



Partner Application Broker Agreement

Thank you for the interest expressed in partnering with us.

PLEASE NOTE: If your application is accepted, you will be sent an email requesting you to upload supporting documentation. For prompt service delivery, please ensure that all the relevant documentation is correct. Failure to adhere to this prerequisite could result in unnecessary delays.

1. INSURER/ BRAND APPLYING FOR

AGENCY REGISTRATION – PLEASE SELECT COMPANY / BRAND YOU ARE APPLYING FOR

2. BROKER/ PARTNER DETAILS

Name of Brokerage / Intermediary	
Trading Name	
FSP Number	
Identity Number	
VAT Registration No	
Income TAX number	
Type of FSP	
Physical Address	
Postal Address	
Office Telephone No	
Cell Phone No	
Email Address	
Website Address (If applicable)	
Banking Details	
Bank Name	
Branch	
Branch Code	
Account Number	
Account Holder	
Account Type	

Auto&General Park, Dainfern, 1 Telesure Ln,
Riverglen, Midrand, 2191, South Africa

Call Centre operating hours:
Monday to Friday 7am - 8pm | Saturday 7am - 1pm | Public Holiday 8m - 1pm

Auto & General Insurance Company Ltd (Reg. No. 1973/016880/06) is a licensed non-life insurer and financial services provider (FSP licence number: 16354).

086 010 3160
autoandgeneral.co.za

3. FAIS INFORMATION

3.1 License Categories

Please indicate the approved license categories. (Upon Request, please supply a copy of FAIS License and Annexure in support of the below).

Category Description	Advice	Intermediary Service
Long-Term Insurance: subcategory A		
Short-Term Insurance: Personal Lines		
Short-Term Insurance: Personal Lines A1		
Long-Term Insurance: subcategory B1		
Long-Term Insurance: subcategory B1 – A		
Long-Term Insurance: subcategory B2		
Long-Term Insurance: subcategory B2 – A		
Short-Term Insurance: Commercial Lines		

3.2 Details of Key Individuals

Name and Surname	
ID/Passport Number	
Contact Number	
E-Mail Address	
Categories Approved: Eg. Personal Lines	

Name and Surname	
ID/Passport Number	
Contact Number	
E-Mail Address	
Categories Approved: Eg. Personal Lines	

Name and Surname	
ID/Passport Number	
Contact Number	
E-Mail Address	
Categories Approved: Eg. Personal Lines	

3.3 Compliance Officer Details

Name and Surname	
ID/Passport Number	
Contact Number	
E-Mail Address	
CO Registration Number	
Practise Name	

4. PROFESSIONAL INDEMNITY COVER

4.1 PI Cover

Insurer	
Limit of Indemnity	
Renewal Date	
Were any claims submitted against the PI Cover?	

5. PRODUCTS

Please select the products you wish to render Broker Services on:

	YES/NO
5.1 Personal Lines	
5.2 Commercial Lines	
5.3 Value Added Products	

Product	YES/NO
Personal Accident	
Funeral Protect	
Personal Protection Plan	
Legal Protect	
Scratch and Dent	
Tyre and Rim Guard	
Warranties	
Pet Insurance	
Service Plan	
Gap Cover	

6. ADDITIONAL FEES / CHARGES

	YES/NO
Do you charge a policyholder a fee in addition to the commission earned for Personal Lines Products?	
Do you charge a policyholder a fee in addition to the commission earned for Commercial Lines (BI) Products?	

7. BEE RATING

BEE Certificate effective date from	
BEE Certificate expiry date	
BEE Certificate (QSE, EME, GEN)	
BEE Level (1-8, N = Non-compliant)	
Black Owned %	
Black Woman Owned %	
Value Adding Supplier (Y/N)	

8. FSP DUE DILIGENCE QUESTIONNAIRE

Category	Due Diligence question	YES/NO
8.1 License Status	Has your FSP license ever been suspended or withdrawn due to non-compliance?	
8.2 Enforcement Action/s	Has the FSP been found guilty of contravening any laws applicable to it, enforcement action taken or is there any pending regulatory action against it in the past 3 years?	
8.3 Financial Soundness	Is the FSP financially sound as is required by the FAIS Act and were the financial statements, if applicable, submitted to the FSB for the previous financial year?	
8.4 Fit and proper status of representatives	Do all directors, key individual and representatives meet the fit and proper requirements relating to honesty and integrity and competency? If the competency requirements are lacking, do the representatives work under management supervision in accordance with FAIS?	
8.5 Updated Representative Register	Does the FSP manage and update its representative register in accordance with the FAIS Act?	
8.6 Operational ability	Does the FSP have sufficient access to communication facilities, personnel and other means to ensure it meets the operational ability requirements as is required by the FAIS Act?	
	Does the FSP have measures for filing and storage of records that provides for the safe keeping of business communications, client records and correspondence in accordance with the FAIS Act?	
	Does the FSP have a disaster recovery and business continuity plan?	

