

**ACTUARIAL SOCIETY OF SOUTH AFRICA  
FIRST APPLICATION FOR PRACTISING CERTIFICATE  
VALUATOR OF RETIREMENT FUNDS**

**Member's details**

Name: .....

Date admitted as a Fellow of the Actuarial Society of South Africa: .....

Subject examined at specialist level in the qualifying examination:  
.....

Please indicate the category of valuator for which this certificate is required:

Valuator of defined contribution funds	
Valuator of defined contribution and defined benefit funds	

**Employer:** .....

Is the employer a Registered Services Provider with the Actuarial Society of South Africa?

Yes	No	Employer's RSP number:
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**Work experience**

Describe your work experience including the nature of your actuarial experience:

Period (from – to)	Company	Title / designation	Field of activity	Nature of experience*

\*e.g. actuarial valuations of DB/DC retirement funds

Do you have at least 3 years' (2 years for DC valuers) work experience?	Yes	No
Were at least 1 of these years post-qualification as a Fellow member of a professional actuarial body?	Yes	No
Do you have at least 1 year's relevant work experience (obtained in the last 3 years) in the Republic of South Africa?	Yes	No

I have co-signed at least five statutory actuarial valuation reports of at least three separate South African retirement funds (defined benefit in the case of an application for “valuator of defined contribution and defined benefit funds”) in the past four years. I have been considerably involved in producing and finalising such reports. The details of five of the funds are as follows:

Fund name	Type (DB / DC)	Valuation date	Date co-signed	Valuator

### CPD requirements

You are required to provide your full CPD record over at least the last two years (or CPD cycle years) to accompany this application. Note that it is not sufficient to provide a list of hours or events. Detail of the actual sessions attended at conferences and seminars must be supplied with the number of hours for each session.

Applications that do not give sufficient detail on the CPD will not be approved.

Please complete the table below by summarising the CPD hours to ensure that you meet the requirements for a Category A member in terms of pensions and professional matters CPD over the last two years at the time of this application.

		Verifiable CPD hours per year				
Year ending:	Number of events	Pensions practice area	Professional matters	Other	Total	Developmental CPD
<b>Minimum requirement each year:</b>	<b>4</b>	<b>10 hours</b>	<b>2 hours</b>		<b>15 hours</b>	<b>50 hours</b>

**Appropriate person questionnaire**

Have you been found guilty of unprofessional conduct in terms of the disciplinary procedures of the Institute and Faculty of Actuaries, the Actuarial Society of South Africa or any other actuarial association that is a member of the IAA?	Yes	No
Have you been convicted of any serious offence by any court? (Excludes any offence committed when you were under 18 years, unless committed within the last 10 years, any road traffic offence in respect of which a fine was levied; or any political offence for which amnesty has been granted.)	Yes	No
Have you or any retirement fund with which you have been associated as an actuary been subject to legal or adjudicator proceedings where fault was found regard to your conduct or advice?	Yes	No
Has any regulatory authority raised any professional or actuarial conduct issues with you?	Yes	No

Please supply further details where indicated “Yes” above.

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**Certification**

I certify that:

- In my opinion, I have the necessary knowledge, skills and experience to carry out the professional duties required of a retirement fund valuator.
- I have read and understand the Actuarial Society of South Africa’s Code of Conduct.
- I have read and understand the Actuarial Society of South Africa’s advice and standards relating to retirement funds.
- I am fully aware of the obligations and duties of a retirement fund valuator.
- I have complied with the Actuarial Society of South Africa’s Continuous Professional Development (CPD) requirements.

**Annexures**

I attached the following annexures:

Annexure A – CPD Record over at least the last two years

Annexure B – Attestation by valuator(s) with whom the applicant has worked that in his or her opinion the applicant has the necessary knowledge, skills and experience to carry out the duties of a valuator (*please ensure that the attestation includes an explicit statement to this effect*) .

Signature of applicant, confirming that the above information is accurate:

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Name: .....

Qualifications: .....

Date: .....