



THE FIDUCIARY INSTITUTE OF SOUTH AFRICA



(Established 1 June 2008)

APPLICATION FOR MEMBERSHIP AND CERTIFICATION

OBJECTIVE

The objective of the Institute, in having established for Associate Members a competency certification programme incorporating a Code of Ethics, is to promote excellence and professionalism in the trust and personal financial services industry. The desired achievement of high standards of performance and ethics in all segments of the profession will ensure quality service to the public.

In seeking to achieve this objective, the Institute will :-

- Determine the requirements and qualifications for certification;
- Monitor and maintain a record of each certificated Associate Member's formal education;
- Promote educational opportunities designed to aid certificated Associate Members in enhancing their professional skills;
- Promote public confidence in the integrity, objectivity, competence and professionalism of certificated Associated Members;
- Aid certificated Associated Members in understanding and adjusting to changes in the economy, technology and society.

BENEFITS

The benefits of the establishment of the programme include :-

- Providing an organised means whereby trust professionals can obtain certification that they possess the level of knowledge and skills necessary to practise their profession and subscribe to a high standard of professional ethics;
- Promoting public confidence in the integrity, objectivity, competence and professionalism of trust practitioners;
- Instilling a commitment to high standards of excellence and ethics resulting in a quality service to the public;
- Enhancing the professional image, reputation and credibility of the trust industry, thus enabling the industry to maintain self - determination and accomplish deregulation.

BASIS OF CERTIFICATION

Certification will attest that the Associate Member has achieved the required level of education, experience, knowledge and skills required by the Institute to practise as a specialist and professional in the trust and personal financial services industry. The precise examination and other requirements to qualify for certification will be determined and laid down by the Executive Committee of the Institute.

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The qualifications are :-

Certificated Wills Drafter - For practitioners in the field of will drafting.

Certificated Senior Wills Drafter - For practitioners in the field of will drafting.

Certificated Estates Administrator - For practitioners in the field of deceased estates administration.

Certificated Senior Estates Administrator - For practitioners in the field of deceased estates administration.

Certificated Trust Administrator - For practitioners in the field of trust administration.

Certificated Senior Trust Administrator - For practitioners in the field of trust administration.

Certificated Estate and Financial Planning Practitioner - For practitioners in the fields of personal financial, estate and tax planning, personal asset and investment management and personal trust services.

Certificated Senior Estate and Financial Planning Practitioner - For practitioners in the fields of personal financial, estate and tax planning, personal asset and investment management and personal trust services.

Other certifications may be considered upon verifying the need and support therefor, from Full or Affiliated members of the Association.

The fee payable by applicants for certification will be decided by the Executive Committee of the Institute, from time to time.

REQUIREMENTS FOR CERTIFICATION

A candidate for certification must be an Associate member of the Institute, and have signed the Institute's Code of Ethics, must be currently employed in the trust and personal financial services industry by a Full or Affiliate member, and must meet the following requirements :-

1. CERTIFICATED WILLS DRAFTER

- 1.1 Successfully passed the necessary examination of the Institute of Bankers in South Africa, and be the holder of either the Institute's Estate and Trust Administrator's Certificate, or it's former Trustee Licentiate Diploma plus three (3) years practical experience in the trust services industry, including at least two (2) years actual practical experience in the drafting of wills and competency in this field, or

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- 1.2 Any Bachelor's degree (with a law subject as a primary subject) plus two (2) years practical experience in the trust services industry, including at least one (1) year actual practical experience in the drafting of wills and competency in this field, or
- 1.3 Any Bachelor's degree in Commerce plus three (3) years practical experience in the trust services industry, including at least one (1) year actual practical experience in the drafting of wills and competency in this field, or
- 1.4 Five (5) years practical experience in the trust services industry, including at least three (3) years actual practical experience in the drafting of wills and competency in this field.

2. CERTIFICATED SENIOR WILLS DRAFTER

- 2.1 Any one of the items in 1 above plus an additional two (2) years actual practical experience in the drafting of wills and competency in this field.

3. CERTIFICATED ESTATES ADMINISTRATOR

- 3.1 Successfully passed the necessary examination of the Institute of Bankers in South Africa, and be the holder of either the Institute's Estate and Trust Administrator's Certificate, or it's former Trustee Licentiate Diploma plus three (3) years practical experience in the trust services industry, including at least two (2) years actual practical experience in the administration of deceased estates and competency in this field, or
- 3.2 Any Bachelor's degree (with a law subject as a primary subject) plus two (2) years practical experience in the trust services industry, including at least one (1) year actual practical experience in the administration of deceased estates and competency in this field, or
- 3.3 Any Bachelor's degree in Commerce plus three (3) years practical experience in the trust services industry, including at least one (1) year actual practical experience in the administration of deceased estates and competency in this field, or
- 3.4 Five (5) years practical experience in the trust services industry, including at least three (3) years actual practical experience in the administration of deceased estates and competency in this field.

