

Application for Approval as a Lombard Intermediary

	1.	Intermediary Information.	
Full Business Name			
Legal Nature of Business (i.e.			
Pty Ltd, CC, Partnership)			
Company Registration Number			
VAT Registration Number			
Postal Address			
			Code:
Physical Address			
			Code:
Telephone Number			
Website Address			
Please attach a copy of your Company re	gistration doc	cuments	
Please attach a copy of your VAT registr	tion documen	nts	

2. Further Business Details.				
Name(s) of Director(s)/ Member(s)/ Partner(s) Identity Number(s)/ Passport Number(s)				
If insufficient space, please attach separate sheet with details for section 2.				

3. Contact Person Details.		
Full Name		
Job Title		
Telephone Number	W	Cell
E-mail Address		

WWW.LOMBARDINS.COM

GROUND FLOOR * BUILDING C * SUNNYSIDE OFFICE PARK * 2 CARSE O'GOWRIE ROAD * PARKTOWN 2193 JHB * PO BOX 1411 * KILLARNEY * 2193 * T +27 11 551 0600 * F +27 11 551 0603 DIRECTORS: ML JAPHET Chairman * PJ ORFORD Managing Director * CE BACKEBERG * GJM CARLIN * A MAGWENTSHU * A PIENAAR * RJ SYMMONDS Reg No: 1990/001253/06 * VAT Reg no: 4360121331 * Lombard Insurance Company Limited is a licensed Insurer and Authorised Financial Services Provider: (FSP 1596)



4. Bank Details.		
Name of Account holder		
Bank Name		
Branch		
Account Type		
Account Number		
Please attach an original or certified copy of a bank statement (stamped by the bank) not older than 3 months		

5. Financial Advisory and Intermediary Services Act.				
Are you licensed in terms of the Financia	al Advisory & Intermediary Servic	es Act?	Yes	No
FSP Number				1
Authorised License categories				
Fit and Proper:				
Have any of the persons listed as KI or r	eps for your business, either in y	our business o	r in any orga	nisation
in which they have held a managerial po	sition previously been placed in:			
Final or Provisional Liquidation		Yes	No	
Judicial Management		Yes	No	
Receivership		Yes	No	
Sequestrated		Yes	No	
Entered into arrangement with Creditors Yes No			No	
If the answer to any of the above question	ns is yes, please provide further	details and/or a	attachments:	
Have any of the persons listed as KI or r	eps for your business been conv	icted of any cri	minal offence	during
the past 5 years? If yes, please provide of	letails below:			

Are there any civil or criminal litigation proceedings pending against any of the people mentioned or against the applicant? If yes, please provide details.

Have you or any of the people mentioned ever had an agency application declined, terminated or granted on special terms? If yes, please provide details.

WWW.LOMBARDINS.COM

GROUND FLOOR * BUILDING C * SUNNYSIDE OFFICE PARK * 2 CARSE O'GOWRIE ROAD * PARKTOWN 2193 JHB * PO BOX 1411 * KILLARNEY * 2193 * T +27 11 551 0600 * F +27 11 551 0603 DIRECTORS: ML JAPHET Chairman * PJ ORFORD Managing Director * CE BACKEBERG * GJM CARLIN * A MAGWENTSHU * A PIENAAR * RJ SYMMONDS Reg No: 1990/001253/06 * VAT Reg no: 4360121331 * Lombard Insurance Company Limited is a licensed Insurer and Authorised Financial Services Provider: (FSP 1596)



Competency Requirements		
Have your representatives completed the relevant class of business	Yes	No
training?		
Have you identified the amount of continuous professional development	Yes	No
hours required per CPD cycle for each of your representatives?		
Do you have procedures in place to effectively manage product specific	Yes	No
training?		
Do you have procedures in place to effectively manage continuous	Yes	No
professional development?		
Please attach a copy of your FSP license and any annexures thereto		
Please attach a copy of your KI and Rep register, including reps under supervision		
Please attach a copy of your Training and Competency register		

6. Compliance Officer Details.		
Full Name		
Company Name		
Telephone Number	W Cell	
E-mail Address		

	7. Intermediary Organisation Membership Details.		
Are you a member of an	ny intermediary/ broker organisation?	Yes	No
Organisation Name			
Membership Number			
Telephone Number			
Please attach Proof of Memb	pership		

	8. Premium Collection.		
Will you be requesting a premium collection mandate?YesNo		No	
Do you hold any premium collection guarantees? Yes No		No	
Insurer /Bank Name			
Policy number			
Guarantee Amount			
Expiry Date			
Please attach a copy of the	current Guarantee schedule		

