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	CONTENTS				INHOUD	(a		
No.		Page Gaz No. N	zette lo.	No.		adsy Vo.	Koerant No.	
	GOVERNMENT NOTICES				GOEWERMENTSKENNISGEWINGS	3	12:	
Agricult	ure, Department of	ε		Gesond	heid, Departement van		\$3	
Governm	nent Notice			Goewern	mentskennisgewing			
R. 1571	Veterinary and Para-Veterinary Professions Act (19/1982): Regulations Veterinary and para-veterinary profes sions: Amendment	:	24176	R. 1588	Wet op Voedingsmiddels, Skoonheids- middels en Ontsmettingsmiddels (54/1972): Regulasies: Mikrobiologiese standaarde vir voedingsmiddels en ver- wante aangeleenthede: Wysiging	14	24176	
Arts, Culture, Science and Technology, Department of			Kuns. K	Kuns, Kultuur, Wetenskap en Tegnologie, Departement van				
Governm	Government Notice			Goewermentskennisgewing				
R. 1570	Africa Institute of South Africa Ac (68/2001): Regulations		24176		Africa Institute of South Africa Act (68/2001): Regulations	7	24176	
Health, Department of			e. 80	Landbou, Departement van				
Government Notice			Goewermentskennisgewing					
R. 1588	Foodstuffs, Cosmetics and Disinfectants Act (54/1972): Regulations: Micro biological standards for foodstuffs and related matters: Amendment	- B	24176	R. 1571		5	24176	
National	Treasury			Nasiona	le Tesourie	1000	2	
Government Notice			Goeweri	Goewermentskennisgewing				
R. 1595	Financial Intelligence Centre Ac (38/2001): Regulations	100-200	24176	R. 1595	Financial Intelligence Centre Act (38/2001): Regulations	17	24176	

# GOVERNMENT NOTICES GOEWERMENTSKENNISGEWINGS

# DEPARTMENT OF AGRICULTURE DEPARTEMENT VAN LANDBOU

No. R. 1571

20 December 2002

VETERINARY AND PARA-VETERINARY PROFESSIONS ACT, 1982 (ACT No. 19 OF 1982)

# REGULATIONS RELATING TO VETERINARY AND PARA-VETERINARY PROFESSIONS: AMENDMENT

The Minister of Agriculture has under section 43 of the Veterinary and Para-Veterinary Professions Act, 1982 (Act No. 19 of 1982) made the regulations in this Schedule.

#### SCHEDULE

#### Definition

In this Schedule "the Regulations" means the regulations published by Government Notice No. R.2085 of 1 October 1982, as amended by the regulations published by Government Notices Nos. R.1994 of 11 September 1987 (as corrected by Government Notice No. R.2199 of 2 October 1987), R.397 of 4 March 1988, R.1067 of 17 May 1991, R.11 of 3 January 1992, R.976 of 27 March 1992, R.1477 of 23 September 1994, R.47 of 20 January 1995, R. 701 of 12 May 1995, R.1401 of 15 September 1995, R. 561 of 1 April 1996, R.256 of 14 February 1997, R. 257 of 14 February 1997, R. 96 of 16 January 1998, R. 501 of 1 April 1998, R. 751 of 5 June 1998, R. 374 of 26 March 1999, R. 422 of 1 April 1999, R. 618 of 23 June 2000, R. 734 of 17 August 2001 and R. 324 of 22 March 2002.

#### Amendment of Regulation 11 of the Regulations

- Regulation 11 of the Regulations is amended by the substitution for subregulation 11.1 of the following subregulations:
  - "11.1 A ballot paper shall be rejected by the registrar if -
  - 11.1.1 it is not contained in a sealed identification envelope when it is received by the registrar;
  - 11.1.2 the declaration on the identification envelope in which it is contained, has not been duly completed or completed in such a manner that it is not possible for the registrar to determine the identity of the voter with reference to the register kept by the registrar;
  - 11.1.3 the declaration on the identification envelope has not been signed by the voter;
  - 11.1.4 the person by whom the declaration on the identification envelope concerned has been made
    - 11.1.4.1 is not an enfranchised voter, or
    - 11.1.4.2 has already cast a vote;

- 11.1.5 die kruis of merk ingevolge subregulasie 9.4.1 daarop aangebring is, die omlyning van 'n vierkant op daardie stembrief in so 'n mate oorskry dat dit nie vir die registrateur moontlik is om bo redelike twyfel te bepaal ten gunste van watter kandidaat die betrokke stem uitgebring is nie;
- 11.1.6 die getal kandidate teenoor wie se naam kruise of merke in subregulasie 9.4.1 bedoel, gemaak is, die getal lede van die raad wat tydens die betrokke verkiesing verkies moet word, oorskry."

No. R. 1571

20 Desember 2002

#### WET OP VETERINÊRE EN PARA-VETERINÊRE BEROEPE, 1982 (WET No. 19 VAN 1982)

#### REGULASIES BETREFFENDE VETERINÊRE EN PARA-VETERINÊRE BEROEPE: WYSIGING

Die Minister van Landbou het kragtens artikel 43 van die Wet op Veterinêre en Para-Veterinêre Beroepe, 1982 (Wet No. 19 van 1982), die regulasies in die Bylae uitgevaardig.

#### **BYLAE**

#### Woordomskrywing

 In hierdie bylae beteken "die Regulasies" die regulasies soos gepubliseer by Goewermentskennisgewing No. R.2085 van 1 Oktober 1982, soos gewysig deur die regulasies gepubliseer by Goewermentskennisgewings Nos. R.1194 van 11 September 1987 (soos verbeter by Goewermentskennisgewing No. R.2199 van 2 Oktober 1987), R.397 van 4 Maart 1988, R.1067 van 17 Mei 1991, R.11 van 3 Januarie 1992, R.976 van 27 Maart 1992, R.1477 van 23 September 1994, R.47 van 20 Januarie 1995, R. 701 van 12 Mei 1995, R.1401 van 15 September 1995, R. 561 van 1 April 1996, R.256 van 14 Februarie 1997, R. 257 van 14 Februarie 1997, R. 96 van 16 Januarie 1998, R. 501 van 1 April 1998, R. 751 van 5 Junie 1998, R. 374 van 26 Maart 1999, R. 422 van 1 April 1999, R. 618 van 23 Junie 2000, R. 734 van 14 Augustus 2001en R. 324 van 22 Maart 2002.

#### Wysiging van Regulasie 11 van die Regulasies

- Regulasie 11 van die Regulasies word gewysig deur subregulasie 11.1 deur die volgende subregulasie, te vervang:
  - " 11.1 'n Stembrief word deur die registrateur verwerp indien-
  - 11.1.1 dit nie in 'n verseëlde identifikasiekoevert ingesluit is nie wanneer dit deur die registrateur ontvang word;
  - 11.1.2 die verklaring op die identifikasiekoevert waarin dit geplaas is, nie behoorlik ingevul is of op so 'n wyse voltooi is dat dit nie vir die registrateur moontlik is om die identiteit van die kieser vas te stel nie, met verwysing na die register wat deur die registrateur gehou word;
  - 11.1.3 die verklaring op die identifikasiekoevert nie deur die kieser geteken is nie;
  - 11.1.4 die persoon deur wie die verklaring op die betrokke identifikasiekoevert afgelê is-
    - 11.1.4.1 nie 'n stemgeregtigde kieser is nie; of
    - 11.1.4.2 reeds 'n stem uitgebring het;

- 11.1.5 a cross of mark which has been made thereon in terms of subregulation 9.4.1 extends beyond the outline of a square on the ballot paper to such extent that it is not possible for the registrar to determine without reasonable doubt in favour of which candidate the vote concerned has been cast;
- 11.1.6 the number of candidates opposite whose names crosses or marks referred to in subregulation 9.4.1 are made, exceeds the number of members of the council to be elected during the election concerned."

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# DEPARTMENT OF ARTS, CULTURE, SCIENCE AND TECHNOLOGY DEPARTEMENT VAN KUNS, KULTUUR, WETENSKAP EN TEGNOLOGIE No. R. 1570 20 December 2002

# AFRICA INSTITUTE OF SOUTH AFRICA ACT, 2001

The Minister of Arts, Culture, Science and Technology has, under section 20 of the Africa Institute of South Africa Act, 2001 (Act No. 68 of 2001), made the regulations in the Schedule.

#### SCHEDULE

#### **GENERAL PROVISIONS**

#### **Definitions**

- 1. In these Regulations any word or expression to which a meaning has been assigned in the Act shall have the meaning so assigned and, unless the context otherwise indicates —
- "calendar month" means a period extending from the first to the last day, both days inclusive, of any one of the 12 months of a year;
- "chairperson" means the chairperson of the Council appointed in terms of section 4(9) of the Act;
- "month" means a period extending from a day in one month to a day preceding the day corresponding numerically to that day in the following month, both days inclusive:

"partner" means a person who permanently lives with another person in a manner as if married;

"staff" or "member of staff" means the persons or a person appointed in terms of section 14(a) of the Act;

"supervisor" means a member of staff appointed by the chief executive officer to a position of authority over another member or other members of staff:

"the Act" means the Africa Institute of South Africa Act, 2001 (Act No. 68 of 2001).

# CHAPTER 1 CONSTITUTION OF COUNCIL AND COMMITTEES

# Nomination of appointed members of Council

- 2. (1) The members of the Council contemplated in section 4(2)(a) of the Act must be appointed in accordance with the principles of transparency and representivity and their appointment must take into account the desirability that the members -
  - (a) have among them qualifications or special experience or interest in broader management, financial matters, research and policy development, legal matters, marketing, liaison and fund-raising, education, and African matters; and
  - (b) be representative of the relevant sectoral interests and the demographic characteristics of the population of the Republic.