8.7	Policies and Procedures	Does the FSP have the following Policies and procedures documented:	
		a) Conflict of Interest Policy?	
		b) Fit and Proper Policy?	
		c) Debarment Policy?	
		d) Complaints Resolution Procedure?	
		e) Representative or Fit and Proper Policies?	
		f) Governance and Risk Management policies/controls?	
8.8	Training	Does the FSP ensure that its representatives receive adequate product and other training on a regular basis?	
8.9	Treating Customers Fairly	Has the FSP adopted measures to ensure that in the rendering of financial services it adheres to the outcomes of Treating Customers Fairly?	
8.10	Complaints	Does the FSP maintain a complaints register to record all complaints received in the rendering of the services (if applicable)?	
		Will the FSP be able to share with the Insurer a copy of all complaints received on the FSP's service and the outcome thereof for the past year?	
		Was there evidence that TCF principles were applied in dealing with complaints?	
8.11	Maintenance of data integrity	Does the FSP have full details of the policyholders?	
		Is the client's data accurate at all times?	
8.12	Conflict of Interest	Is the shareholding of the FSP Partner clear of any conflict of interest?	
		Did the FSP provide a copy of its most recent conflict of interest assessment which includes its shareholding?	
8.13	Access to Information	Will the insurer have access to the FSPs systems in real time?	
		Is there integration capability between the FSP and the insurer's system?	
		Are there any restrictions/ resistance on the part of the FSP in respect of allowing the insurer to access the client's information?	
8.14	POPIA section	Is the Privacy Policy in place?	
		Please share Information Officer details below:	
		Do you comply with POPI Act?	
8.15	Other information	If there is any information the FSP wishes to note, please do so below:	

9. PLEASE SPECIFY EMAIL ADDRESSES/ ADDRESSES TO WHICH WE CAN SEND RELEVANT REPORTS:

			Email Address
9.1	Non- payments	NonPaymentRepCont	
9.2	Outstanding requirements	OutstandingRequirementsRepCont	
9.3	New policies	NewPoliciesRepCont	
9.4	Policy Amendments	PolicyAmendRepCont	
9.5	Cancelled policies	CancePolRepCont	
9.6	Reinstatements	ReinstatementsRepCont	
9.7	Claims	ClaimsRepCont	
9.8	Policy increases	PolicyIncreaseRepCont	
9.9	Cash-back due	CashBackRepCont	
9.10	Commission statements	CommissionStatements	
9.11	48 Hour Pend	FortyEightHourPend	
9.12	Broker Fee waived	BrokerFeeWaived	
9.13	IT3 recipient	ITThreeRecip	

10. DECLARATION

10.1	I/We hereby apply for an agreement with the aforementioned Insurer/s, subject to the Insurer's usual terms and conditions.	
10.2	I/We acknowledge that I/we have no authority to obtain any new business for submission to the Insurer/s until a signed official agreement has been issued to and accepted, and that any payment of any commission in respect of any business that may be introduced by myself/ ourselves prior thereto will be at the entire discretion of the Insurer/s, whose decision shall be final and binding.	
10.3	I/We declare that the application form and all the questions contained therein have been answered completely and truthfully.	
10.4	I/We acknowledge that should any of the information given by me/us be false or incomplete, and the Insurer/s subsequently discovers this, the agreement may be terminated immediately and without further notice by the Insurer/s.	
10.5	I/We accept that to facilitate the assessment of this or any other application for an appointment and/ or contract, I/we hereby irrevocably authorise the Insurer/s to obtain from any person or institution, whom I/we hereby so authorise and request to give any information which the Insurer/s deems necessary and to share with others that information and any information contained in this.	
10.6	I/We further undertake and agree to furnish the Insurer/s immediately with full details of any change in director's/member's/ partner's/trustee's details, and I/we undertake and agree to supply complete details to the Insurer/s when a representative is appointed or when a representative terminates his/her services with me/us as well as about any change of address that may occur or change in license status which may take place.	
10.7	I/We undertake to ensure that all my/ our representatives will be fully knowledgeable on the Insurer/s products before marketing, selling or submitting any product application forms to the Insurer/s and that such representatives shall be registered on the FSB website.	
10.8	I/We declare that we shall at all times comply with the applicable law, specifically the Long-term Insurance Act no 52 of 1998, the Short- Term Insurance Act no 53 of 1998, the Financial Advisory and Intermediary Services Act no 37 of 2002, the Financial Intelligence Centre Act no 38 of 2001, all regulations, rules and directives promulgated there under and any other financial, investment or consumer related legislation applicable from time to time.	
10.9	I/ We agree that this application form part of the agreement with the Insurer/s.	

Auto & General Insurance Company Limited is a licensed non-life insurer and financial services provider. T's and C's online.

Budget Insurance Company Limited is a licensed non-life insurer and financial services provider. T's and C's online.

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