



EXPORT AGENCY

NEW AGENCY APPLICATION FORM

KINDLY COMPLETE AND PASS THE APAC ONLINE LEARNING COURSE FOR EXPORT AGENTS BEFORE YOUR APPLICATION WILL BE CONSIDERED

Once completed email the completed form to admin@apacouncil.co.za or fax it to **011 894 3761**

CHECKLIST	APPLICATION CHECKLIST
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Trade name:

Type of application: New agency application Change in ownership application

IMPORTANT:

Ensure that all the documents required in the list below is attached to your application form. Failing to submit any or some of the documents **WILL** result in the application being rejected.

Complete the checklist below to ensure your application is complete:

FOR OFFICE USE ONLY				
ACCEPT	INCOMPLETE	NOT SUBMITTED	NOT CLEAR	SECTION / DIRECTOR #

Have you completed ALL information required by Sections A to F ?	✓	<input type="checkbox"/>				
Have you attached the following documents:						
1. CIPC/ CIPRO Registration certificate?	<input type="checkbox"/>					
2. Auditors letter of acceptance/ appointment?	<input type="checkbox"/>					
3. Have Annexure A been completed for ALL the listed entity owners?	<input type="checkbox"/>					
3.1. Certified, clear copy ID's of each of the entity owners?	<input type="checkbox"/>					
3.2. SmartScreen Indemnity Form for each of the entity owners (Annexure C)?	<input type="checkbox"/>					
3.3. Certificate of highest qualification obtained	<input type="checkbox"/>					
3.4. Have all the entity owners completed and passed the APAC Online Learning ?	<input type="checkbox"/>					
4. Have Annexure B been completed for ALL agents?	<input type="checkbox"/>					
4.1. SmartScreen Indemnity Form for each of the entity owners (Annexure C)?	<input type="checkbox"/>					
4.2. Certificate of highest qualification obtained	<input type="checkbox"/>					
5. Proof of payment?	<input type="checkbox"/>					

FOR OFFICE USE ONLY

Date received:

Y	Y	Y	Y	M	M	D	D
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Date finalised:

Y	Y	Y	Y	M	M	D	D
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Approval:

Administration Officer

Deputy Registrar

Registrar

SECTION A

PARTICULARS OF APPLICANT (AGENCY)

GENERAL INFORMATION

Trade name:

Date on which the agency will start to operate:

Y	Y	Y	Y	M	M	D	D
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AGENCY CONTACT DETAILS

Physical address:

City

Province

Postal code

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Landline number:

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Administration email address:

Website address:

Postal address: (If different from physical address)

City

Province

Postal code

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Fax number:

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ENTITY INFORMATION

Ensure that the information agrees with your CIPC/ CIPRO/ Trust deed documents

Registered name:

Entity type:

Company

Close Corporation

Partnership

Trust

Sole Owner

Co-operative

Registration date:

Y	Y	Y	Y	M	M	D	D
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Financial year end:

Registration number:

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SECTION B

PARTICULARS OF ENTITY OWNERS

IMPORTANT:

Complete the list of entity owners (Directors/ Members/ Trustees/ Etc.) together with **Annexure A**.

Annexure A **MUST BE COMPLETED** for **EACH** of the individuals listed.

The individuals listed below **MUST** agree with your CIPRO/ CIPC/ Trust deed certificate

#	Title	Initials	Surname	ID number				
1.	<input type="text"/>	<table border="1"><tr><td></td><td></td><td></td><td></td></tr></table>					<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<table border="1"><tr><td></td><td></td><td></td><td></td></tr></table>					<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<table border="1"><tr><td></td><td></td><td></td><td></td></tr></table>					<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<table border="1"><tr><td></td><td></td><td></td><td></td></tr></table>					<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<table border="1"><tr><td></td><td></td><td></td><td></td></tr></table>					<input type="text"/>	<input type="text"/>
6.	<input type="text"/>	<table border="1"><tr><td></td><td></td><td></td><td></td></tr></table>					<input type="text"/>	<input type="text"/>
7.	<input type="text"/>	<table border="1"><tr><td></td><td></td><td></td><td></td></tr></table>					<input type="text"/>	<input type="text"/>
8.	<input type="text"/>	<table border="1"><tr><td></td><td></td><td></td><td></td></tr></table>					<input type="text"/>	<input type="text"/>
9.	<input type="text"/>	<table border="1"><tr><td></td><td></td><td></td><td></td></tr></table>					<input type="text"/>	<input type="text"/>
10.	<input type="text"/>	<table border="1"><tr><td></td><td></td><td></td><td></td></tr></table>					<input type="text"/>	<input type="text"/>