- (2) The Department shall by means of an advertisement placed in at least two newspapers with national circulation call for nominations of members of the council to be appointed by the Minister under section 4(2)(a) of the Act.
- (3) The advertisement contemplated in subregulation (2) shall state the qualifications for Council membership and direct that nominations be sent directly to the Director-General.
- (4) The advertisement contemplated in subregulation (2) shall contain information that all nominations should be received by the Department by a date at least 14 days after the date of publication of the notice, and shall request that nominations be accompanied by a curriculum vitae of the nominee, including details on identity number, gender and race, designation and responsibilities, address, telephone number, fax and e-mail, qualifications or field of study, current and past service on boards, area of expertise, and names of contactable referees.
- (5) A nomination contemplated in subregulation (2) shall -
  - (a) be in writing;
  - (b) be signed by the person making the nomination; and
  - (c) be signed by the nominee as indication of his or her acceptance of the nomination and willingness to serve on the Council should he or she be appointed thereto.

# Appointment of members of Council

3. (1) For the purposes of appointing the members of Council referred to in subsection 4(2)(a) of the Act, the panel appointed by the Minister shall compile a shortlist of candidates of no more than 20 names.

- (2) The panel contemplated in subregulation (2) must compile the shortlist after the nomination process referred to in regulation 2 and submit this to the Minister.
- (3) The members of Council referred to in subsection 4(2)(a) of the Act shall be appointed by the Minister in consultation with Cabinet.

# Notification of appointment of members of Council

4. The Minister shall publish the names of the appointed members of Council and the date of commencement of their period of office in the Gazette as soon as possible after the constitution of the Council.

# DEPARTMENT OF HEALTH DEPARTEMENT VAN GESONDHEID

No. R. 1588

20 December 2002

FOODSTUFFS, COSMETICS AND DISINFECTANTS ACT, 1972 (ACT No. 54 OF 1972)

# REGULATIONS GOVERNING MICROBIOLOGICAL STANDARDS FOR FOODSTUFFS AND RELATED MATTERS: AMENDMENT

The Minister of Health has, in terms of section 15(1) of the Foodstuffs, Cosmetics and Disinfectants Act, 1972 (Act No. 54 of 1972), made the regulations in the Schedule.

#### SCHEDULE

 In these regulations "the Regulations" means the regulations published under Government Notice No. R. 692 of 16 May 1997, as corrected by Government Notice No. R. 1296 of 16 October 1998, as amended by Government Notices Nos. R. 427 of 5 May 2000 and R. 490 of 8 June 2001 and corrected by Government Notice No. R. 491 of 8 June 2001.

#### Amendment of regulation 1 of the Regulations

- Regulation 1 of the Regulations is hereby amended by the insertion of the following definitions in the correct alphabetical order:
  - " 'honeybush tea' means the product obtained from the leaves, flowers and stems of the Cyclopia genus;

'rooibos tea' means the product obtained from the needle-like leaves and fine stems of the plant Aspalathus linearis.".

## Amendment of regulation 8 of the Regulations

- 3. Regulation 8 of the Regulations is hereby amended by the substitution for paragraph (b) of the following paragraph:
  - "(b) When tested in accordance with SABS method 221, the total viable colony count shall not exceed 100 colony forming units per milliliter. The total viable colony count shall be measured within 24 hours after bottling, the water being maintained at 4°C ± 3°C during this period. Thereafter, up to and including the point of sale, the total viable colony count shall be no more than that which results from the normal increase in the bacterial content that the water had at source."

## Renumbering of regulation 12 of the Regulations

 The Regulations are hereby amended by the renumbering of regulation 12 as regulation 14.

# Insertion of regulations 12 and 13 in the Regulations

- 5. The Regulations are hereby amended by the insertion of the following regulations after regulation 11:
  - "12. Rooibos tea at the point of sale shall comply with the following microbiological specifications:
    - (a) For rooibos tea in bulk, the total viable colony count shall not exceed 75 000 colony forming units per gram;
    - (b) for rooibos tea packed in retail packaging, the total viable colony count shall not exceed 150 000 colony forming units per gram;
    - (c) Escherichia coli shall not exceed 20 colony forming units per gram; and

- (d) Salmonella organisms shall be absent in a sample of 25 grams of the product.
- 13. Honeybush tea at the point of sale shall comply with the following microbiological specifications:
  - (a) The total viable colony count shall not exceed 75 000 colony forming units per gram;
  - (b) Escherichia coli shall be absent in a sample of 1 gram of the product; and
  - (c) Salmonella organisms shall be absent in a sample of 25 grams of the product.".

DR M. E. TSHABALALA-MSIMANG

MINISTER OF HEALTH

No. R. 1588

20 Desember 2002

WET OP VOEDINGMIDDELS, SKOONHEIDSMIDDELS EN ONTSMETTINGS-MIDDELS, 1972 (WET No. 54 VAN 1972)

REGULASIES BETREFFENDE MIKROBIOLOGIESE STANDAARDE VIR VOEDINGSMIDDELS EN VERWANTE AANGELEENTHEDE: WYSIGING

Die Minister van Gesondheid het kragtens artikel 15(1) van die Wet op Voedingsmiddels, Skoonheidsmiddels en Ontsmettingsmiddels, 1972 (Wet No. 54 van 1972), die regulasies in die Bylae uitgevaardig.

#### BYLAE

In hierdie regulasies beteken "die Regulasies" die regulasies uitgevaardig kragtens Goewermentskennisgewing No. R. 692 van 16 Mei 1997, soos verbeter by Goewermentskennisgewing No. R. 1296 van 16 Oktober 1998, soos gewysig by Goewermentskennisgewings Nos. R. 427 van 5 Mei 2000 en R. 490 van 8 Junie 2001 en verbeter by Goewermentskennisgewing No. R. 491 van 8 Junie 2001.

# Wysiging van regulasie 1 van die Regulasies

- Regulasie 1 van die Regulasies word hierby gewysig deur die invoeging van die volgende omskrywings in die korrekte alfabetiese volgorde:
  - " 'heuningbostee' die produk verkry vanuit blare, blomme en stingels van die Cyclopia genus;
  - 'rooibostee' die produk verkry vanuit die naaldagtige blare en fyn stingels van die plant Aspalathus linearis.".

## Wysiging van regulasie 8 van die Regulasies

- Regulasie 8 van die Regulasies word hierby gewysig deur paragraaf (b) deur die volgende paragraaf te vervang:
  - "(b) mag, wanneer in ooreenstemming met SABS-metode 221 getoets word, die totale iewensvatbare kolonies daarin nie 100 kolonievormende eenhede per milliliter oorskry nie. Die totale kolonietelling binne 24 uur na bottelering gemeet moet word met die water gedurende hierdie tydperk by 'n temperatuur van 4°C ± 3°C. Daarna, tot en met die verkooppunt, mag die totale lewensvatbare kolonietelling nie dit wat volg uit die normale verhoging in die bakterie-inhoud wat die water by die bron daarvan gehad het, oorskry nie."

### Hernommering van regulasie 12 van die Regulasies

 Die Regulasies word hierby gewysig deur die hernommering van regulasie 12 as regulasie 14.

#### Die invoeging van regulasies 12 en 13 in die Regulasies

- Die Regulasies word hierby gewysig deur die invoeging van die volgende regulasies na regulasie 11:
  - "12. Rooibostee by die verkooppunt moet voldoen aan die volgende mikrobiologiese spesifikasies:
    - (a) Vir los rooibostee mag die totale lewensvatbare kolonie nie 75 000 kolonievormende eenhede per gram oorskry nie;
    - (b) vir rooibostee wat in kleinhandelverpakking verpak is, mag die totale lewensvatbare kolonietelling nie 150 000 kolonievormende eenhede per gram oorskry nie;
    - (c) Escherichia coli mag nie 20 kolonievormende eenhede per gram oorskry nie; en

- (d) Salmonella-organismes mag nie in 'n monster van 25 gram van die produk aanwesig wees nie.
- 13. Heuningbostee by die verkooppunt moet aan die volgende mikrobiologiese spesifikasies voldoen:
  - (a) Die totale lewensvatbare kolonietelling mag nie 75 000 kolonievormende eenhede per gram oorskry nie;
  - (b) Escherichia coli mag nie in 'n monster van 1 gram van die produk aanwesig wees nie; en
  - (c) Salmonella-organismes mag nie in 'n monster van 25 gram van die produk aanwesig wees nie.

DR M.E.TSHABALALA -MSIMANG
MINISTER VAN GESONDHEID

# NATIONAL TREASURY NASIONALE TESOURIE

No. R. 1595

20 December 2002

# REGULATIONS IN TERMS OF THE FINANCIAL INTELLIGENCE CENTRE ACT,

## 2001

The Minister of Finance has, in terms of section 77 of the Financial Intelligence Centre Act, 2001 (Act No 38 of 2001), made the regulations set out in the Schedule.