WWW.LOMBARDINS.COM

GROUND FLOOR • BUILDING C • SUNNYSIDE OFFICE PARK • 2 CARSE O'GOWRIE ROAD • PARKTOWN 2193 JHB • PO BOX 1411 • KILLARNEY • 2193 • T +27 11 551 0600 • F +27 11 551 0603 DIRECTORS: ML JAPHET Chairman • PJ ORFORD Managing Director • CE BACKEBERG • GJM CARLIN • A MAGWENTSHU • A PIENAAR • RJ SYMMONDS Reg No: 1990/001253/06 • VAT Reg no: 4360121331 • Lombard Insurance Company Limited is a licensed Insurer and Authorised Financial Services Provider: (FSP 1596)



Do you collect premiums yourselves or via a Collection Agency?	We collect	Collec	ction
	ourselves	Agen	су
If you use a Collection Agency, please indicate the name of		-	
the agency			
Does the Collection Agency hold any premium collection guarantees?	`	/es	No
Please attach a copy of the current Collection Agency Guarantee schedule			

9. Professional Indemnity Insurance Details.		
Name of Insurer		
Policy Number		
Sum Insured		
Expiry Date		
Who is insured under the policy?		
Please attach a copy of the current PI schedule		

	10. Fidelity Guarantee Insurance Details.
Name of Insurer	
Policy Number	
Sum Insured	
Expiry Date	
Who is insured under the	he policy?
Please attach a copy of the current Fidelity Guarantee schedule	

11. Treating Customers Fairly (TCF).		
Do you have a TCF policy?	Yes	No
Are you conscious of your TCF responsibilities as an intermediary?	Yes	No
Do you ensure your clients know and understand their rights in regard to TCF?	Yes	No
Do you conduct an analysis and assess the complaints received in terms of TCF?	Yes	No
Do you have a complaints management and reporting framework in place?	Yes	No
Please provide the name and contact details of the person responsible for TCF in your business		· ·
Please attach a copy of the current TCF Policy		

WWW.LOMBARDINS.COM

GROUND FLOOR • BUILDING C • SUNNYSIDE OFFICE PARK • 2 CARSE O'GOWRIE ROAD • PARKTOWN 2193 JHB • PO BOX 1411 • KILLARNEY • 2193 • T +27 11 551 0600 • F +27 11 551 0603 DIRECTORS: ML JAPHET Chairman • PJ ORFORD Managing Director • CE BACKEBERG • GJM CARLIN • A MAGWENTSHU • A PIENAAR • RJ SYMMONDS Reg No: 1990/001253/06 • VAT Reg no: 4360121331 • Lombard Insurance Company Limited is a licensed Insurer and Authorised Financial Services Provider: (FSP 1596)



12. Protection of Personal Information (POPI).		
Is your business compliant with the relevant POPI requirements?	Yes	No
Do you have procedures in place to ensure the safekeeping of information?	Yes	No
Do you always advise policyholders of the purpose of which their information	Yes	No
will be used?		

	13. Fees/ Charges (Fee) Payable by Policyholder	to intermedia	iry	
Do you ha	ve a policy on fees/ charges payable by the policyholder to	Yes	No	
you as the	intermediary?			
Do you as	intermediary charge the policyholder any fee?	Yes	No	
If the answ	ver to the above question is yes:			
i)	Does this fee relate to an actual service being provided to	Yes	No	
	the policyholder?			
ii)	Does the fee being charged relate to a service that meets	Yes	No	
	the definition of "services as intermediary"?			
iii)	Does the charging of this fee lead to yourselves as the	Yes	No	
	intermediary being remunerated for a service already			
	remunerated for by the Insurer?			
iv)	Please explain the purpose of the fee in detail.			
v)	Does the policyholder explicitly agree to the amount and	Yes	No	
•	purpose of the fee?			
v) vi)		Yes Writing	No Telephone	No Consent
•	purpose of the fee? Do policyholders give consent in writing or via telephone			
vi)	purpose of the fee? Do policyholders give consent in writing or via telephone to charge this fee?	Writing	Telephone	
vi) vii)	purpose of the fee? Do policyholders give consent in writing or via telephone to charge this fee? If telephonic, do you record these calls?	Writing Yes	Telephone	
vi) vii)	purpose of the fee? Do policyholders give consent in writing or via telephone to charge this fee? If telephonic, do you record these calls? Does the agreement with the policyholder regarding fees	Writing Yes	Telephone No No	
vi) vii) viii)	purpose of the fee?Do policyholders give consent in writing or via telephone to charge this fee?If telephonic, do you record these calls?Does the agreement with the policyholder regarding fees include the details as set out in i), ii) and iii) above?	Writing Yes Yes	Telephone No No	Consent
vi) vii) viii) ix)	purpose of the fee?Do policyholders give consent in writing or via telephone to charge this fee?If telephonic, do you record these calls?Does the agreement with the policyholder regarding fees include the details as set out in i), ii) and iii) above?Do you collect this fee together with the premium or	Writing Yes Yes Separately	Telephone No No With	Consent
vi) vii) viii) ix)	purpose of the fee?Do policyholders give consent in writing or via telephone to charge this fee?If telephonic, do you record these calls?Does the agreement with the policyholder regarding fees include the details as set out in i), ii) and iii) above?Do you collect this fee together with the premium or separately by yourselves?	Writing Yes Yes Separately the intermediany	Telephone No No With	Consent