SECTION C**AUDITOR'S INFORMATION**Name of audit firm: IRBA registration number:

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Name and surname of auditor: Landline Number:

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Fax Number:

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Email address: **SECTION E****BEE**Has an independent BEE verification been done on the agency? Yes No Yes No

If yes, what rating was obtained?

Level -

Kindly provide a copy of the certificate

If no, when will the verification be done?

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SECTION E**SARS DETAILS**Tax registration number:

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VAT registration number:

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SECTION F**ACKNOWLEDGEMENT BY APPLICANT**

I, _____ being an authorised representative of the applicant(agency) hereby declare as follows:

- a) The information contained in this application form and the annexure is true and correct in every aspect;
- b) I hereby consent to APAC conducting the necessary searches (e.g. Companies search, Credit search, etc.) or to take any other reasonable measures in order to verify that the information contained in this application form and the annexures is both true and correct;
- c) I do understand that my occupation requires honesty in handling of cash on behalf of producers.

Signed at _____ on this _____ day of _____ 20 _____

Signature

ANNEXURE A**PARTICULARS OF ENTITY OWNERS****IMPORTANT: COMPLETE THIS FORM FOR EACH OF THE ENTITY OWNERS****Owner number:**
*(e.g. 1)*Title: Initials: Gender: Female Male Surname: Full names: ID number: Race: African Coloured Indian White Other Residential address:

City Province Postal code Landline number:
Postal address: (If different from residential address)

City Province Postal code Mobile number:
Email address:
Highest qualification obtained: (Please attached proof)

Declaration of conflict of interest:

Rule 2 - Integrity, objectivity and independence:

2.1 An export agent shall at all times –

- (a) act honestly and conscientiously in the practising of his occupation;
- (b) act in the best interest of his principals;
- (c) avoid entering into relationships or obtaining interests that, either directly or indirectly, impair or threaten his capacity to act in accordance with paragraphs (a) and (b);

2.2 An export agent shall maintain an impartial approach in practising his occupation, and for this purpose be free of any influence or relationship that, either directly or indirectly, could impair his judgement or independence.

2.3 An export agent shall maintain such integrity and objectivity in the practising of his occupation as is necessary to enable him to apply unbiased judgment and objective consideration in forming an opinion or arriving at decisions.

Rule 4 - Incompatible practices:

An export agent shall not hold decision making positions, controlling interests or offices of whatever nature, or engage in any venture, business or occupation, which results or could result in a conflict of interest or an impairment of his independent judgement in the practising of his occupation.

Do you, your wife or relatives have interests in other agricultural business?

Yes Y No N

If yes, list the particulars below:

Initials and surname	Relationship	Conflict

Has a civil judgement ever been passed against you?

Yes Y No N

Have you ever been rehabilitated?

Yes Y No N

Have you ever been sequestered?

Yes Y No N

Have you ever been convicted of an offence in terms of the National Credit Act or other credit legislation?

Yes Y No N

Have you ever been convicted of a criminal offence in South Africa or elsewhere?

Yes Y No N

Previous experience:

Particulars of employment during the last 5 years:

From	To	Employer	Industry
<input type="text"/>	- <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	- <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	- <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	- <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	- <input type="text"/>	<input type="text"/>	<input type="text"/>

Acknowledgement by applicant:

I, _____ the applicant hereby declare as follows:

- a) I will comply with Act 12 of 1992 and the Rules in Respect of Export Agents;
- b) I have carefully read the application form and I am fully aware of the contents thereof;
- c) The information contained in this application form and the annexure is true and correct in every aspect;
- b) I hereby consent to APAC conducting the necessary searches (e.g. Companies search, Credit search, etc.) or to take any other reasonable measures in order to verify that the information contained in this application form and the annexures is both true and correct;
- c) I do understand that my occupation requires honesty in handling of cash on behalf of producers.