# SCHEDULE

			Reg	Regulation		
			35	1		
CHAPTER 1	Establishment and verifi	cation of ident	ity	2 – 19		
CHAPTER 2	Record keeping	-		20		
CHAPTER 3	Client Profile			21		
CHAPTER 4	Reporting of suspicious					
CHAPTER 5	Internal Rules	e e e e e e e e e e e e e e e e e e e		25 – 27		
CHAPTER 6	Miscellaneous	SI .	5	28 – 30		
FORM 1	B 2					

#### DEFINITIONS

#### **Definitions**

1. In these regulations "the Act" means the Financial Intelligence Centre Act, 2001 (Act No 38 of 2001), and, unless the context otherwise indicates, any word or expression to which a meaning has been assigned in the Act has that meaning, and—

"close corporation" means a corporation as defined in section 1 of the Close Corporations Act, 1984 (Act No 69 of 1984);

"foreign company" means an association of natural or legal persons incorporated outside the Republic which has legal personality or enjoys a similar status in terms of which it may enter into contractual relations and legal proceedings in its own name;

"guidance notes" means guidance notes issued by the Centre in terms of regulation 28;

"identification document", in respect of a natural person who-

- is a citizen of, or resident in the Republic, means an official identity document;
   or
- (b) is not a citizen of the Republic and not resident in the Republic, means a passport issued by the country of which that person is a citizen;

"manager", in respect of a South African or foreign company, means the natural person who is the principal executive officer of the company, by whatever name he or she may be designated and whether or not he or she is a director of that company;

"South African company" means a company as defined in section 1 of the Companies Act, 1973, (Act No. 61 of 1973); and

"trust" means a trust as defined in section 1 of the Trust Property Control Act, 1988 (Act No. 57 of 1988), other than a trust established—

- (a) by virtue of a testamentary writing;
- (b) by virtue of a court order;
- (c) in respect of persons under curatorship, or
- (d) by the trustees of a retirement fund in respect of benefits payable to the beneficiaries of that retirement fund,

and includes a similar arrangement established outside the Republic.

# CHAPTER 1

## ESTABLISHMENT AND VERIFICATION OF IDENTITY

# PART 1

# INTRODUCTION

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### Introductory

- 2. (1) No accountable institution may knowingly establish or maintain a business relationship or conduct a single transaction with a client who is entering into that business relationship or single transaction under a false name.
- (2) When an accountable institution in terms of the Act must establish and verify the identity of a natural or legal person or a trust, the institution must establish and verify identity in accordance with regulations 2 to 18.

### PART 2

#### **NATURAL PERSONS**

# Information concerning South African citizens and residents

- 3. (1) An accountable institution must obtain from, or in respect of, a natural person who is a citizen of, or resident in, the Republic, that person's—
- (a) full names;
- (b) date of birth;
- (c) identity number;
- (d) income tax registration number, if such a number has been issued to that person; and
- (e) residential address.
- (2) In the case where the accountable institution is aware or ought reasonably to be aware that the person referred to in subregulation (1) does not have the legal capacity to establish a business relationship or conclude a single transaction without the assistance of another person the accountable institution must, in addition to obtaining the particulars referred to in subregulation (1), obtain from, or in respect of, of that other person—
- (a) his or her full names;
- (b) his or her date of birth;
- (c) his or her identity number;
- (d) his or her residential address; and
- (e) his or her contact particulars.

# Verification of information concerning South-African citizens and residents

- 4. (1) An accountable institution must verify the full names, date of birth and identity number of a natural person referred to in regulation 3 (1) (a), (b) or (c), or 3 (2) (a), (b) or (c) by comparing these particulars with—
- (a) (i) an identification document of that person; or
  - (ii) in the case where that person is, for a reason that is acceptable to the institution, unable to produce an identification document, another document issued to that person, which, taking into account any guidance notes concerning the verification of identities which may apply to that institution, is acceptable to the institution and bears—
    - (aa) a photograph of that person;
    - (bb) that person's full names or initials and surname;
    - (cc) that person's date of birth, and
    - (dd) that person's identity number; and
- (b) any of these particulars with information which is obtained from any other independent source, if it is believed to be reasonably necessary taking into account any guidance notes concerning the verification of identities which may apply to that institution.
- (2) An accountable institution must verify the income tax registration number referred to in regulation 3 (1) (d) by comparing this number with a document issued by the South African Revenue Service bearing such a number and the name of the natural person.
- (3) An accountable institution must verify the residential address referred to in regulation 3 (1) (e) or 3 (2) (f) by comparing these particulars with information which can reasonably be expected to achieve such verification and is obtained by

reasonably practical means, taking into account any guidance notes concerning the verification of identities which may apply to that institution.

# Information concerning foreign nationals

- 5. (1) An accountable institution must obtain from, or in respect of, a natural person who is a citizen of another country and is not resident in the Republic, that person's —
- (a) full names;
- (b) date of birth;
- (c) nationality;
- (d) passport number;
- (e) South African income tax registration number, if such a number has been issued to that person; and
- (f) residential address.
- (2) In the case where the accountable institution is aware or ought reasonably to be aware that the person referred to in subregulation (1) does not have the legal capacity to establish a business relationship or conclude a single transaction without the assistance of another person the accountable institution must, in addition to obtaining the particulars referred to in subregulation (1), obtain from, or in respect of, of that other person—
- (a) his or her full names;
- (b) his or her date of birth;
- (c) his or her nationality;
- (d) his or her passport number;
- (e) his or her residential address, and

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(f) his or her contact particulars.

# Verification of information concerning foreign nationals

- 6. (1) An accountable institution must verify the particulars obtained in terms of regulation 5 (1) (a), (b), (c) and (d) or 5 (2) (a), (b), (c) and (d) from or in respect of a natural person who is not a citizen of the Republic and not resident in the Republic, by comparing those particulars with an identification document of that person.
- (2) An accountable institution must verify the income tax registration number obtained in terms of regulation 5 (1) (e) from or in respect of a natural person who is not a citizen of the Republic and not resident in the Republic, by comparing those particulars with a document issued by the South African Revenue Service bearing such a number.
- (3) An accountable institution must verify any of the particulars referred to in subregulation (1) or (2) with information which is obtained from any other independent source, if it is believed to be reasonably necessary taking into account any guidance notes concerning the verification of identities which may apply to that institution.

# PART 3

# LEGAL PERSONS

# Information concerning close corporations and South African companies

- 7. An accountable institution must obtain from the natural person acting or purporting to act on behalf of a close corporation or South African company with which it is establishing a business relationship or concluding a single transaction—
- (a) the registered name of the close corporation or company;

- (b) the registration number under which the close corporation or company is incorporated;
- (c) the registered address of the close corporation or company;
- (d) the name under which the close corporation or company conducts business;
- (e) the address from which the close corporation or company operates, or if it operates from multiple addresses –
  - the address of the office seeking to establish a business relationship or to enter into a single transaction with the accountable institution; and
  - (ii) the address of its head office;
- (f) in the case of a company-
  - (i) the full names, date of birth and identity number, referred to in regulation 3 (1) (a), (b) and (c) or full names, date of birth and name of the country referred to in regulation 5 (1) (a), (b) (c), as may be applicable, concerning—
    - (aa) the manager of the company; and
    - (bb) each natural person who purports to be authorised to establish a business relationship or to enter into a transaction with the accountable institution on behalf of the company; and
  - the full names, date of birth, identity number, referred to in regulation 3 (1) (a), (b) and (c), full names, date of birth and name of the country, referred to in regulation 5 (1) (a), (b) and (c), registered name, registration number, registered address, trade name and business address referred to in regulation 7 (a), (b), (c), (d) and (e), names, numbers and addresses referred to in regulation 9 (a), (b), and (c), name, address and legal form referred to in regulation 11 (a), (b) and (c),

name referred to in regulation 13 (a) or name and number referred to in regulation 15 (a), as may be applicable, concerning the natural or legal person, partnership or trust holding 25% or more of the voting rights at a general meeting of the company concerned;

- (g) in the case of a close corporation the full names, date of birth and identity number, referred to in regulation 3 (1) (a), (b) and (c) or the full names, date of birth and name of the country, referred to in regulation 5 (1) (a), (b) and (c), as may be applicable, concerning—
  - (i) each member, and
  - (ii) each natural person who purports to be authorised to establish a business relationship or to enter into a transaction with the accountable institution on behalf of the close corporation; and
- the income tax and value added tax registration numbers of the close corporation or company, if such numbers were issued to that close corporation or company;
- (i) in the case of a company, the residential address and contact particulars of-
  - (i) the manager;
  - (ii) each natural or legal person, partnership or trust holding 25% or more of the voting rights at a general meeting of the company concerned; and
  - each natural person who purports to be authorised to establish a business relationship or to enter into a transaction with the accountable institution on behalf of the company;
- (j) in the case of a close corporation, the residential address and contact particulars of—
  - (i) each member, and

(ii) each natural person who purports to be authorised to establish a business relationship or to enter into a transaction with the accountable institution on behalf of the close corporation.

# Verification of information concerning close corporations and South African companies

- 8. An accountable institution must verify the particulars obtained in respect of a close corporation or company in terms of regulation 7 (a) to 7 (h) by comparing—
- (a) the registered name, registration number and registered address referred to in regulation 7 (a), (b) and (c) with-
  - (i) in the case of a company, the most recent versions of the Certificate of Incorporation (form CM1) and Notice of Registered Office and Postal Address (form CM22), bearing the stamp of the Registrar of Companies and signed by the company secretary; or
  - (ii) in the case of a close corporation, the most recent versions of the Founding Statement and Certificate of Incorporation (form CK1), and Amended Founding Statement (form CK2) if applicable, bearing the stamp of the Registrar of Close Corporations and signed by an authorised member or employee of the close corporation;
- (b) the trade name and business address referred to in regulation 7 (d) and (e) with information which can reasonably be expected to achieve such verification and is obtained by reasonably practical means, taking into account any guidance notes concerning the verification of identities which may apply to that institution;

- (c) the particulars referred to in regulation 7 (f) and (g) with information obtained in accordance with regulation 4 (1), 6 (1), 6 (3), 8 (a), 8 (b), 8 (e), 10 (a), 10 (b), 10 (f), 12 (a), 12 (d), 14 (a), 14 (c), 16 (a) or 16 (d), as may be applicable;
- (d) the tax numbers referred to in subregulation 7 (h) with documents issued by the South African Revenue Service bearing such numbers; and
- (e) any of these particulars with information which is obtained from any other independent source, if it is believed to be reasonably necessary taking into account any guidance notes concerning the verification of identities which may apply to that institution.

