

CAPE TOWN STOCK EXCHANGE AUTHORISED USER APPLICATION

PRIVACY STATEMENT

All the information submitted herein shall be used for the purpose stated as mandated by law.
CTSE shall ensure that appropriate security measures are implemented to protect all the information to be submitted in this document



SECTION A: CEO DECLARATION

I, (Full Name), as Chief Executive Officer (“CEO”) of (Applicant’s Full Legal Name) (“Applicant”) submit this application to become an authorised user of Cape Town Stock Exchange Proprietary Limited (registration number 2013/031754/07) (“CTSE”) and confirm the following:

- A. I am authorised to make this application and have the necessary consents from all the individuals referred to in this application to provide their information, as provided herein, and to use their information as if they are the applicants themselves;
- B. The information contained in this application is true and correct, current, complete and not misleading in terms of the CTSE Exchange Rules;
- C. The prescribed application fee will be paid on presentation of an invoice by CTSE;
- D. Should the Applicant become an authorised user, the Applicant will continue to meet its obligations and be regulated in terms of the CTSE Exchange Rules, for so long as the Applicant is an authorised user of CTSE;
- E. For as long as I continue to be CEO of the Applicant, I will notify CTSE of any material changes to, or changes affecting the completeness or accuracy of the information in this application as soon as possible, but in no event later than 15 days from the day that the change comes to my attention;
- F. CTSE is hereby authorised to request or confirm any information provided in this application or any other information in support of this application with any other party, including but not limited to the Financial Sector Conduct Authority (“FSCA”), the South African Police Services, industry bodies, and or credit bureau. Credential information includes but is not limited to educational qualifications, professional memberships, employment history, credit and criminal records;
- G. Holders of any information needed to be verified to support this application are hereby authorised to furnish such information to CTSE and CTSE is indemnified against any liability that may result from furnishing information in this regard; and
- H. The Applicant will use the bank account listed in requirement 1.18 below for all its dealings with CTSE, until it has notified CTSE otherwise and CTSE has acknowledged the change.

.....
CEO’s Full Name

.....
CEO’s Signature

SECTION B: APPLICANT INFORMATION

1. APPLICANT'S GENERAL DETAILS		
1.1.	Full Legal Name	
1.2.	Abbreviated /short name	
1.3.	Any other name under which business is or has been conducted	
1.4.	Registration Number (Please provide a copy of the CIPC certificate of incorporation)	
1.5.	Email Addresses	
1.6.	Registered Address	
1.7.	Physical Address	
1.8.	Postal Address	
1.9.	Website	
1.10.	Telephone Number	
1.11.	FSCA Numbers (Please provide copies of all licences and conditions attached to them)	
1.12.	Income Tax Number (Please provide a current tax clearance certificate)	
1.13.	VAT Number (Please provide a current tax clearance certificate)	
1.14.	BEE Status (Attached latest BEE rating)	
1.15.	Please provide details of all and any licences in the financial sector in South Africa or elsewhere that have been applied for but declined, lapsed, or been revoked	
1.16.	Please provide details of all enquiries, investigations or disciplinary action taken by a regulator, other than of a purely administrative nature	
1.17.	Please provide details of all and any exchanges that the Applicant is an authorised user of or intends to be an authorised user of	
1.18.	Please provide the details of the Applicant's account with a bank	Account Number:Account Holder:

	licenced under the Banks Act (please provide confirmation from the bank of these details)	Bank: Branch:
1.19.	Name, physical, postal and email addresses and telephone numbers of the Applicant's auditor and engagement partner	
1.20.	Name, physical, postal and email addresses and telephone numbers of the Compliance Officer of the Applicant.	
1.21.	Details of any insolvency proceedings or arrangements made with creditors	
1.22.	Please attach the Applicant's latest audited annual financial statements	
1.23.	Name, email addresses and telephone numbers of the Applicant's accounting officer/s for billing / invoicing matters	

2. APPLICANT SHAREHOLDER DETAILS

(Note: Complete the below for each shareholder holding 5% or more of the equity or voting rights in the Applicant)

2.1.	Full Legal Name	
2.2.	Registration / Identity Number	
2.3.	Registered Address	
2.4.	Associated companies (As defined in section 67 of the FMA)	
2.5.	Shareholding	Number of shares: Percentage holding:
2.6.	Shareholder Representative on Applicant's Controlling Body if any	
2.7.	Please list all beneficial owners holding more than an effective 25% interest in the Applicant's shareholder	
2.8.	Please provide details of all and any licences in the financial sector in South Africa or elsewhere that have been applied for but declined, lapsed, or been revoked	
2.9.	Please provide details of all enquiries, investigations or disciplinary action taken by a regulator, other than of a purely administrative nature	

