



APPENDIX E: ONBOARDING SUPPORTING DOCUMENTS CHECKLIST

Item Number	Supporting Documents	Comments
1.	Signed Quotation	
2.	CIPC documents	
3.	Identify Documents Copies (directors of the company and KI)	
4.	Proof of office address	
5.	Proof of banking details	
6.	Tax clearance certificate	
7.	Client Information Form	
8.	Signed SLA agreement	
9.	Copy of FSP certificate	
10.	Company Logo in high-res format	
11.	Copy of flyers with rates	
12.	Letter of consent	
13.	Letter of appointment	
14.	Proof of professional indemnity (PI) insurance and fidelity guarantee (FG) Cover	
15.	Proof of Previous Underwriting (Proof of last payment to insurer)	
16.	6 Months Claims History & Ratio's	
17.	Membership Data	
18.	Final Bordereaux	
19.	Consent form for Date of first appointed (DOFA)	
20.	List of Reps (Name & ID Agents selling products that will be earning commission	
21.	Breakdown of commission (rand value or percentage) to be paid to agent	