# Information concerning foreign companies

- **9.** An accountable institution must obtain from the natural person acting or purporting to act on behalf of that foreign company with which it is establishing a business relationship or concluding a single transaction—
- (a) the name under which it is incorporated;
- (b) the number under which it is incorporated;
- (c) the address where it is situated for purposes of its incorporation;
- (d) the name under which it conducts business in the country where it is incorporated;
- (e) the name under which it conducts business in the Republic;
- (f) the address from which it operates in the country where it is incorporated, or if it operates from multiple addresses the address of its head office;
- (g) the address from which it operates in the Republic, or if it operates from multiple addresses the address of the office seeking to establish a business relationship or to enter into a single transaction with the accountable institution;

- (h) the income tax and value added tax registration numbers of the company, if such numbers were issued to that or company;
- (i) the full names, date of birth and identity number, referred to in regulation 3 (1) (a), (b) and (c) or full names, date of birth and name of the country, referred to in regulation 5 (1) (a), (b) and (c), as may be applicable, concerning—
  - (i) the manager in respect of its affairs in the Republic; and
  - each natural person who purports to be authorised to establish a business relationship or to enter into a transaction with the accountable institution on behalf of the foreign company;
- (j) the full names, date of birth, identity number, referred to in regulation 3 (1) (a), (b) and (c), full names, date of birth and name of the country, referred to in regulation 5 (1) (a), (b) and (c), registered name, registration number, registered address, trade name and business address referred to in regulation 7 (a), (b), (c), (d) and (e), names, numbers and addresses referred to in regulation 9 (a), (b) and (c), name, address and legal form referred to in regulation 11 (a), (b) and (c), name referred to in regulation 13 (a) or name and number referred to in regulation 15 (a), as may be applicable, concerning each natural or legal person, partnership or trust holding 25% or more of the voting rights in the foreign company;
- (k) the residential address and contact particulars of—
  - (i) the manager in respect of its affairs in the Republic;
  - (ii) each natural or legal person or trust holding 25% or more of the voting rights in the company; and

(iii) each natural person who purports to be authorised to establish a business relationship or to enter into a transaction with the accountable institution on behalf of the company.

# Verification of information concerning foreign companies

- 10. An accountable institution must verify the particulars obtained in respect of a foreign company in terms of regulation 9 (a) to 9 (j) by comparing—
- (a) the name, number and address referred to in regulation 9 (a), (b) and (c) with an official document issued by an authority for recording the incorporation of companies of the country of incorporation of the foreign company, witnessing its incorporation and bearing its name and number of incorporation and the address where it is situated for purposes of its incorporation;
- (b) the names and addresses referred to in regulation 9 (d) to 9 (g) with information which can reasonably be expected to such verification and is obtained by reasonably practical means, taking into account any guidance notes concerning the verification of identities which may apply to that institution;
- (c) the tax numbers referred to in subregulation 9 (h) with documents issued by the South African Revenue Service bearing such numbers;
- (d) the particulars referred to in regulation 9 (i) with information obtained in accordance with regulation 4 (1), 6 (1) or 6 (3), as may be applicable;
- (e) the particulars referred to in regulation 9 (j) with information obtained in accordance with regulation 4 (1), 6 (1), 6 (3), 8 (a), 8 (b), 8 (e), 10 (a), 10 (b), 10 (f), 12 (a), 12 (d), 14 (a), 14 (c), 16 (a) or 16 (d), as may be applicable, and
- (f) any of these particulars with information which is obtained from any other independent source, if it is believed to be reasonably necessary taking into

account any guidance notes concerning the verification of identities which may apply to that institution.

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# Information concerning other legal persons

- 11. An accountable institution must obtain from the natural person acting or purporting to act on behalf of a legal person other than a company, close corporation or foreign company with which it is establishing a business relationship or concluding a single transaction—
- (a) the name of the legal person;
- (b) the address from which it operates;
- (c) its legal form;
- (d) the income tax registration number of the legal person, if such a number was issued to that legal person;
- (e) the full names, date of birth and identity number, referred to in regulation 3 (1) (a), (b) and (c) or full names, date of birth and name of the country, referred to in regulation 5 (1) (a), (b) and (c), as may be applicable, concerning the identity of each natural person who purports to be authorised to establish a business relationship or to enter into a transaction with the accountable institution on behalf of the legal person; and
- (f) the residential address and contact particulars of each natural person who purports to be authorised to establish a business relationship or to enter into a transaction with the accountable institution on behalf of the legal person.

# Verification of information concerning other legal persons

- 12. An accountable institution must verify the particulars obtained in respect of a legal person in terms of regulation 11 (a) to 11 (e) by comparing—
- (a) the name, address and legal form referred to in regulation 11 (a), (b) and (c) with the constitution or other founding document in terms of which the legal person is created and information which can reasonably be expected to such verification and is obtained by reasonably practical means, taking into account any guidance notes concerning the verification of identities which may apply to that institution;
- (b) the income tax registration number referred to in subregulation 11 (d) with a document issued by the South African Revenue Service bearing such a number;
- (c) the particulars referred to in regulation 11 (e) with information obtained in accordance with regulation 4 (1), 6 (1) or 6 (3), as may be applicable; and
- (d) any of these particulars with information which is obtained from any other independent source, if it is believed to be reasonably necessary taking into account any guidance notes concerning the verification of identities which may apply to that institution.

#### PART 4

#### **PARTNERSHIPS**

# Information concerning partnerships

13. An accountable institution must obtain from a natural person acting or purporting to act on behalf of a partnership, other than a partnership formed by qualified persons to carry on a profession and designated by notice in the Gazette by virtue of section 30 (2) of the Companies Act, 1973 (Act No. 61 of 1973), with which it is establishing a business relationship or concluding a single transaction—

- (a) the name of the partnership,
- the full names, date of birth, identity number, referred to in regulation 3 (1) (a), (b) and (c), full names, date of birth and name of the country, referred to in regulation 5 (1) (a), (b) and (c), registered name, registration number, registered address, trade name and business address referred to in regulation 7 (a), (b), (c), (d) and (e), names, numbers and addresses referred to in regulation 9 (a), (b) and (c), name, address and legal form referred to in regulation 11 (a), (b) and (c) or name and number referred to in regulation 15 (a), as may be applicable, concerning—
  - every partner, including every member of a partnership en commandite, an anonymous partnership or any similar partnership;
  - (ii) the person who exercises executive control over the partnership;and
  - (iii) each natural person who purports to be authorised to establish a business relationship or to enter into a transaction with the accountable institution on behalf of the partnership.

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# Verification of information concerning partnerships

- 14. An accountable institution must verify the particulars obtained in respect of a partnership in terms of regulation 13 by comparing—
- (a) the name of the partnership referred to in regulation 13 (a) with the partnership agreement in terms of which the partnership was formed;
- (b) the particulars referred to in regulation 13 (b) with information obtained in accordance with this regulation or regulation 4 (1), 6 (1), 6 (3), 8 (a), 8 (b), 8 (e), 10 (a), 10 (b), 10 (f), 12 (a), 12 (d), 16 (a) or 16 (d), as may be applicable; and
- (c) any of these particulars with information which is obtained from any other independent source, if it is believed to be reasonably necessary taking into account any guidance notes concerning the verification of identities which may apply to that institution.

#### PART 5

#### TRUSTS

# Information concerning trusts

- 15. An accountable institution must obtain from the natural person acting or purporting to act on behalf of a trust with which it is establishing a business relationship or concluding a single transaction—
- (a) the identifying name and number of the trust;
- (b) the address of the Master of the High Court where the trust is registered, if applicable;
- (c) the income tax registration number of the trust, if such a number was issued to that trust

- (d) the full names, date of birth, identity number, referred to in regulation 3 (1) (a),
  (b) and (c), full names, date of birth and name of the country, referred to in regulation 5 (1) (a), (b) and (c), registered name, registration number, registered address, trade name and business address referred to in regulation 7 (a), (b), (c), (d) and (e), names, numbers and addresses referred to in regulation 9 (a), (b) and (c), name, address and legal form referred to in regulation 11 (a), (b) and (c), name referred to in regulation 13 (a) or name and number referred to in regulation 15 (a), as may be applicable, concerning—
  - (i) each trustee of the trust; and
  - each natural person who purports to be authorised to establish a business relationship or to enter into a transaction with the accountable institution on behalf of the trust;

#### (e) the-

- (i) full names, date of birth, identity number, referred to in regulation 3 (1) (a), (b) and (c), full names, date of birth and name of the country, referred to in regulation 5 (1) (a), (b) and (c), registered name, registration number, registered address, trade name and business address referred to in regulation 7 (a), (b), (c), (d) and (e), names, numbers and addresses referred to in regulation 9 (a), (b) and (c), name, address and legal form referred to in regulation 11 (a), (b) and (c), name referred to in regulation 13 (a) or name and number referred to in regulation 15 (a), as may be applicable, concerning each beneficiary of the trust referred to by name in the trust deed or other founding instrument in terms of which the trust is created, or
- (ii) particulars of how the beneficiaries of the trust are determined;

- the full names, date of birth, identity number, referred to in regulation 3 (1) (a), (b) and (c), full names, date of birth and name of the country, referred to in regulation 5 (1) (a), (b) and (c), registered name, registration number, registered address, trade name and business address referred to in regulation 7 (a), (b), (c), (d) and (e), names, numbers and addresses referred to in regulation 9 (a), (b) and (c), name, address and legal form referred to in regulation 11 (a), (b) and (c), name referred to in regulation 13 (a) or name and number referred to in regulation 15 (a), as may be applicable, concerning the founder of the trust; and
- (g) residential address and contact particulars of—
  - (i) each trustee of the trust;
  - (ii) each natural person who purports to be authorised to establish a business relationship or to enter into a transaction with the accountable institution on behalf of the trust;
  - (iii) each beneficiary of the trust referred to by name in the trust deed or other founding instrument in terms of which the trust is created; and

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(iv) the founder of the trust.

