

THE FIDUCIARY INSTITUTE OF SOUTHERN AFRICA
MINUTES OF THE EASTERN CAPE LOCAL BOARD MEETING NUMBER 2/2018
HELD AT FATHER'S HOUSE CHURCH, ON WEDNESDAY, 2 MAY 2018

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 on 22 February 2018, 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, represented Port Elizabeth and informed as follows:

- 4.1 Amendment to previous Minutes: 2 estate controller vacancies have been advertised and not 3.
- 4.2 Initial interviews have been finalised and short-listings have been compiled. Awaiting on the Department of Human Resources and Office of the Chief Master to approve offers to be made to successful candidates. A possibility that vacancies will be filled by the end of July 2018.
- 4.3 The secretary position and a scanner clerk position are still vacant.
- 4.4 E-mails regarding training: Due to lengthy preparation for training in specialised matters, the office of the Master can only provide short training sessions until further notice.
Specific issues: Ms Daniels to provide details in order that Fisa may arrange training for

members in those issues identified by the Master's office.

- 4.5 Trust companies to ensure to mention in correspondence that documents will be collected should that be the case. Matters from 2008 onwards should be on the Master's web portal and members are requested to first check the web portal for reference numbers and quote same on correspondence as this will save time to track files. Omission of reference numbers might create confusion and cause documents to go missing. Other Master branches have off-site storage facilities with independent service providers. In certain instances, the Master might request the administrator to provide documents to create "dummy files" if older files' documents have not been scanned which enables the Master's office to retract file documents from the system.
- 4.6 Specific issues: Members to forward same by Monday to enable Eben to bring under the attention of acting Deputy Master, Ms Bezuidenhout.
- 4.7 Foreign appointments: To be flagged as a future topic for discussion.
- 4.8 Assistant Master, Simone Jonkers is on leave. Ms Daniels to be contacted only in urgent matters.

5. **Master's Offices**

Feedback from Master's Office – Grahamstown

Apology for non-attendance received. A new representative to be present at next meeting.

6. **SARS**

Represented by Ms Soretha Guerini, who advised as follows, specifically on Estate Duty:

- 6.1 Problems arising from estate assessment audits: Should members require REV250 assessments for estates reported at Master's offices in the Eastern Cape, members are required to provide copies of the REV267, L&D Accounts and sample selections of vouchers, as Estate Duty assessments are no longer centralised in Gauteng and are now processed in the various regions. The relevant material to be e-mailed to Ms Guerini at sguerini@sars.gov.za and contact.east@sars.gov.za or to be dropped off at SARS Client Service Centre, Port Elizabeth.
- 6.2 Many arrear cases are now being caught up on and files are being obtained from the Master.
- 6.2 Jurisdiction: Irrespective of where a deceased was first registered as a tax payer, the jurisdiction within which an individual passed away must be used for SARS-purposes.

- 6.3 Estate Duty assessments are done in regions, i.e. Bhisho, Umtata, Grahamstown, Port Elizabeth where the Master's office is situated, although actual REV250's are issued in Port Elizabeth.
- 6.4 Estate Duty Assessments are typically issued within a year. Currently auditing section consists of 4 auditors (trainee auditors) who are able to audit 2 matters each per week.
- 6.6 Auditors conduct scanning which is recorded on a single system.
- 6.7 Ms Guerini to e-mail Eben re the most common documents required for Estate Duty auditing purposes.

7. **Feedback from Home Affairs**

Not present due to branch staff shortage – apology received from Mr Mlindi Mdyogolo.

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 practitioner 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 the balance FISA meetings to be held in 2018 are as follow:
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.

11:15: **Presentation/Guest speaker:-**

Kirsten Roux (Investment and Financial Planning Partner, Adviceworx) and Natalie Dillon (Legal Adviser, Old Mutual) on “Financial Planning and Fiduciary – when team work yields a better result.”

3 CPD points allocated: 3 for Estates or 3 for Estate Planning or 3 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.

CHAIRPERSON

DATE