

**THE FIDUCIARY INSTITUTE OF SOUTHERN AFRICA**  
**MINUTES OF THE EASTERN CAPE LOCAL BOARD MEETING NUMBER 1/2018**  
**HELD AT FATHER'S HOUSE CHURCH, ON THURSDAY, 22 FEBRUARY 2018**

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1. **Opening, welcome and attendance**

The Chairperson opened the meeting by welcoming those present. Attendance was recorded as per the register.

2. **Confirmation of minutes of previous meeting**

The minutes of the previous meeting, held 2 November 2017, are available on the website and were taken as read and duly accepted by the meeting. Proposed by Talana Williams and Seconded by Charmaine Lötter.

3. **Matters arising from previous minutes**

None.

4. **Master's Offices**

**Feedback from Master's Office – Port Elizabeth**

Deputy Master, Ms E Daniels, was unable to attend due to other commitments. Assistant Masters Ms Simone Jonkers and Ms Anita van der Merwe, represented Port Elizabeth and informed as follows:

- 4.1 3 Estate Controller vacancies have been advertised. Hopefully 2 of these positions will be filled in the next 2 months.
- 4.2 Schedules relating to fee increases as from 1 January 2018 will be placed in pigeon-trays shortly.
- 4.3 General branch e-mail for Master's offices no longer exist.
- 4.4 Business Continuity Plan in the event of i.e. current location inaccessible for any reason, to be communicated shortly.

- 4.5 Only 1 Liquidation and Distribution Account to be lodged. Members not to Fastlane copies of previously lodged documents in order to expedite the issuing of query sheets. The standard requirements are to be lodged together with liquidation and distribution accounts.
- 4.6 Issuing of Certificates of accounts lain for inspection by various Magistrate's offices appearing not to reach the Master's offices, have been taken up with the Magistrate's offices in question and is an ongoing matter. The Humansdorp office which is short-staffed is a specific concern with only one staff member having to attend to all administration such as maintenance matters, estate matters, etc. The issuing of certificates by the offices of Bizana and Bellville appears to be problematic too.
- 4.7 Members reminded not to send accounts to lie for inspection at Magistrate's offices where Master's offices are located.
- 4.8 Eben Nel informed that the Master's offices in Port Elizabeth and Grahamstown have obtained an 80 % online survey rating from members for service delivery.

5. **Master's Offices**

**Feedback from Master's Office – Grahamstown**

Apology for non-attendance received.

6. **SARS**

Represented by:

Andiswa Siphika;

Karen Mels;

Zukiswa Matiwane;

Denise Dyer; and

Wilma Coetzer

- 6.1 Pamphlets were handed to members with regards to the 2018/2019 Budget.
- 6.2 Members were requested to complete Powers of Attorney correctly.

- 6.3 Banking details special stoppers: members to be aware should a change in banking details occur, a special stopper will be placed and banking details will have to be verified to lift such special stopper.
- 6.4 Appointment slots for executors are still on Fridays with the allocation of maximum 5 matters at a time. Members to notify SARS in due time in the event of cancellation/reschedule.
- 6.5 Estate Duty Assessments – Denise Dyer to investigate lack of feedback to members.
- 6.6 Compliance Certificates – not issued automatically, requests must be escalated internally for issuing.
- 6.7 Initial case numbers to be used when following up on enquiries. Denise Dyer to provide e-mail contact list to escalate unanswered queries directly to manager/s.
- 6.8 Second registration as estate tax payer: Only applicable if post-death income justifies such registration.
- 6.9 Eben Nel informed that the SARS have obtained an 63 % online survey rating from members for service delivery.

7. **Feedback from Home Affairs**

Not present.

8. **Banks**

The consultative process between FISA and the major banks is still an on-going process with regards to standardising procedures.

9. **FISA Tax Practitioners Controlling Body**

The consultative processes between FISA and SARS to have the organisation accredited as a recognised, compliant and accredited tax practitioners controlling body are in progress. The requisite amendments to the FISA Disciplinary Code were made and accepted. A further requirement highlighted by SARS is the fact that FISA needs to have 1 000 active registered members.

10. **Venue**

Thank you to Father's House Church for availing their facilities and providing safe parking for members during our meeting.

11. **General**

- 11.1 **FISA Disciplinary Panel**: Members with a legal background are requested to confirm their availability and form of training in this field, should they wish to get involved in the disciplinary process.
- 11.2 **FISA Focus Weekly Newsletter**: Members are encouraged to read same. A system is in place to track whether members are reading the contents of the newsletter.
- 11.3 The preliminary dates for FISA meetings to be held in 2018 are as follow:  
2 May, 22 August and 15 November.
- 11.4 Membership fees remain the responsibility of the member, even if paid by an employer company. Members will receive individual invoices for payment of membership fees.
- 11.5 Visitors: Membership is encouraged and in terms of FISA policy, membership is a requirement in order to attend meetings.

The meeting closed at 11:00.

11:00 **FISA Regional Committee Elections**

Sufficient notice of the elections was given. As decided, the election took place by show of hands. The following individuals were elected:

<b><u>Chairperson:</u></b>	<i>Eben Nel</i>
<b><u>Vice Chairperson:</u></b>	<i>Claude Ackermann</i>
<b><u>Secretary:</u></b>	<i>Donice van Zyl</i>
<b><u>Education &amp; Training:</u></b>	<i>Charmaine Lötter</i>

11:30: **Presentation/Guest speaker:-**

Ms A van der Merwe (Assistant Master), Master of the High Court, Port Elizabeth on “Appointment of Curators and Administrators”.

2 CPD points allocated: 2 for Estates or 2 for Estate Planning or 2 for Wills. Members who attended are to update their CPD profiles on the website accordingly.

Meeting closed at 13:00.

Signed as a true and accurate record of proceedings.

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**CHAIRPERSON**

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**DATE**