# Verification of Information concerning trusts

- **16.** (1) An accountable institution must verify the particulars obtained in respect of a trust in terms of regulation **15** by comparing—
- (a) the name, number and other particulars referred to in regulation 15 (a) and 15 (e) (ii) with the trust deed or other founding document in terms of which the trust is created and—

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- (i) in the case of a trust created in the Republic, the authorisation given by the Master of the High Court in terms of section 7 of the Trust Property Control Act, 1988, (Act No. 57 of 1988) to each trustee of the trust to act in that capacity; or
- (ii) in the case of a trust created outside the Republic, an official document which reflects these particulars, issued by an authority in the country where the trust is created which administers or oversees laws relating to trusts in that country;
- (b) the address referred to in regulation 15 (b) with the authorisation given by the Master of the High Court in terms of section 7 of the Trust Property Control Act, 1988, (Act No. 57 of 1988) to each trustee of the trust to act in that capacity;
- (c) the income tax registration number of the trust referred to in regulation 15 (c) with a document issued by the South African Revenue Service bearing such a number;
- (d) the particulars referred to in regulation 15 (d), (e) (i) or (f) with information obtained in accordance with this regulation or regulation 4 (1), 6 (1), 6 (3), 8 (a), 8 (b), 8 (e), 10 (a), 10 (b), 10 (f), 12 (a), 12 (d), 14 (a), 14 (c), 16 (a) or 16 (e), as may be applicable and—
  - (i) in the case of a trust created in the Republic, the authorisation given by the Master of the High Court in terms of section 7 of the Trust Property Control Act, 1988, (Act No. 57 of 1988) to each trustee of the trust to act in that capacity; or
  - (ii) in the case of a trust created outside the Republic, an official document which reflects these particulars, issued by an authority in the country

where the trust is created which administers or oversees laws relating to trusts in that country; and

- (e) any of these particulars with information which is obtained from any other independent source, if it is believed to be reasonably necessary taking into account any guidance notes concerning the verification of identities which may apply to that institution.
  - (2) In the case where the natural or legal person, partnership or trust referred to in regulation 15 (f) has died or no longer exists an accountable institution must verify the particulars referred to in that regulation by comparing those particulars with information which can reasonably be expected to achieve such verification and is obtained by reasonably practical means, taking into account any guidance notes concerning the verification of identities which may apply to that institution.

### PART 6

### GENERAL

# Additional requirements when person acts on authority of another

17. (1) When a natural person seeking to establish a business relationship or to conclude a single transaction with an accountable institution on behalf of another natural person, a legal person or a trust, the institution must, in addition to the other steps as may be applicable in terms of regulations 3 to 16, obtain from that person information which provides proof of that person's authority to act on behalf of that other natural person, legal person or trust, taking into account any guidance notes concerning the verification of identities which may apply to that institution.

- (2) An accountable institution must verify the information obtained in terms of subregulation (1) by –
- (a) comparing the particulars of the natural or legal person, partnership or trust referred to in subregulation (1) with information obtained by the institution in accordance with regulation 4, 6, 8, 10, 12, 14 or 16, as may be applicable, from or in respect of those persons or that trust; and
- (b) establishing whether that information, on the face of it, provides proof of the necessary authorisation.

### Verification in absence of contact person

18. If an accountable institution obtained information in terms of these regulations about a natural or legal person, partnership or trust without contact in person with that natural person, or with a representative of that legal person or trust, the institution must take reasonable steps to establish the existence or to establish or verify the identity of that natural or legal person, partnership or trust, taking into account any guidance notes concerning the verification of identities which may apply to that institution.

### Accountable institution maintain correctness of particulars

19. An accountable institution must take reasonable steps, taking into account any guidance notes concerning the verification of identities which may apply to that institution, in respect of an existing business relationship, to maintain the correctness of particulars which are susceptible to change and are provided to it under this Chapter.

#### **CHAPTER 2**

#### RECORD-KEEPING

### Particulars of third parties keeping records

- 20. If an accountable institution appoints a third party to keep on its behalf any records which that institution must retain in terms of the Act, that institution must without delay provide the Centre with –
- (a) the third party's -
  - (i) full name, if the third party is a natural person; or
  - (ii) registered name, if the third party is a close corporation or company;
- (b) the name under which the third party conducts business;
- (c) the full name and contact particulars of the individual who exercises control over access to those records;
- (d) the address where the records are kept;
- (e) the address from where the third party exercises control over the records; and
- (f) the full name and contact particulars of the individual who liaises with the third party on behalf of the accountable institution concerning the retention of the records.

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# **CHAPTER 3**

# CLIENT PROFILE

Information to identify proceeds of unlawful activities or money laundering activities

- 21. (1) An accountable institution must, in the circumstances referred to in subregulation (2), obtain the information referred to in subregulation (3) from or in respect of—
- (a) a client who has established a business relationship or concludes a single transaction; or
- (b) a prospective client seeking to establish a business relationship or conclude a single transaction.
- (2) An accountable institution must obtain the information referred to in subregulation (3) whenever it is reasonably necessary, taking into account any guidance notes concerning the verification of identities or the reporting of suspicious and unusual transactions which may apply to that institution, with a view to obtain additional information—
- (a) concerning a business relationship or single transaction which poses a particularly high risk of facilitating money laundering activities; or
- (b) to enable the accountable institution to identify the proceeds of unlawful activity or money laundering activities.
- (3) The information which an accountable institution must obtain in the circumstances referred to in subregulation (2) must be adequate to reasonably enable the institution to determine whether transactions involving a client referred in

subregulation (1) are consistent with the institution's knowledge of that client and that client's business activities and must include particulars concerning—

- (a) the source of that client's income; and
- (b) the source of the funds which that client expects to use in concluding the single transaction or transactions in the course of the business relationship.

# CHAPTER 4

# REPORTING OF SUSPICIOUS AND UNUSUAL TRANSACTIONS

# Manner of reporting

- 22. (1) Subject to subregulation (2), a report made under section 29 of the Act must be made in accordance with the format specified by the Centre and by means of the internet-based reporting portal provided by the Centre for this purpose at the following internet address: <a href="http://www.fic.gov.za">http://www.fic.gov.za</a>.
- (2) If a natural or legal person who wishes to make a report under section 29 of the Act, does not have the technical capability to make a report in accordance with the subregulation (1), that person shall make the report on a form which substantially corresponds with Form1 of the Annexure to these regulations and—
- (a) send it by facsimile to the Centre at the following fax number: (021) ...; or
- (b) deliver it to the Centre at ..., 14th floor, 240 Vermeulen Street, Pretoria.

# Information to be reported

23. (1) In respect of the natural or legal person making a report under section 29 of the Act, or other entity on whose behalf such a report is made, the report must contain full particulars of—

- (a) the name of the person or entity;
- (b) the identifying number of the person or entity;
- (c) the full address of the person or entity;
- (d) the surname and initials of a contact person, and
- (e) the contact particulars of a contact person.
- (2) In respect of the transaction concerning which a report under section 29 is made, the report must contain as much of the following information as is readily available—
- the date and time of the transaction, or, in the case of a series of transactions the period over which the transactions were conducted;
- (b) the type of funds or property involved;
- (c) the amount or the value of the property involved;
- (d) the currency in which the transaction was conducted;
- (e) the method in which the transaction was conducted;
- (f) the method in which the funds or property were disposed of;
- (g) the amount of the disposition of the funds, and
- (h) the currency in which the funds were disposed of;
- (i) the purpose of the transaction;
- the name of any other institution or person involved in the transaction;
- the number of any account at another institution involved in the transaction;
- (k) the name and identifying number of the branch or office where the transaction was conducted, and
- (I) any remarks, comments or explanations which the person conducting the transaction may have made or given.

- (3) In respect of any account which may have been involved in the transaction concerning which a report under section 29 is made, the report must contain as much of the particulars as are readily available, of—
- (a) the account number;
- (b) the name and identifying number of the branch or office where the account is held;
- (c) the type of account;
- (d) the name of each account holder;
- (e) the date on which the account was opened;
- (f) the date on which the account was closed;
- (g) if the account was closed, the name of the person who gave the instruction to close it;
- (h) the status of the account;
- (i) any previous activity in the preceding 180 days which had been considered for reporting in connection with the account, whether the activity was reported or not, and
- (j) the report number of any previous reports made in connection with the account.
- (4) In respect of the natural or legal person conducting the transaction, or other entity on whose behalf the transaction is conducted, concerning which a report under section 29 is made, the report must contain as much of the following information as is readily available—
- (a) in the case of a natural person, full particulars of—
  - (i) the person's surname;
  - (ii) the person's first name:
  - (iv) the person's other initials;

- (v) the person's identifying number;
- (vi) the type of identifying document from which the particulars referred to in sub-paragraphs (i) to (v) were obtained;
- (vii) the person's country of residence, and
- (vii) the person's address;
- (b) in the case of a natural person, as much of the particulars as are readily available, of the person's—
  - (i) contact telephone number, and
  - (ii) occupation; and
- (c) in the case of an legal person or other entity, full particulars of—
  - (i) the person's or entity's name;
  - (ii) the person's or entity's identifying number, if it has such a number;
  - (iii) the type of business conducted by the person or entity;
  - (iv) the person's or entity's country of origin;
  - (v) the names of the natural person's with authority to conduct the transaction on behalf of the person or entity, and
  - (vi) the person's or entity's address.
- (5) In respect of a natural person conducting the transaction concerning which a report under section 29 is made, on behalf of another natural person or a legal person or other entity, the report must contain as much of the particulars as is readily available, of—
- (a) the person's surname;
- (b) the person's first name;
- (c) the person's other initials;
- (d) the person's identifying number;

(e) the type of identifying document from which the particulars referred to in paragraphs (a) to (d) were obtained;

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- (f) the person's address;
- (g) the person's country of residence
- (h) the person's contact telephone number, and
- (i) the person's occupation.
  - (6) A report under section 29 must—
- (a) contain a full description of the suspicious or unusual transaction, including the reason why it is deemed to be suspicious or unusual as contemplated in that section;
- (b) indicate what action the natural or legal person making the report, or other entity on whose behalf the report is made, has taken in connection with the transaction concerning which the report is made, and
- (c) indicate what documentary proof is available in respect of the transaction concerning which the report is made and the reasons referred to in paragraph (a).

