

**Application for a) Corporate Registration or b) Sole Practitioner as a Registered Services Provider**

**a) Corporate Registration**

**A. Applicant Details**

<b>Name of Applicant:</b>	Notes	
	1	
<b>Registered Address:</b>		
<b>Postal Address:</b>		
<b>Name of Principal</b>	2	
<i>email</i>		
<i>telephone</i>		
<i>mobile</i>		
<i>fax</i>		

Notes:

1. This is the name of the corporate entity employing the actuarial professionals covered by this application.
2. This is the person with whom the Actuarial Society will have contact on actuarial professional matters, and will usually be the nominated "Senior Actuary" within the entity.

**B. Preamble**

1. The Actuarial Society is the professional body for actuaries in South Africa and is a full member of the International Actuarial Association ("IAA"). The Actuarial Society offers professional designations for practitioners within the actuarial profession at both the Associate and Fellowship level. It is committed to the continuing development of a world class actuarial profession serving the needs of Southern Africa in particular. It also recognizes the important role played by employers of actuarial professionals in their support for the goals and objectives of the profession.
2. The Applicant employs a number of actuarial professionals and seeks to align itself with the goals and objectives of the Actuarial Society insofar as they relate to the work of its employees by registering with the Actuarial Society as a "Registered Services Provider".

3. This application sets out the principal areas of cooperation between the Actuarial Society and the Applicant as an employer of actuarial professionals by way of certain undertakings. The basis of cooperation is one of "best endeavours" on the part of both parties and is not a legally enforceable undertaking by either party.
4. No fee is payable by either party in respect of this application.

### **C. Undertakings by Applicant**

In submitting this application, the Applicant acknowledges the codes of conduct and professional standards required of members of the Actuarial Society, and undertakes to use its best endeavours:

1. To provide a workplace that is supportive of the training and development needs of its employed actuarial professionals (including students).
2. To support the maintenance of the codes of conduct and professional standards required of members of the Actuarial Society.
3. To encourage the appointment from time to time of a "Senior Actuary" from amongst the ranks of its employed actuaries; this appointment will carry no organizational significance, but will require of the individual to be available to the actuarial professionals in the employ of the firm should they wish to discuss matters of professional standards or conduct.
4. To encourage participation by those of its employees who are actuarial professionals in the activities of the Actuarial Society, as participants in Actuarial Society structures and educational events.
5. To make available to the Actuarial Society all information relating to the conduct of an employee which could reasonably be expected to form the subject of a disciplinary enquiry by the Actuarial Society, and for that purpose to provide the Actuarial Society with copies of any relevant information and documents, including information and documents arising from any disciplinary investigation conducted by the Applicant itself. The Actuarial Society agrees to honour confidentiality conditions agreed in any particular instance with the Applicant and not to disclose any information or documents made available to it by the Applicant for these purposes, unless it is obliged to make disclosure, under legal compulsion or for the purposes of applying its own disciplinary processes.

It is specifically noted that nothing in this application requires the disclosure of information by the Applicant if such disclosure would give rise to any legal recourse against the applicant or contravene any legal or regulatory requirement to which the Applicant is subject.

6. To maintain an active engagement with the Actuarial Society on matters of mutual interest.

**D. Registration Conditions**

1. This registration is renewable every four years.
2. Registration as an RSP may not be taken or implied in any fashion by the Applicant to mean that the Actuarial Society has assessed the quality of the service provided by the Applicant.
3. Should it come to the notice of the Actuarial Society that the Applicant is failing to adhere to the undertakings in this application, the Actuarial Society will advise the Applicant of its concerns in writing. Should the concerns not be resolved within a reasonable period, to be determined by the Actuarial Society, the registration may then be revoked by the Actuarial Society by giving the Applicant 3 months' written notice of its intention to do so.

<b>Signature:</b> (on behalf of	
<b>Name:</b>	
<b>Title:</b>	
<b>Date:</b>	

**E. Undertakings by the Actuarial Society**

In accepting this application, the Actuarial Society undertakes to use its best endeavours to ensure:

1. That the educational system available to aspirant actuarial professionals will be both accessible and at a standard recognized by key foreign actuarial professional bodies, including but not limited to the UK actuarial profession and the IAA.
2. That newly qualified actuaries will be competent to play the roles expected of them within the formal sector, and that, post qualification, actuaries will have access to opportunities to maintain their expertise at "current best practice" levels.
3. That the education system will adapt, over time, to new areas where actuarial expertise can effectively be deployed.
4. That standards of professional conduct will be specified from time to time at globally acceptable levels and that the Actuarial Society will maintain the capability effectively to enforce such standards.