2.10.	Please provide details of all and any exchanges the Applicant's shareholder is an authorised user of or intends to be an authorised user of	
2.11.	Details of any insolvency proceedings or arrangements made with creditors	

3. CONTROLLING BODY / BOARD MEMBERS <i>(Note: Complete the below for each director)</i>		
3.1.	Full name	
3.2.	All previous names	
3.3.	Citizenship	
3.4.	Date of birth	
3.5.	Identity Number (please provide a copy of identification document)	
3.6.	Email Address	
3.7.	Physical Address	
3.8.	Postal Address	
3.9.	Cellphone Number	
3.10.	Date of appointment to the controlling body	
3.11.	Please provide a list of all other directorships held	
3.12.	If a member of the South African Institute of Stockbrokers, please provide membership details	Membership Number: Date admitted as a member:
3.13.	Please provide details of all enquiries, investigations or disciplinary action taken by a regulator, other than of a purely administrative nature	
3.14.	Details of any insolvency proceedings or arrangements made with creditors	

4. AUTHORISED USER REPRESENTATIVE – PRIMARY		
4.1.	Full name	
4.2.	All previous names	
4.3.	Citizenship	
4.4.	Date of birth	
4.5.	Identity Number (please provide copy of the identification document)	
4.6.	Email Address	
4.7.	Physical Address (please provide proof of address)	
4.8.	Postal Address	
4.9.	Cellphone Number	
4.10.	Tertiary qualifications obtained (please provide copies of all certificates)	Degree: Institution: Date:
4.11.	If member of a professional body, please provide membership details	Body's Name: Membership Number: Date admitted as a member:
4.12.	If a member of the South African Institute of Stockbrokers, please provide membership details	Membership Number: Date admitted as a member:
4.13.	If registered with the FSCA for any reason, please provide details	
4.14.	Please provide details of all enquiries, investigations or disciplinary action taken by a professional body or regulator, other than of a purely administrative nature	
4.15.	Please provide details of all stock broking experience	Firm: Position: Term:
4.16.	Details of any criminal conviction in South Africa or elsewhere	
4.17.	Details of any insolvency proceedings or arrangements made with creditors	

5. AUTHORISED USER REPRESENTATIVE - ADDITIONAL OR ALTERNATE <i>(Note: Complete for each representative)</i>		
5.1.	Full name	
5.2.	All previous names	
5.3.	Citizenship	
5.4.	Date of birth	
5.5.	Identity Number (please provide copy of identification document)	
5.6.	Email Address	
5.7.	Physical Address	
5.8.	Postal Address (please provide proof of address)	
5.9.	Cellphone Number	
5.10.	Tertiary qualifications obtained (please provide copies of all certificates)	Degree: Institution: Date:
5.11.	If a member of a professional body, please provide membership details	Body's Name: Membership Number: Date admitted as a member:
5.12.	If a member of the South African Institute of Stockbrokers, please provide membership details	Membership Number: Date admitted as a member:
5.13.	If registered with the FSCA for any reason, please provide details	
5.14.	Please provide details of all enquiries, investigations or disciplinary action taken by a professional body or regulator, other than of a purely administrative nature	
5.15.	Please provide details of all stock broking experience	Firm: Position: Term:
5.16.	Details of any criminal conviction in South Africa or elsewhere	
5.17.	Details of any insolvency proceedings or arrangements made with creditors	

SECTION C: INDIVIDUAL DECLARATIONS

(To be completed by each director and representative)

I, (Full Name), as (Title)

..... of (Applicant's Full Legal Name)

("Applicant") submit this application to become an authorised user of CTSE and confirm the following:

- A. The information contained in this application is true and correct, current, complete and not misleading in terms of the CTSE Exchange Rules;
- B. I have read and understand the CTSE Exchange Rules and understand my obligations in terms of them and acknowledge that it is incumbent on me to keep my knowledge of the CTSE Exchange Rules current. I acknowledge and agree that I may be disciplined, including being subjected to fines and penalties in terms of the CTSE Exchange Rules;
- C. Will notify CTSE of any material changes to, or changes affecting the completeness or accuracy of my information in this application as soon as possible, but in no event later than 15 days from the day that the change comes to my attention;
- D. CTSE is hereby authorised to request or confirm any information provided in this application or any other information in support of this application with any other party, including but not limited to the Financial Sector Conduct Authority ("FSCA), the South African Police Services, industry bodies, and or credit bureau. Credential information includes but is not limited to educational qualifications, professional memberships, employment history, credit and criminal records;
- E. Holders of any information needed to be verified to support this application are hereby authorised to furnish information to CTSE and CTSE is indemnified against any liability that may result from furnishing information in this regard; and
- F. I confirm that, other than as disclosed in the application, I have not been convicted of any crime, been disciplined by any regulatory or professional body or been subject to any insolvency proceeding or made any arrangement with any of my creditors.