# Period for reporting

24. A report under section 29 of the Act must be sent to the Centre as soon as possible but not later than fifteen days, excluding Saturdays, Sundays and public holidays, after a natural person or any of his or her employees, or any of the employees or officers of a legal person or other entity, has become aware of a fact concerning a transaction on the basis of which knowledge or a suspicion concerning the transaction must be reported, unless the Centre has approved of the report being sent after the expiry of this period.

### CHAPTER 5

# INTERNAL RULES

### Internal rules concerning establishment and verification of identities

- 25. The internal rules of an accountable institution concerning the establishment and verification of identities must –
- (a) provide for the necessary processes and working methods which will cause the required particulars concerning the identities of the parties to a business relationship or single transaction to be obtained on each occasion when a business relationship is established or a single transaction is concluded with the institution;
- (b) provide for steps to be taken by the relevant staff members aimed at the verification of the required particulars concerning the identities of the parties to a business relationship or single transaction;
- (c) provide for the responsibility of the management of the institution in respect of compliance with the Act, these regulations and the internal rules;
- (d) allocate responsibilities and accountability to ensure that staff duties concerning the establishment and verification of identities are complied with;
- (e) provide for disciplinary steps against the relevant staff members for noncompliance with the Act, these regulations and the internal rules; and
- (f) take into account any guidance notes concerning the verification of identities which may apply to that institution.

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# Internal rules concerning the keeping of records

- 26. The internal rules of an accountable institution concerning the keeping of records in terms of section 22 of the Act must –
- (a) provide for the necessary processes and working methods to ensure that the relevant staff members of the institution obtain the information of which record must be kept on each occasion when a business relationship is established or a transaction is concluded with the institution;
- (b) provide for the responsibility of the management of the institution in respect of compliance with the Act, these regulations and the internal rules;
- (c) allocate responsibilities and accountability to ensure that staff duties concerning the establishment and verification of identities are complied with;
- (d) provide for disciplinary steps against the relevant staff members for noncompliance with the Act, these regulations and the internal rules;
- (e) provide for the necessary processes and working methods to ensure that the accuracy and that the integrity of those records are maintained for the entire period for which they must be kept;
- (f) provide for the necessary processes and working methods to ensure that access as may be required or authorised under the Act by the relevant staff members to those records can be obtained without undue hindrance; and
- (g) take into account any guidance notes concerning the verification of identities which may apply to that institution.

# Internal rules concerning reporting of information

27. The internal rules of an accountable institution concerning reporting of suspicious and unusual transactions must—

- (a) provide for the necessary processes and working methods which will cause suspicious and unusual transaction to be reported without undue delay;
- (b) provide for the necessary processes and working methods to enable staff to recognise potentially suspicious and unusual transactions or series of transactions;
- (c) provide for the responsibility of the management of the institution in respect of compliance with the Act, these regulations and the internal rules;
- (d) allocate responsibilities and accountability to ensure that staff duties concerning the reporting of suspicious and unusual transactions are complied with;
- (e) provide for disciplinary steps against the relevant staff members for noncompliance with the Act, these regulations and the internal rules; and
- (f) take into account any guidance notes concerning the reporting of suspicious or unusual transactions which may apply to that institution.

#### **CHAPTER 6**

# **MISCELLANEOUS**

#### Guidance notes

- 28. (1) The Centre may issue guidance notes concerning-
- (a) the verification of identities;
- (b) reporting of suspicious and unusual transactions; and
- (c) any other obligations imposed on accountable institutions under the Act.
- (2) Guidance notes referred to in subregulation (1) may differ for different accountable institutions or persons, or categories of accountable institutions or persons and different categories of transactions.

### Offences and penalties

- 29. (1) Any accountable institution which contravenes regulation 2 (1) is guilty of an offence.
- (2) Any accountable institution which fails to obtain the particulars referred to in regulation 3, 5, 7, 9, 11, 13, 15 or 17 (1) is guilty of an offence.
- (3) Any accountable institution which fails to verify any particulars referred to in regulation 3, 5, 7, 9, 11, 13, 15 or 17 (1) in accordance with regulation 4, 6, 8, 10, 12, 14, 16 or 17 (2) is guilty of an offence.
- (4) Any accountable institution which fails to take reasonable steps to verify information obtained without contact with a natural person or a representative of a legal person, partnership or trust in accordance with regulation 18 is guilty of an offence.
- (5) Any accountable institution which fails to take reasonable steps to maintain the correctness of particulars in accordance with regulation 19 is guilty of an offence.
- (6) Any accountable institution which fails to inform the Centre of particulars concerning third parties keeping records in accordance with regulation 20 is guilty of an offence.
- (7) Any person or institution which fails to send a report under section 29 of the Act to the Centre within the period referred to in regulation 24 is guilty of an offence.
- (8) Any accountable institution which fails to develop internal rules in accordance with regulation 25, 26 or 27 is guilty of an offence.

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(9) Any person or institution convicted of an offence under this section is liable to imprisonment for a period not exceeding six months or a fine not exceeding R100 000.

### Title and commencement

- 30. (1) These regulations are called the Money Laundering Control Regulations.
  - (2) Chapter 4 and regulations 29 (7) and (9) shall come into operation on 3 February 2003.
  - (3) Regulation 1, Chapters 1, 2, 3, and 5 and regulations 28 and 29 (1), (2),(3), (4), (5), (6) and (8) shall come into operation on 30 June 2003.

# SUSPICIOUS OR UNUSUAL TRANSACTION REPORT

Report Number:	y y Y y M m d d
PART A: Particulars of person or entity from which report emar	nates
i. must be completed by all persons or entities making a report; i. please complete all sections)	
. Person or Entity's Full Name:	
Person or Entity's Identifying number:	
Street Address:  4. Postal Address:	
City:	6. Postal Code:
Surname of Contact Person:  Initials of Contact Person:  9. Title of Contact Person:	
	2
11. Fax Number of Contact       11. Fax Number of Contact           (	t Person:
2. E-mail Address of Contact Person:	
his is: (mark with an X)	# # #
A a new report	84
B a correction of, or additional information to, a previous report  umber of previous report  Date of previous report	Part of provious report offs-t-
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PART B:	Particulars	of transaction	n reported				
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15.	5. Persons With Signing Authority:		
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Page 181	PARTE: Particulars of person	conducting trans	action
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1.	Transaction was conducted by (mark with an X):	p	*
	the person referred to in Part D	1	a person on behalf of the person or entity referred to in Part D
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PART F: Particulars of	f suspicious	activity

(Pease describe clearly and completely the events which led to the forming of the conclusion that the relevant activity is suspicious and state the reasons for this conclusion being formed)

PART G: Particulars of action taken

PART H: List of available documents

No. R. 1596

EXEMPTIONS IN TERMS OF THE FINANCIAL INTELLIGENCE CENTRE ACT,

2001

By virtue of the powers vested in me by section 74 of the Financial Intelligence Centre Act, 2001 (Act No 38 of 2001), I, Trevor Andrew Manuel, Minister of Finance, hereby make the exemptions set out in the Schedule:

### SCHEDULE

### INTERPRETATION

### **Definitions**

In this Schedule "the Act" means the Financial Intelligence Centre Act, 2001
(Act No 38 of 2001), and any expression to which a meaning has been
assigned in the Act shall have that meaning, and—

"the Regulations" means the Regulations promulgated by Government Notice R. ... of ... under section 77 of the Act.

# PART 1 GENERAL EXEMPTIONS

# Timing of verification

- 2. Every accountable institution may by, way of exemption from section 21 of the Act, accept a mandate from a prospective client to establish a business relationship or to conclude a single transaction, or take any similar preparatory steps with a view to establishing a business relationship or concluding a single transaction, before the accountable institution verified the identity of that prospective client in accordance with section 21 of the Act, subject to the condition that the accountable institution will have completed all steps which are necessary in order to verify the identity of that client in accordance with section 21 of the Act before the institution—
  - (a) concludes a transaction in the course of the resultant business relationship, or
  - (b) performs any act to give effect to the resultant single transaction.

# Exemption from Parts 1, 2 and 4 of Chapter 3 of Act 38 of 2001

3. Every natural person who performs the functions of an accountable institution referred to in Schedule 1 to the Act in a partnership with another natural person, or in a company or close corporation is exempted from the provisions of Parts 1, 2 and 4 of Chapter 3 of the Act subject to the condition that those provisions are complied with by another person employed by the partnership, company or close corporation in which he or she practises.

