

## Brokerage Checklist

### PROCESS INFORMATION AND REQUIREMENTS

**1. The Financial Adviser must register on [www.stanlib.com](http://www.stanlib.com)**

**2. Contract**

Complete the agreement (page 1-3) (kindly ensure that the agreement is signed, witnessed and dated where applicable)

Business domicile address of financial adviser must be completed on page 3

Amendments made to contract must first be cleared by head office

Brokerage name on contract is the same as the fsb licence (if this differs at all, the contract will be withheld and no codes will be issued)

The STANLIB user id (7 digits) and name of financial adviser to be written on cover of the agreement

**3. Attached documents**

A financial adviser detail form for each financial adviser within a brokerage must be completed and attached

Copy of id for each financial adviser within a brokerage

Proof of banking details must be supplied (in the form of bank statement/cancelled cheque)

Please note:

- If a contract is received by Head Office with the above not adhered to, the contract will be returned and the Financial Adviser will not be issued with codes until all the correct information and documentation is received.
- For an Independent Financial Adviser contract, the key individuals on the FSB licence are the only people that may sign the STANLIB contract. If a Financial Adviser is not registered by the brokerage as a representative, they will not be allocated codes or be able to sell STANLIB products until the brokerage has registered them with the FSB. Their names must appear on the FSB website as a representative and should have the Minimum Category of 1.14 A and B. Please check on the FSB website for this information ([www.fsb.co.za](http://www.fsb.co.za))

