



## ENVIROSURE BROKER AGENCY APPLICATION LIST OF SUPPORTING INFORMATION & DOCUMENTS REQUIRED

Thank you kindly for your request to become a broker for Envirosure. Please find attached our Broker Application form that needs to be completed. In order for us to proceed with the application procedure, please forward a copy of the following documents in support of your application:

1. Proof of Income Tax Number
2. Proof of VAT Number if applicable
3. Copy of Professional Indemnity Schedule
4. Copy of FSP Licence
5. Contact details for the person/s in the following departments:
  - Main contact person – such as Director, General Manager or Branch Manager
  - Accounts & Commission
  - Underwriting
  - Claims
  - Compliance
6. **The following are required for commission payments:**
  - Bank Account confirmation from bank (**cancelled cheque or letter from bank not older than 03 months**)
  - Company letterhead confirming Bank Account and company registration number or a copy of your ID if you are a Sole Prop.
7. Old Mutual Insure Info:
  - Advisor's ID Number
  - Team Description
  - Sales Code

Kindly return once this has been completed and signed.

**Please note that we will not be accepting credit facility applications without management and Mutual & Federal approval.**

Trusting the above to be in order, kindly contact our offices should you have any further queries.

Please submit all documentation to [info@envirosure.co.za](mailto:info@envirosure.co.za)



**C. Address details:**

10. Is the agency registered locally or in a foreign country? Local:  Foreign:

11. If foreign then please supply:

Country:

Postal Code:

12. Postal Address:

Suburb:

City/Town:

Postal Code:

13. Physical Address:

Suburb:

City/Town:

Postal Code:

14. Tel. Office: Country Code:  Area Code:

Number:

15. Fax: Country Code:  Area Code:

Number:

16. E-mail Address:

17. Cellphone Number:

**D. Agency details:**

18. Occupation: (e.g. Insurance Broker):

19. Number of years in current occupation:

20. FAIS Number:

21. F.I.A. Number:

22. Please indicate type of agency: Direct:  Credit:

23. Has a guarantee been lodged with the Insurance Association (If credit)?

Yes:  No:

24. If yes, please supply the following:

24.1 I.G.F Number:

24.2 Guarantee Amount:

24.3 Expiry date:

24.4 Do you make use of Premium Collections? Yes:  No:

Name of collections house if applicable:

25. Main contact person at the business?

25.1 Title:

25.2 Name:

25.3 Surname:

25.4 Business Title: (e.g. Managing Director)

25.5 Language Preference: English:  Afrikaans:

25.6 Email address:

26. Correspondence section

26.1 Preferred method of dispatch: Email:  Post:

26.2 Underwriting email address (if email):

26.3 Claims email address:

26.4 Commission statement email address:

Section 2

Tax Details

1. Tax Region:

2. Tax Number:  (Attach proof from SARS)

3. VAT Vendor: Yes:  No:

4. Vat Number:

5. Tax Directive: Percentage:  %  
 Period From:  To:

6. Provisional Tax Payer? Yes:  No:   
 (Attach proof from SARS)

7. Personal Services Provider? Yes:  No:   
 (More than 80% income from one source and/or less than 3 non-related employees)

**For office use:**

Tax Type:

Tax Indicator:

Section 3

Bank Details

1. Bank Account Type: Current:  Transmission:  Savings:

2. Bank Account Number:

3. Bank Branch Code:

If you do not have the branch code please provide the name of your bank and branch:

4. Account holder's Name:

*(Copy cheque or bank confirmation required)*



## Section 6

Please provide us with at least two references:

1. Name:																				
Relationship:																				
Address:																				
Occupation:																				
Telephone: Code:						Number:														
2. Name:																				
Relationship:																				
Address:																				
Occupation:																				
Telephone: Code:						Number:														

## Section 7

### FAIS and General

1. Have you previously had an agency contract cancelled?

Yes:

No:

If yes, please supply full detail:


2. Individual and Partnerships:

Name:																				
ID Number:																				
Qualifications:																				
Experience: Field																Years				

3. Company / Closed Corporations (If more members or directors, please add details on a separate sheet)

3.1 Name of director or member:																				
ID Number:																				
Qualifications:																				
Experience: Field																Years				
3.2 Name of director or member:																				
ID Number:																				
Qualifications:																				
Experience: Field																Years				

4. Compliance Officer:

5. Do your key individuals meet the FAIS Fit and Proper requirements? Yes:  No:

6. Does your organisation meet the FAIS Operational requirements? Yes:  No:

7. Does your organisation comply with the FAIS Financial soundness requirements? Yes:  No:

8. Compliance Report: Please give details of your:

8.1 Storage of records:

8.2 Date of last FAIS compliance reporting:

8.3 Recording of advice:

8.4 Recording of handling of complaints:

8.5 Compliance with FICA:

8.6 Have you/any KI/member or director:

8.6.1 Applied to Old Mutual Insure before: Yes:  No:

8.6.2 Been declared insolvent, liquidated or sequestrated? Yes:  No:

8.6.3 Been found guilty of any criminal or civil offence? Yes:  No:

If yes please supply full detail:

**I/we, warrant the information provided is true and correct and that Old Mutual Insure may perform a credit check on the applicant and the directors/members.**

This application is signed at: \_\_\_\_\_

Signature: \_\_\_\_\_ Capacity: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Company Stamp:

**Herewith a checklist of all the supporting documents**

**we would require to process your application:**

Proof of Income Tax Number

Proof of VAT Number if applicable

Proof of Bank Account  
(cancelled cheque or letter from bank not older than 12 months)

Copy of Professional Indemnity Schedule