# Exemption from section 21 and 22 of the Act 38 of 2001

- 4. Every accountable institution is exempted from compliance with the provisions of section 21 and 22 (1) (a), 22 (1) (b), 22 (1) (c), 22 (1) (d), 22 (1) (e), 22 (1) (h) and 22 (1) (i) of the Act, in respect of a business relationship or single transaction which is established or concluded with that institution (the second accountable institution) by another accountable institution (the primary accountable institution) acting on behalf of a client of that primary accountable institution, subject to the condition that the primary accountable institution confirms in writing to the satisfaction of the second accountable institution that—
  - (a) it has established and verified the identity of the client in accordance with section 21 of the Act, or
  - (b) in terms of its internal rules and the procedures ordinarily applied in the course of establishing business relationships or concluding single transactions the primary accountable institution will have established and verified, in accordance with section 21 of the Act, the identity of every client on whose behalf it will be establishing business relationships or conducting concluding single transactions with the second accountable institution.

# Exemption from verification obligations under section 21 of the Act

- 5. Every accountable institution is exempted from compliance with the provisions of section 21 of the Act which require the verification of the identity of a client of that institution if—
  - (a) that client is situated in a country where, to the satisfaction of the relevant supervisory body, anti-money laundering regulation and supervision of compliance with such anti-money laundering regulation, which is equivalent to that which applies to the accountable institution is in force,
  - (b) a person or institution in that country, which is subject to the antimoney laundering regulation referred to in paragraph (a) confirms in writing to the satisfaction of the accountable institution that the person or institution has verified the particulars concerning that client which the accountable institution had obtained in accordance with section 21 of the Act, and
    - (c) the person or institution referred to in paragraph (b) undertakes to forward all documents obtained in the course of verifying such particulars to the accountable institution.

# Exemption from regulations made under Act 38 of 2001

6. (1) Every accountable institution is exempted from compliance with regulation 7 (c), 7 (d), 7 (f), 7 (g), 7 (h), 7 (i), 7(j), 8, 9 (c), 9 (d), 9 (e), 9 (f), 9 (g), 9 (h), 9 (i), 9 (j), 9 (k) and 10 of the Regulations, and of section 22 (1) (a), 22 (1) (b), 22 (1) (c), 22 (1) (d), 22 (1) (e), 22 (1) (h) and 22 (1) (i) of the Act concerning the particulars referred to in those

regulations, in respect of a business relationship established or single transaction concluded with a public company the securities of which are listed on a stock exchange recognised for this purpose and listed in the Schedule to these exemptions.

(2) Every accountable institution is exempted from compliance with regulation 3 (1) (d), 4 (2), 5 (1) (e), 6 (2), 7 (h), 8 (d), 9 (h), 10 (c), 11 (d), 12 (b), 15 (c) and 16 (b) of the Regulations, and of section 22 (1) (a), 22 (1) (b), 22 (1) (c), 22 (1) (d), 22 (1) (e), 22 (1) (h) and 22 (1) (i) of the Act concerning the particulars referred to in those regulations.

#### PART 2

# EXEMPTIONS FOR INSURANCE AND INVESTMENT PROVIDERS

# Exemption from Parts 1 and 2 of Chapter 3 of Act 38 of 2001

- 7. (1) Every accountable institution which performs the functions of an accountable institution referred to in items 5, 8, 12, 17 and 18 of Schedule 1 to the Act is exempted, in respect of those functions, from compliance with the provisions of Parts 1 and 2 of Chapter 3 of the Act in respect of every business relationship or single transaction concerning—
  - (a) any long term insurance policy which is a fund policy or a fund member policy as defined in the Long-term Insurance Act, 1998 and the regulations thereto and in respect of which the policyholder is a pension fund, provident fund or retirement annuity fund approved in terms of the Income Tax Act, 1962;

- (b) any unit trust or linked product investment effected by a pension fund, provident fund or retirement annuity fund approved in terms of the Income Tax Act, 1962, including an investment made to fund in whole or in part the liability of the fund to provide benefits to members or surviving spouses, children, dependants or nominees of members of the fund in terms of its rules;
- (c) any annuity purchased as a compulsory annuity in terms of the rules of a pension fund, provident fund or retirement annuity fund approved in terms of the Income Tax Act, 1962;
- (d) any reinsurance policy issued to another accountable institution;
- (e) any long-term insurance policy classified in terms of the Long-term
   Insurance Act, 1998 as an assistance policy;
- (f) any long term insurance policy which provides benefits only upon the death, disability, sickness or injury of the life insured under the policy;
- (g) any long-term insurance policy in respect of which recurring premiums are paid which will amount to an annual total not exceeding R25 000,00, subject to the condition that the provisions of Parts 1 and 2 of Chapter 3 of the Act have to be complied with in respect of every client—
  - (i) who increases the recurring premiums so that the amount of R25 000,00 is exceeded;
  - (ii) who surrenders such a policy within three years after its commencement; or

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- (iii) to whom that accountable institution grants a loan or extends credit against the security of such a policy within three years after its commencement;
- (h) any long term insurance policy in respect of which a single premium not exceeding R 50 000,00 is payable, subject to the condition that the provisions of Parts 1 and 2 of Chapter 3 of the Act have to be complied with in respect of every client—
  - (i) who surrenders such a policy within three years after its commencement; or
  - (ii) to whom that accountable institution grants a loan or extends credit against the security of such a policy within three years after its commencement;
- (i) any contractual agreement to invest in unit trust or linked product investments in respect of which recurring payments are payable amounting to an annual total not exceeding R 25 000,00, subject to the condition that the provisions of Parts 1 and 2 of Chapter 3 of the Act have to be complied with in respect of every client who liquidates the whole or part of such an investment within one year after the making of the first payment;
- (j) any unit trust or linked product investment in respect of which a onceoff consideration not exceeding R 50 000,00 is payable, subject to the condition that the provisions of Parts 1 and 2 of Chapter 3 of the Act have to be complied with in respect of every client who liquidates the whole or part of such an investment within one year after the making of the first payment;

- (k) any other long term insurance policy on condition that within the first three years after the commencement of the policy the surrender value of the policy does not exceed twenty per cent of the value of the premiums paid in respect of that policy.
- (2) Every accountable institution which performs the functions of an accountable institution referred to in items 4, 15, 17 and 18 is exempted, in respect of those functions, from compliance with the provisions of Parts 1 and 2 of Chapter 3 of the Act in respect of transactions in securities listed on a stock exchange (as defined in the Stock Exchanges Control Act, 1985) or a financial market (as defined in the Financial Markets Control Act, 1989) for a pension fund, provident fund or retirement annuity fund approved in terms of the Income Tax Act, 1962, including investments in such securities made to fund in whole or in part the ability of the fund to provide benefits for members, surviving spouses, children, dependants or nominees of members of the fund in terms of its rules.

### PART 3

#### **EXEMPTIONS FOR MEMBERS OF EXCHANGES**

# Exemption from sections 21 and 22 of Act 38 of 2001

8. Every accountable institution which performs the functions of an accountable institution referred to in items 4 and 15 of Schedule 1 to the Act is exempted, in respect of those functions, from compliance with the provisions of Sections

21 and 22 of the Act in respect of the clients on whose behalf a person or an institution is acting when entering into a business relationship with the accountable institution, if—

- (a) that person or institution is situated in a country where, to the satisfaction of the relevant supervisory body, it is subject to anti-money laundering regulation and supervision of compliance with such antimoney laundering regulation, which is equivalent to that which applies to the accountable institution, and
- (b) that person or institution confirms in writing to the satisfaction of the accountable institution that the person or institution will have obtained and recorded the identities of all such clients in the manner required by that country's anti-money laundering legislation.

# Exemption from regulations made under Act 38 of 2001

- 9. (1) Every accountable institution which performs the functions of an accountable institution referred to in items 4 and 15 of Schedule 1 to the Act is exempted, in respect of those functions, from compliance with the provisions of regulation 7 (f), 7 (g), 7 (h), 7 (i), 7 (j), 8 (c), 9 (h), 9 (i), 9 (j), 10 (c) and 10 (e) of the Regulations, and of section 22 (1) (a), 22 (1) (b), 22 (1) (c), 22 (1) (d), 22 (1) (e), 22 (1) (h) and 22 (1) (i) of the Act concerning the particulars referred to in those regulations, in respect of a business relationship established, or single transaction concluded, with a client which is—
  - (a) a legal person, and

- (b) a non-controlled client as defined in the Rules of the JSE Securities Exchange South Africa, as amended.
- (2) Every accountable institution which performs the functions of an accountable institution referred to in items 4 and 15 of Schedule 1 to the Act is exempted, in respect of those functions, from compliance with the provisions of regulation 9 (h), 9 (i), 9 (j), 9 (k), 10 (c) 10 (d) and 10 (e) of the Regulations, and of section 22 (1) (a), 22 (1) (b), 22 (1) (c), 22 (1) (d), 22 (1) (e), 22 (1) (h) and 22 (1) (i) of the Act concerning the particulars referred to in those regulations, in respect of a person or an institution with whom the accountable institution enters into a business relationship, if that person or institution is situated in a country where, to the satisfaction of the relevant supervisory body, it is subject to anti-money laundering regulation and supervision of compliance with such anti money laundering regulation, which is equivalent to that which applies to the accountable institution.

