



INTERMEDIARIES GUARANTEE FACILITY LTD

(Reg No 1989/07489/06)

Ground Floor, Willowbrook House, Constantia Office Park, c/o 14th Avenue and Hendrik Potgieter Street, Weltevreden Park, 1709

P O Box 5098* Weltevreden Park, 1715* Telephone +27 11 726 5391*

Telefax =086 647 2276

CREDIT INTERMEDIARIES APPLYING FOR AN IGF GUARANTEE

REGULATION 4, SECTION 45 OF THE SHORT TERM INSURANCE ACT, 1998 APPLICATION REQUIREMENTS

In accordance with regulation 4, section 45 of the Short Term Insurance Act, 1998, it is a requirement that you complete the following documents:

1. **Proposal for Application** (Document One – 3 pages)
2. **Indemnity Agreement** (Document 2 – three pages)
To be completed by the intermediary for the amount of the guarantee required. Please note that the indemnity agreement must be initialled on every page and signed in full on the last page, by an authorised person and two witnesses.
3. **Agreement by Proposer** (Document 3 – one page)
4. **Solvency Requirement for Sole Proprietors and Partnerships** (Document 4 – one page)
This is a read only document.
5. **Solvency Certificate** (Document 5 – one page)
Please note that the IGF has the right to request financial statements. Please attach a signed copy of the financial statements to support this solvency certificate.
6. **Return by Independent Intermediary** (Document 6 – one page)
This document is a statutory certificate required to certify the guarantee amount and must be signed by the intermediary and their appointed auditors/accounting officer.

For intermediaries that have not collected premiums for a full financial year (new application) then the appointed auditor or accounting officer, must sign for identification purposes.
7. **Premium Rating** (Document 7 – one page)
This is a read only document
8. **Premium Example** (Document 8 – one page)

This is a read only document.

9. Premium Calculation to be completed (Document 9 – one page)

10. Professional Indemnity Cover

If you have Professional Indemnity Cover, a copy of the current schedule is required. Please note that the schedule must reflect the amount, period of cover and the name of the intermediary applying for the guarantee.

7. Fidelity Guarantee Cover

If you have Fidelity Guarantee Cover, a copy of the current policy document is required. Please note that the schedule must reflect the amount, period of cover, and the name of the intermediary applying for the guarantee.

In order for you to obtain the reduced premium rates, you need to have **both** Professional Indemnity and Fidelity Guarantee Cover in place. If you are unable to obtain Fidelity Guarantee Cover, but wish to obtain the reduced premium rates, collateral security to the full amount of the guarantee will be required.

12. Company Letterhead

We require a current letterhead to update our records.

13. Certificate of company name and registration number.

We require the above for correct registration.

The following is required:

- a) For CC's, a copy of the CK1, the founding statement or CK2/2A amending founding statement (if applicable).
- b) For (PTY) LTD and LTD companies the form CM1 certificate of incorporation or registration of change of name (if applicable).
- c) For trusts, the confirmation of registration document.

14. VAT Numbers

Please provide your VAT number on Document 1, page one of three.

15. Identity Documents

Copies of identity documents/passports of the directors, partners, members etc. must be attached to the application forms.

16. Financial Statements

All intermediaries are to provide the IGF with financial statements except for sole proprietors, and partnerships with guarantee requirements of below R750 000.

For Guarantee requirements of R750 000 and above, all are required to submit signed, audited sets of financial statements.

Please note that should you wish to deposit your premium directly into our account, a copy of the deposit slip should be faxed to our offices.

Our bank account details are as follows:

Bank	Standard Bank
Branch	Parktown
Account Name	IGF
Account Number	401936414

If you have any further queries, please contact Amanda Diamond amandad@saia.co.za,
or, Lebohang Tsotetsi Lebohang@saia.co.za, or Naomi du Toit Naomi@saia.co.za

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