WWW.LOMBARDINS.COM

GROUND FLOOR • BUILDING C • SUNNYSIDE OFFICE PARK • 2 CARSE O'GOWRIE ROAD • PARKTOWN 2193 JHB • PO BOX 1411 • KILLARNEY • 2193 • T +27 11 551 0600 • F +27 11 551 0603 DIRECTORS: ML JAPHET Chairman • PJ ORFORD Managing Director • CE BACKEBERG • GJM CARLIN • A MAGWENTSHU • A PIENAAR • RJ SYMMONDS

Reg No: 1990/001253/06 * VAT Reg no: 4360121331 * Lombard Insurance Company Limited is a licensed Insurer and Authorised Financial Services Provider: (FSP 1596)



14.Policyholder Protection Rules (PPR).			
Are you awar	re that the PPR's apply to policies where the policyholder is :	Yes	No
i) .	A natural person		
ii)	A juristic person, whose asset value or annual turnover is less		
1	than the threshold value of R2 000 000?		
Do you have procedures in place to ensure that the necessary PPR's are		Yes	No
applied to relevant policies?			

15.Business Operations		
Name of administration system		

I hereby declare that all the details and information furnished in this application, to the best of my knowledge, are true and correct. I have not concealed any material facts relevant to the approval of this application. All information provided in this application will be kept strictly confidential and Lombard will comply at all times with the Protection of Personal Information Act, No 4 of 2013 ("POPI").

Signature

who by his or her signature hereto warrants that he/she is duly authorised to sign this application

Name: _____

Date: _____

WWW.LOMBARDINS.COM

GROUND FLOOR • BUILDING C • SUNNYSIDE OFFICE PARK • 2 CARSE 0'GOWRIE ROAD • PARKTOWN 2193 JHB • PO BOX 1411 • KILLARNEY • 2193 • T +27 11 551 0600 • F +27 11 551 0603 DIRECTORS: ML JAPHET Chairman • PJ ORFORD Managing Director • CE BACKEBERG • GJM CARLIN • A MAGWENTSHU • A PIENAAR • RJ SYMMONDS Reg No: 1990/001253/06 • VAT Reg no: 4360121331 • Lombard Insurance Company Limited is a licensed Insurer and Authorised Financial Services Provider: (FSP 1596)



Document Summary	
Please attach a copy of your Company registration documents	
Please attach a copy of your VAT registration documents	
Please attach an original or certified copy of a bank statement	
(stamped by the bank) not older than 3 months	
Please attach a copy of your FSP license and any annexures thereto	
Please attach a copy of your KI and Rep register, including reps under	
supervision	
Please attach a copy of your Training and Competency register	
Please attach Proof of Membership to any organisation	
Please attach a copy of the current Guarantee schedule (if collecting	
own premium)	
Please attach a copy of the current Collection Agency Guarantee	
schedule (if collecting own premium)	
Please attach a copy of the current Fidelity Guarantee Schedule	
Please attach a copy of the current Professional Indemnity Schedule	
Please attach a copy of the current TCF Policy	
Please attach a copy of your policy on fees/ charges payable by	
policyholder to you as the intermediary	
Please attach a copy of the written agreement with policyholder, or if	
telephonic agreement then a copy of the telephonic script and	
policyholder consent	

Attachments

Please tick where appropriate

WWW.LOMBARDINS.COM

GROUND FLOOR • BUILDING C • SUNNYSIDE OFFICE PARK • 2 CARSE O'GOWRIE ROAD • PARKTOWN 2193 JHB • PO BOX 1411 • KILLARNEY • 2193 • T +27 11 551 0600 • F +27 11 551 0603 DIRECTORS: ML JAPHET Chairman • PJ ORFORD Managing Director • CE BACKEBERG • GJM CARLIN • A MAGWENTSHU • A PIENAAR • RJ SYMMONDS Reg No: 1990/001253/06 • VAT Reg no: 4360121331 • Lombard Insurance Company Limited is a licensed Insurer and Authorised Financial Services Provider: (FSP 1596)