Signed at _____ on this _____ day of _____ 20 _____

Signature

IMPORTANT: COMPLETE THIS FORM FOR EACH AND EVERY EMPLOYEE WHO WILL BE ACTING ON BEHALF OF PRODUCERS

Title: Initials: Gender: Female Male

Surname:

Full names:

ID number:

Race: African Coloured Indian White Other

Residential address:

Postal address: (If different from residential address)

City

Province

Postal code

Landline number:

City

Province

Postal code

Mobile number:

Email address:

Highest qualification obtained: (Please attached proof)

Declaration of conflict of interest:

Rule 2 - Integrity, objectivity and independence:

2.1 An export agent shall at all times –

- (a) act honestly and conscientiously in the practising of his occupation;
(b) act in the best interest of his principals;
(c) avoid entering into relationships or obtaining interests that, either directly or indirectly, impair or threaten his capacity to act in accordance with paragraphs (a) and (b);

2.2 An export agent shall maintain an impartial approach in practising his occupation, and for this purpose be free of any influence or relationship that, either directly or indirectly, could impair his judgement or independence.

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Rule 4 - Incompatible practices:

An export agent shall not hold decision making positions, controlling interests or offices of whatever nature, or engage in any venture, business or occupation, which results or could result in a conflict of interest or an impairment of his independent judgement in the practising of his occupation.

Do you, your wife or relatives have interests in other agricultural business? Yes Y No N

If yes, list the particulars below:

Initials and surname	Relationship	Conflict
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Has a civil judgement ever been passed against you?

Yes Y No N

Have you ever been sequestered?

Yes Y No N

Have you ever been rehabilitated?

Yes Y No N

Have you ever been convicted of an offence in terms of the National Credit Act or other credit legislation?

Yes Y No N

Have you ever been convicted of a criminal offence in South Africa or elsewhere?

Yes Y No N

Previous experience:

Particulars of employment during the last 5 years:

From	To	Employer	Industry
<input type="text"/>	- <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	- <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	- <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	- <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	- <input type="text"/>	<input type="text"/>	<input type="text"/>

Acknowledgement by applicant:

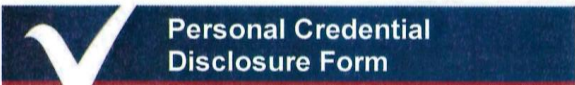
I, _____ the applicant hereby declare as follows:

- a) I will comply with Act 12 of 1992 and the Rules in Respect of Export Agents;
- b) I have carefully read the application form and I am fully aware of the contents thereof;
- c) The information contained in this application form and the annexure is true and correct in every aspect;
- b) I hereby consent to APAC conducting the necessary searches (e.g. Companies search, Credit search, etc.) or to take any other reasonable measures in order to verify that the information contained in this application form and the annexures is both true and correct;
- c) I do understand that my occupation requires honesty in handling of cash on behalf of producers.

Signed at _____ on this _____ day of _____ 20 _____

Signature

ANNEXURE C SMARTSCREEN INDEMNITY FORM



COMPANY DETAILS "Company" To be completed by Company Agent

Company Name: _____ Email: _____
 Agent Name: _____ Mobile No: _____

CANDIDATE PERSONAL INFORMATION

Surname: _____
 Full Names: _____
 Maiden Name: _____ Date of Birth: _____

ID Number / Identifier:

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Description of Identifier:

eg. South African ID Number, Zimbabwean Passport Number, etc.