5. That guidance, based on global best practice but adapted for local conditions, will be provided to actuaries practicing in key areas, particularly where statutory roles are involved, to ensure consistency and transparency.
6. That it maintains a vibrant and viable professional body, with the necessary resources to undertake the various activities necessary to serve its various stakeholders.
7. That it will engage actively with stakeholders to play its role in enabling the transformation objectives of the nation as they relate to the actuarial profession. In particular, the Actuarial Society is committed to its "Transformation Charter" as approved by Council and signed on 29th February 2008.
8. That it will maintain an active engagement with employers as stakeholders on matters of mutual interest.

In addition, the Actuarial Society, in the light of the undertakings provided by the Applicant, and provided the individuals concerned meet any other standards or conditions relating to the issuance of Practising Certificates required by the Actuarial Society from time to time, will, upon application by the individual, issue Practising Certificates to employees of the Applicant for as long as this registration remains in force.

**This application (as well as any enquiries in this regard) should be submitted to:**

Nicky September

P O Box 4464, Cape Town, 8000

Tel 021 509 7816

Fax 021 509 0160

email [nseptember@actuarialsociety.org.za](mailto:nseptember@actuarialsociety.org.za)

## Application for Sole Practitioner Registration as a Registered Services Provider

### A. Applicant Details

<b>Name of Applicant:</b>	Notes	
	1	
<b>Address:</b>		
<b>Postal Address:</b>		
<b>email</b>		
<b>telephone</b>		
<b>mobile</b>		
<b>fax</b>		

### B. Preamble

1. The Applicant is a Fellow member of the Actuarial Society and is subject to its membership conditions. These include adherence to the standards of conduct, compliance with CPD requirements and cooperation with the Actuarial Society in any disciplinary enquiry involving the member.
2. The Applicant wishes to provide certain services of an actuarial nature to third parties in his or her own name and wishes to register as a "Registered Services Provider" with the Actuarial Society.
3. No fee is payable by either party in respect of this application.

### C. Undertakings by Applicant

In submitting this application, the Applicant confirms his or her undertaking to adhere to the codes of conduct and professional standards required of members of the Actuarial Society, and, in particular, as a provider of actuarial services to the public as a sole practitioner, to ensure:

1. That the services are limited to those areas where the applicant has both competence and experience.
2. That, if services are provided in an area that falls under Category A of the CPD requirements, the applicant will hold a valid practicing certificate to perform such work.
3. That the services will be provided to clients in the applicant's own name.
4. Where statutory services are provided, that arrangements are in place and agreed with the client, as to the process that would be followed to ensure continuity of service in

the event of the Applicant being indisposed or unavailable for a protracted period of time.

5. That adequate documentation relating to services and advice provided to the client is retained as evidence in the event of a dispute.

**D. Registration Conditions**

- a. This registration is renewable every four years, but is contingent on the Applicant remaining a member in good standing with the Actuarial Society.
- b. Registration as an RSP may not be taken or implied in any fashion by the Applicant to mean that the Actuarial Society has assessed the quality of the service provided by the Applicant.
- c. Should it come to the notice of the Actuarial Society that the Applicant is failing to adhere to the undertakings in this application, the Actuarial Society will advise the Applicant of its concerns in writing. Should the concerns not be resolved within a reasonable period, to be determined by the Actuarial Society, the registration may then be revoked by the Actuarial Society by giving the Applicant 3 months' written notice of its intention to do so.

<b>Signature of Applicant</b>	
<b>Title:</b>	
<b>Date:</b>	

**E. Undertakings by the Actuarial Society**

In accepting this application, provided the Applicant meets any other standards or conditions relating to the issuance of Practising Certificates required by the Actuarial Society from time to time, in the light of the undertakings provided by the Applicant, upon application, the Actuarial Society will issue Practising Certificates to the Applicant for as long as this registration remains in force.

**This application (as well as any enquiries in this regard) should be submitted to:**

Nicky September

P O Box 4464, Cape Town, 8000

Tel 021 509 7816

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