicated team send you your agreement within 48 hours.



**STEP  
#03**

Once we have recieved your signed agreement we will process and issue your unique codes within 48 hours.



**STEP  
#04**

Your dedicated consultant will contact you for an introduction.



**STEP  
#05**

NOW you can start placing your clients with one of the leading Insurance Companies in SA.

## FREQUENTLY ASKED QUESTIONS:

**#01**

**Why do I need to submit my VAT number to Telesure?**

To ensure that your commission is paid VAT inclusive.

**#02**

**Why do I need to submit my TAX Clearance certificate?**

Section 26 of the Tax Administration Act, 2011 requires that all FSB-registered entities submit third party information in relation to broker commission payments bi-annually to SARS as part of the EMP501 process. Therefore the Telesure underwriting companies are legally required to submit the commission paid to all brokers to SARS and issue the brokers with an IT3a in terms of the deadlines set out by SARS annually.

Thus to ensure that the IT3a information is correct, a tax certificate must be supplied. There is no 'advantage' – it is simply the legal requirement and should the broker not supply a tax certificate and the information in the IT3a be incorrect, the Group would not amend the information and the broker would have to deal directly with SARS to resolve the issue.

We submit the IT3a's through the EMP501 process of submission using SARS Easyfile.

**#03**

**Why do I need to send Telesure a Cancelled Cheque or a Stamped Bank Statement along with my Bank Letter?**

A cancelled cheque or stamped statement is sufficient and does not require a bank letter. However, the bank letter alone is not sufficient as this is a typed-out letter, therefore a bank statement should also be accompanied with the stamped bank letter.