DEFINITIONS IN TERMS OF BELOW CONSENT

- ✓ "Candidate" means the person completing this document to be considered by the Company for purposes of employment/ continuation of employment;
- ✓ "Company" refers to MIE Client;
- ✓ "Consumer Credit Information" shall have the meaning ascribed to it in section 70 of the NCA;
- ✓ "FAIS Act" shall mean the Financial Advisory and Intermediary Services Act of 2002;
- ✓ "FSB" refers to the Financial Services Board;
- ✓ "NCA" shall mean the National Credit Act, No 34 of 2005, as amended from time to time, including any regulations made under the Act;
- ✓ "Personal Information" shall have the meaning ascribed to it in Chapter 1 of POPI and includes, but is not limited to a name, address, email address, telephone or fax number, fingerprints, criminal history and education or other personal credentials provided, or which is collected from the candidate or other third parties, before and/or during the background screening process and/or thereafter;
- ✓ "POPI" shall mean the Protection of Personal Information Act, No 4 of 2013, as amended from time to time, including any regulations made under the Act;
- ✓ "Privacy and Data Protection Conditions" refers to the 8 (eight) statutory prescribed conditions for the lawful Processing of Personal Information;
- ✓ "Responsible Parties" have meaning to the Company and MIE together, and "Responsible Party" any one of them;
- ✓ "Verification Information Suppliers" shall mean third parties acting on behalf of MIE, including, but not limited to, criminal record bureaus, credit bureaus, governmental bodies, and any educational, training, and fraud prevention organisations;

CONSENT FOR THE USE OF PERSONAL INFORMATION

- ✓ I hereby authorize the Company's duly authorized verification agent, Managed Integrity Evaluation (Pty) Ltd ("MIE"), to access my Personal Information and conduct background screening checks including, but not limited to, credit, qualifications, employment references, criminal record, fraud prevention, ID verification and drivers' licence.
- ✓ I consent to requests for consumer credit information to be released for the below prescribed purposes only:
 - ✓ For employment in a position of trust and honesty and entails the handling of cash or finances;
 - ✓ Fraud prevention or detection.
- ✓ I understand that verification requests form part of the background screening process and:
 - ✓ That requests for credit information from Credit Bureaus will only be conducted under the regulations defined as per the NCA;
 - ✓ Data obtained from the FSB serve only for the purpose to determine the fitness and propriety as envisaged in the FAIS Act.
- ✓ I acknowledge that any Personal Information supplied to the Company is provided voluntarily and that the Company may not be able to comply with its obligations if the correct Personal Information is not supplied to the Company.
- ✓ I understand that privacy is important to the Responsible Parties and the Responsible Parties will use reasonable efforts in order to ensure that any Personal Information in their possession or processed on their behalf is kept confidential, stored in a secure manner and processed in terms of South African law and for the purposes I have authorised.
- ✓ I warrant that all information, including Personal Information, supplied to the Company is accurate and current and agree to correct and update such information when necessary.
- ✓ By submitting any Personal Information to the Company in any form I acknowledge that such conduct constitutes a reasonable unconditional, specific and voluntary consent to the processing of such Personal Information in the following manner by the Company and/or verification information suppliers:
 - ✓ Personal Information may be shared by the Company with MIE and may be further shared by MIE with the Verification Information Suppliers for verification or other legitimate purposes;
 - ✓ Personal Information may be shared by the Verification Information Suppliers with MIE and be further shared by MIE with the Company and MIE's other clients for purposes of continued or future employment or for other legitimate purposes as per the NCA;
 - ✓ Personal Information may be stored for a reasonable period by the Company, MIE and/or the Verification Information Suppliers, and
 - ✓ Personal Information may be transferred cross-border to countries, which do not necessarily have data-protection laws similar to South Africa, for verification or storage purposes. In any cross-border transfer of personal information the recipient will be notified of the need to protect the confidentiality of the personal information.
- ✓ I take note that if the Responsible Party has utilised the Personal Information contrary to the Privacy and Data Protection Conditions, I may first resolve any concerns with that Responsible Party. If I am not satisfied with such process, I have the right to lodge a complaint with the Information Regulator.
- ✓ A copy of Personal Information kept by the Responsible Parties will be furnished to me upon request in terms of the provisions of POPI or the NCA and I understand that I may dispute any information in the record provided.
- ✓ I unconditionally agree to indemnify the Responsible Parties, and Verification Information Suppliers, acting in good faith in taking reasonable steps to process my personal information lawfully, against any liability that may result from the processing of my personal information. This includes unintentional disclosures of such personal information to, or access by unauthorized persons, and/or any reliance which may inadvertently be placed on inaccurate, misleading, or outdated personal information, provided to the Company by myself or by a third party in respect of me.

CANDIDATE SIGNATURE

MOBILE NUMBER

____ / ____ / ____
DD MM CCYY

COMPANY AGENT SIGNATURE

____ / ____ / ____
DD MM CCYY