4. CERTIFICATED SENIOR ESTATES ADMINISTRATOR

- 4.1 Any one of the items in 3 above plus an additional two (2) years actual practical experience in the administration of deceased estates (of which a maximum of 10% may be estates administered in terms of Section 18(3) of the Act on Deceased Estates) and competency in this field.

5. CERTIFICATED TRUST ADMINISTRATOR

- 5.1 Successfully passed the necessary examination of the Institute of Bankers in South Africa, and be the holder of either the Institute's Estate and Trust Administrator's Certificate, or it's former Trustee Licentiate Diploma plus three (3) years practical experience in the trust services industry, including at least two (2) years actual practical experience in the administration of trusts and competency in this field, or
- 5.2 Any Bachelor's degree (with a law subject as a primary subject) plus two (2) years practical experience in the trust services industry, including at least one (1) year actual practical experience in the administration of trusts and competency in this field, or
- 5.3 Any Bachelor's degree in Commerce plus three (3) years practical experience in the trust services industry, including at least one (1) year actual practical experience in the administration of trusts and competency in this field, or
- 5.4 Five (5) years practical experience in the trust services industry, including at least three (3) years actual practical experience in the administration of trusts and competency in this field.

6. CERTIFICATED SENIOR TRUST ADMINISTRATOR

- 6.1 Any one of the items in 5 above plus an additional two (2) years actual practical experience in the administration of trusts and competency in this field.

7. CERTIFICATED ESTATE AND FINANCIAL PLANNING PRACTITIONER

- 7.1 Successfully passed the necessary examination of The Institute of Bankers in South Africa and be the holder of the Institute's Estate and Financial Planning Certificate plus three (3) years practical experience in the trust and personal financial services industry, and competency in the fields of personal financial, estate and tax planning, the drafting of standard type wills, or asset and investment management and personal trust services, or

- 7.2 7.1 above plus an additional two (2) years practical experience in the trust and personal financial services industry, and competency in the fields of personal financial, estate and tax planning, the drafting of standard type wills, asset and investment management and personal trust services, or
- 7.3 Any Bachelor's degree (with law as primary subject) plus three (3) years practical experience in the trust and personal financial services industry, and competency in the fields of personal financial, estate and tax planning, the drafting of standard type wills, or asset and investment management and personal trust services, or
- 7.4 Any Bachelor's degree in Commerce plus four (4) years practical experience in the trust and personal financial services industry, and competency in the fields of personal financial, estate and tax planning, the drafting of standard type wills, or asset and investment management and personal trust services, or
- 7.5 Admission as CFP by the FPI plus two (2) years practical experience in the trust and personal financial services industry, and competency in the fields of personal financial, estate and tax planning, the drafting of standard type wills, or asset and investment management and personal trust services, or
- 7.6 Six (6) years practical experience in the trust and personal financial services industry, and competency in the fields of personal financial, estate and tax planning, the drafting of standard type wills, or asset and investment management and personal trust services.

8. CERTIFICATED SENIOR ESTATE AND FINANCIAL PLANNING PRACTITIONER

- 8.1 Admission as CFP by the FPI plus three (3) years practical experience in the trust and personal financial services industry, and competency in the fields of personal financial, estate and tax planning, the drafting of complex type wills, or asset and investment management and personal trust services, or
- 8.2 H Dip Tax or similar qualification plus three (3) years practical experience in the trust and personal financial services industry, and competency in the fields of personal financial, estate and tax planning, the drafting of complex type wills, or asset and investment management and personal trust services, or
- 8.3 Any of the items in 7 above plus an additional three (3) years additional practical experience in the trust and personal financial services industry, and competency in the fields of personal financial, estate and tax planning, the drafting of complex type wills, or asset and investment management and personal trust services.

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Proof of experience and competency will be required in the form of a certificate, given on behalf of the candidate's employer by the employer's representative on the Institute's Main Board, or his / her alternate.

Exceptionally, an application for certification by a candidate, who does not meet all the requirements outlined above, may be considered and decided upon by the Executive Committee of the Institute, whose decision shall be final and binding.

CODE OF ETHICS AND DISCIPLINARY CODE FOR MEMBERS

The Fiduciary Institute recognises the importance of a Code of Ethics and Disciplinary Code that emphasises the conduct, competency, knowledge, professionalism, integrity, objectivity and responsibility of each person accepted as a member of the Institute.

As such, a copy of the Code of Ethics and Disciplinary Code is attached to this document for signature by the applicant prior to the application being considered by the Executive Committee of the Institute.