

**Client Licence profile Change (**

Description of change
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FSP 1	Name change
FSP 2	Licence Category addition
FSP 3	Director/Shareholder change
FSP 4	New KI
FSP 5	New Rep
FSP 9	New auditor

**Sent to AC**


**Supporting docs**

FSP1:

FSB approval needed prior to submission to CIPC  
 CIPC docs reflecting the new name  
 Proof of payment of the required fee


FSP2:

Proof of experience for KI/s who will manage new category  
 Proof of experience for Reps who will be working with new category  
 Proof of payment of the required fee


FSP 3 :

CIPC docs reflecting the directors.  
 Proof of new shareholding e.g. Share certificates/auditor letter


FSP 4:

Each KI will need to supply the following –

- Certified ID
- Detailed CV
- Certified qualifications
- Reference letter pertaining to management experience
- Reference letter pertaining to category experience
- Proof of Regulatory exam (KI)


FSP14a signed by existing KI  
Proof of payment of the required fee


FSP 5: Each rep must supply the following –

- Certified ID
- Certified Qualifications
- Copy of mandate letter (if previously appointed as rep)
- Copy of reference letter (if not previously appointed as a rep)
- Proof of Regulatory exam (Kep)


FSP9:

- FSP9 signed by new auditor
- Resignation letter from outgoing auditor
- Proof of payment of the required fee


## Checklist

Comments
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