#### PART 4

### **EXEMPTIONS FOR ATTORNEYS AND ADMINISTRATORS OF PROPERTY**

# Exemption from Parts 1 and 2 of Chapter 3 of Act 38 of 2001

10. (1) Every accountable institution which performs the functions of an accountable institution referred to in item 1 of Schedule 1 to the Act is exempted, in respect of those functions, from compliance with the provisions of Parts 1 and 2 of Chapter 3 of the Act in respect of every

business relationship or single transaction except for a business relationship or single transaction in terms of which—

- (a) a client is assisted in the planning or execution of-
  - (i) the buying or selling of immovable property;
  - (ii) the buying or selling of any business undertaking;
  - (iii) the opening or management of a bank, investment or securities account;
  - (iv) the organisation of contributions necessary for the creation, operation or management of a company or close corporation or of a similar structure outside the Republic;
  - (v) the creation, operation or management of a company or close corporation or of a similar structure outside the Republic;
  - (vi) the creation, operation or management of a trust or of a similar structure outside the Republic, except for a trust established by virtue of a testamentary writing or court order;
- (b) a client is assisted in disposing of, transferring, receiving, retaining, maintaining control of or in any way managing any property;
- (c) a client is assisted in the management of any investment;
- (d) a client is represented in any financial or real estate transaction;
   or

- (e) a client deposits, over a period of twelve months, an amount of R100 000 or more with the institution in respect of attorney's fees which may be incurred in the course of litigation.
- (2) Every accountable institution which performs the functions of an accountable institution referred to in item 2 of Schedule 1 to the Act is exempted, in respect of those functions, from compliance with the provisions of Parts 1 and 2 of Chapter 3 of the Act in respect of every business relationship or single transaction concerning—
  - (a) the preparation of a testamentary writing;
  - (b) the administration of a deceased estate, as executor of that estate:
  - (c) the administration of trust property as trustee of a trust established by virtue of a testamentary writing or court order; or
  - (d) the administration of trust property as trustee of a trust established to administer funds payable from an employees' benefit fund for the benefit of a nominated beneficiary or dependant of a deceased member of such an employees' benefit fund.

#### PART 5

#### EXEMPTIONS FOR ESTATE AGENTS

### Exemption from Parts 1, 2 and 4 of Chapter 3 of Act 38 of 2001

11. Every accountable institution which performs the functions of an accountable institution referred to in item 3 of the Schedule to the Act and which renders the services referred to in paragraphs 2 (a) and (b) of the regulations made under section 33 of the Estate Agency Affairs Act, 1976 (Act No. 112 of 1976) in Government Notice R 1485 of 17 July 1981, is exempted from compliance with the provisions of Parts 1, 2 and 4 of Chapter 3 of the Act in respect of that part of its business to which those services relates.

#### PART 6

### **EXEMPTIONS FOR GAMBLING INSTITUTIONS**

### Exemption from Act 38 of 2001

12. Every accountable institution which performs the functions of an accountable institution referred to in item 9 of Schedule 1 to the Act and which is required to hold a license to operate a casino is exempted from compliance with the provisions of the Act in respect of all activities of such an institution which may be performed without the institution being required to hold such a license.

# Exemption from Parts 1 and 2 of Chapter 3 of Act 38 of 2001

- 13. Every accountable institution which performs the functions of an accountable institution referred to in item 9 of Schedule 1 to the Act is exempted, in respect of those functions, from compliance with the provisions of Parts 1 and 2 of the Act in respect of every single transaction concluded with a client, in terms of which—
  - (a) credit or any representation of value which is issued or sold by the institution to be used for gambling, is provided directly or indirectly to the client for a consideration not exceeding R25 000,00 or more, or
  - (b) an amount not exceeding R25 000,00 is provided directly or indirectly to the client in exchange for any representation of value which is issued or sold by the institution to be used for gambling; or
  - (c) an amount not exceeding R25 000,00 is received from the client-
    - (i) as a deposit for gaming;
    - (ii) as a repayment of credit previously extended;
    - (iii) as a wager at any gaming activity at which a representation of value which is issued or sold by the institution to be used for gambling is not customarily used for wagering; or
    - (iv) for safekeeping;
  - (d) an amount not exceeding R5 000,00 is received from the client as a wager at any gaming activity at which a representation of value which is issued or sold by the institution to be used for gambling is customarily used for wagering;

(e) cash, a cheque or other negotiable instrument or funds are exchanged by, or on behalf of the client, for cash, a cheque or other negotiable instrument or funds which are to be transferred, to the amount not exceeding R25 000,00.

# Exemption from regulations made under Act 38 of 2001

14. Every accountable institution which performs the functions of an accountable institution referred to in item 9 of Schedule 1 to the Act is exempted, in respect of those functions, from compliance with the provisions of regulation 3 (1) (d), 3 (1) (e), 4 (2), 4 (3), 5 (1) (e) and 5 (1) (f) of the Regulations, and of section 22 (1) (a), 22 (1) (b), 22 (1) (c), 22 (1) (d), 22 (1) (e), 22 (1) (h) and 22 (1) (i) of the Act concerning the particulars referred to in those regulations, in respect of every single transaction which is not subject to the exemption referred to in paragraph 11 of this Schedule.

#### PART 7

### **EXEMPTIONS FOR BANKS**

# Exemption from Parts 1 and 2 of Chapter 3 of Act 38 of 2001

15. Every accountable institution which performs the functions of an accountable institution referred to in items 6, 7, 14 and 16 of Schedule 1 to the Act is exempted, in respect of those functions, from compliance with the provisions of Parts 1 and 2 of Chapter 3 of the Act in respect of every business

relationship with a natural person in terms of which an unsecured loan of an amount not exceeding R15 000,00 is made to that person.

# Exemption from sections 21 and 22 of Act 38 of 2001

16. Every accountable institution which performs the functions of an accountable institution referred to in items 6, 7, 14 and 16 of Schedule 1 to the Act is exempted, in respect of those functions, from compliance with the provisions of section 21 and 22 (1) (a), 22 (1) (b), 22 (1) (c), 22 (1) (d), 22 (1) (e), 22 (1) (h) and 22 (1) (i) of the Act in respect of an institution providing similar services with which the accountable institution has entered into a business relationship and which situated in a country where, to the satisfaction of the relevant supervisory body, it is subject to anti-money laundering regulation and supervision of compliance with such anti money laundering regulation, which is equivalent to that which applies to the accountable institution.

# Exemption from regulations made under Act 38 of 2001

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17. Every accountable institution which performs the functions of an accountable institution referred to in items 6, 7, 14 and 16 of Schedule 1 to the Act is exempted, in respect of those functions, from compliance with the provisions of regulations 3 (1) (d), 3 (1) (e), 3 (2) (d), 3 (2) (e), 4 (2) and 4 (3) of the Regulations, and of section 22 (1) (a), 22 (1) (b), 22 (1) (c), 22 (1) (d), 22 (1) (e), 22 (1) (h) and 22 (1) (i) of the Act concerning the particulars referred to in those regulations, in respect of every business relationship with a natural

person who is a citizen of, or resident in, the Republic, in terms of which that person holds an account which—

- enables the account holder to withdraw or transfer or make electronic payments from that account to an amount not exceeding R15 000,00 over a 24 hour period;
- (b) enables the account holder to receive a deposit, or a series of deposits over a period of 24 hours, into that account not exceeding—
  - (i) on more than one occasion in a calendar month, an amount of R5 000,00; and
  - (ii) at any time, an amount of R20 000,00;
- (c) enables the account holder to maintain a balance in that account not exceeding R25 000,00; and
- (d) does not enable the holder of that account to transfer funds out of that account to any destination outside the Republic,

subject to the conditions that such an account does not remain dormant for a period exceeding 180 days and that the same person does not hold more than one such account with the same institution at any time.

# PART 8

# MISCELLANEOUS

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# Exemptions do not apply in case of suspicious and unusual transactions

18. No exemption referred to in paragraph 4 (1), 5 (1), 6 (1), 9 and 13 of this Schedule shall apply in any circumstances where consideration is given to the

making of a report under section 29 of the Act unless the accountable institution concerned may, by carrying out the required steps to which the exemptions referred to in those paragraphs apply, directly or indirectly alert, or bring information to the attention of another person which will, or is likely to, prejudice an investigation.

### Commencement

19. These exemptions shall come into operation on 30 June 2003.

### SCHEDULE

Exchanges recognised for purposes of the exemption in respect of public companies the securities of which are listed on a stock exchange (Exemption 6)

American Stock Exchange

Amsterdam Exchanges N.V.

Athens Stock Exchange

Australian Stock Exchange Ltd

Barcelona Stock Exchange

Bolsa de Comercio de Buenos Aires

Bolsa de Madrid

Bolsa de Comercio de Santiago

Bolsa de Valores de Bilbao

Bolsa de Valores de Lima

Bolsa de Valores de Lisboa

Bolsa de Valores do Rio de Janeiro

Bolsa de Valores do Sao Paulo

Bolsa Mexicana de Valores

Bourse de Montréal

Brussels Exchanges Ltd

Canandian Venture Exchange

Chicago Board Options Exchange, Inc.

Colombo Stock Exchange

Copenhagen Stock Exchange

Deutsche Börse AG

Helsinki Exchanges Group Ltd Oy

Irish Stock Exchange

Istanbul Stock Exchange

Italian Exchange

Jakarta Stock Exchange

Johannesburg Stock Exchange

Korea Stock Exchange

Kuala Lumpur Stock Exchange

Ljubljana Stock Exchange, Inc.

London Stock Exchange

Malta Stock Exchange

National Association of Securities Dealers, Inc.

New York Stock Exchange, Inc.

New Zealand Stock Exchange

**OM Stock Exchange** 

Osaka Securities Exchange

Oslo Bors

Paris Bourse SBF SA

Philippine Stock Exchange Inc.

Singapore Exchange

Société de la Bourse de Luxembourg SA

Swiss Exchange

Taiwan Stock Exchange

Tehran Stock Exchange

CHANTON ENDOUGH CONTRACTOR

The Bermuda Stock Exchange Ltd

The Chicago Stock Exchange, Inc.

The Stock Exchange of Hong Kong Ltd

The Stock Exchange of Thailand

The Tel Aviv Stock Exchange Ltd

The Toronto Stock Exchange

Tokyo Stock Exchange

Warsaw Stock Exchange

Wiener Börse AG

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