.....
Full Name

.....
Signature

.....
Date

SECTION D: AUTHORISED SERVICES

SELECT TYPE OF AUTHORISED SERVICE		TICK	
1. Trading services provider			
Indicate if application is in respect of	Equities		
	Debt		
2. Investment advisory services			

1 TRADING SERVICES		
1.1.	Indicate the nature of business/ submit business model in relation to the business of the AU	
1.2.	Submit the last 3 audited annual financial statements. <i>(Note in some cases we may request the latest management accounts).</i>	
1.3.	Submit organogram	
1.4.	Provide an overview of the resources, IT systems, procedures, facilities, and technical capacity in place to enable the applicant to fulfil its obligations and operational requirements in terms of the rules quickly and precisely?	
1.5.	Submit Disaster Recovery and Business Continuity Plan	
1.6.	Provide an overview of how the applicant ensures compliance with the technology and technology security requirements to facilitate connectivity between CTSE, the authorised user CTSE Registry, Strate and the CSDP as is required?	
1.7.	Submit a schematic overview of connectivity in place and provide details of the Applicant's systems to record all trading activities and to interface with CTSE	
1.8.	How does the Applicant identify; assess; monitor; mitigate and manage the risks associated with conducting of its business?	

1.9.	Submit Risk Management Policy and Procedures	
1.10.	Submit Prevention of Market Abuse Policy	
1.11.	Submit Personal Account Trading Policy	
1.12.	Submit Conflicts of Interest Policy	
1.13.	Submit Complaints Handling Policy	
1.14.	Please provide details of how the Applicant will supervise its representatives and all CTSE trading	
1.15.	Please provide details of internal processes to immediately report suspected or actual breaches of the CTSE Exchange Rules to CTSE.	
1.16.	If the Applicant is a member of another exchange please submit a copy of your membership approval, your last audit findings in respect of Trading Service Provider(TSP) issued by the exchange.	

2. INVESTMENT ADVISORY SERVICES

Minimum requirement: Applicant must be a Trading Service Provider

2.1.	How does the Applicant ensure that information regarding the client's financial situation, investment experience and particular needs and objectives are collected to ensure that any advice provided is in line with the client's investment profile?	
2.2.	What processes are in place to ensure that the client fully understands any advice provided by the applicant? How is this evidenced?	
2.3.	How is the client made aware of the nature and material terms and risks involved in the relevant transaction, so as to enable the client to make an informed decision? How is this evidenced?	
2.4.	Submit Advisory Mandate	
2.5.	Submit needs analysis	
2.6.	Submit risk assessment	

2.7.	Names, Surnames, and qualifications of Investment Advisors	
2.8.	How are accounts monitored to prevent churning?	
2.9.	Submit Prevention of Churning Procedure	
2.10.	If the Applicant is a member of another exchange please submit a copy of your membership approval, your last audit findings in respect of ISP (advisory) services issued by the exchange.	
2.11.	If the Applicant is an approved Financial Services Provider, providing advise please submit a copy of your FSP Licence and your last audit report issued by FSCA.	

SECTION E: OTHER REGULATORY COMPLIANCE REQUIREMENTS

1. Financial Intelligence Act (FICA) Requirements		
1.1.	Submit FICA Risk Management Compliance Programme including: <ul style="list-style-type: none"> • Risk based Methodology • Standard Operating Procedures • Training Methodology 	
1.2.	If the Applicant is a member of another exchange, please submit a copy of your last audit findings in respect of FICA compliance.	
1.3.	If the Applicant is an approved Financial Services Provider, please submit a copy of your last audit findings in respect of FICA compliance.	

2. Protection of Information		
2.1.	Please provide internal controls of the Applicant to control access to data, to protect the integrity and confidentiality of data	
2.2.	Please provide details of internal systems and controls to protect against loss of data	