

**THE FIDUCIARY INSTITUTE OF SOUTHERN AFRICA**  
**MINUTES OF THE EASTERN CAPE LOCAL BOARD MEETING NUMBER 2/2020**  
**HELD AT THE GOTOMEETING, ON WEDNESDAY, 24 JUNE 2020**

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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 was proposed by Claude and seconded by Talana.

The minutes of the previous meeting, held on 13 February 2020, are available on the website and were taken as read and duly accepted by the meeting.

3. **Matters arising from previous minutes**

None.

4. **General**

4.1 Membership Renewal

4.1.2 If your membership has not been renewed by 31 June 2020, your membership will be terminated.

4.2 Nedbank deceased estates

4.2.1 We are now able to send emails to Nedbank in respect of deceased estates.

4.2.2 Details will be sent to Rochelle for distribution to members.

5. **Master's Office**

We have received an apology for non-attendance prior to the meeting from Ms Daniels and Ms Jonkers from the office of the Master, Port Elizabeth.

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

Deputy Master, Mr Jemillo Adriaan (representing Grahamstown) informed as follows:

### 5.1 Grahamstown:

- 5.1.1 Confirmed whether all attendees have received the new master's office protocols.
- 5.1.2 Master's office no longer accepts submission and lodgement of documents via email.
- 5.1.3 Delivery of documents and correspondence must be dealt with according to pre-lockdown procedures.
- 5.1.4 Only insolvency and requisition matters are dealt with via email.
- 5.1.5 No collection of documents by courier.
- 5.1.6 If a matter is urgent, arrangements must be made with the estate controller for collection of documents by courier.
- 5.1.7 It is recommended that we make use of pigeon holes.
- 5.1.8 If you require a pigeon hole, Jemillo will arrange this.
- 5.1.9 For an initial follow up, the estate controller and assistant master must be contacted.
- 5.1.10 If the matter has not been resolved, then you may escalate the matter to Jemillo.
- 5.1.11 Do not use the Grahamstown Master's general email address.
- 5.1.12 Email the contact person directly.
- 5.1.13 No meetings are allowed at the Grahamstown office.
- 5.1.14 Walk-in of members of the public are only allowed on the first floor.
- 5.1.15 A meeting by appointment will only be allowed in urgent matters.

## 6. **SARS**

- 6.1 Duane Adams and Soretha Guerini present as representatives of SARS, Port Elizabeth.
  - 6.1.1 The back-office staff are working from home.
  - 6.1.2 The staff in the branch are working on rotation.
  - 6.1.3 Most of the staff members have access to the system and emails.
  - 6.1.4 An issue with time in respect of appointments has been raised.
  - 6.1.5 Appointments are done on a manual basis.
  - 6.1.6 On arrival for an appointment:
    - 6.1.6.1 A FISA member must announce that you are a FISA member.
    - 6.1.6.2 A FISA member must receive a one hour consultation with the staff member.
  - 6.1.7 Due to covid-19 relief efforts, most matters are dealt with online.
  - 6.1.8 Donice raised the issue in respect of RAF registration of trusts for tax purposes.
  - 6.1.9 Previous SARS advised that there is not enough interest for a department

dedicated solely to the above.

6.1.10 Duane requested that Donice write to him in respect of the issue of registration of trusts for tax purposes.

6.1.11 Talana raised the issue that the system does not allow us to make appointments to change ID numbers.

6.1.12 Duane advised that he will try to resolve the issue with the change of ID numbers and revert to FISA.

6.1.13 Contact the following people for overdue DEC:

6.1.13.1 Adele

6.1.13.2 Duane

## 7. **Feedback from Home Affairs**

Apology received for non-attendance by the SARS representative.

## 8. **Annual Conference 2020**

8.1 The plan for the annual conference has not been finalized yet.

8.2 We will be advised once the plan has been finalized.

## 9. **Special thanks**

Thank you to all our stakeholders for their continued support of our organisation.

## 10. **FPSA Qualification**

Members are encouraged to complete the qualification. Fisa is aware of members' concern over the quality of questions. Members are further encouraged to e-mail Fisa should issues arise with regards to the University of the Free State.

## 11. **Attendance at meetings**

Membership to Fisa is not on a collective basis (societies/companies as a whole), but on an individual basis. Only individuals who are members may attend meetings. With the view of introducing or recruiting potential new members to join Fisa, members are encouraged to invite guests (non-members) practising in the fiduciary industry to meetings, which guests (non-members) may attend only once. In order to attend further meetings, these guests may apply to become members through the normal membership application procedure. Fiduciary is a specialised field and the aim of Fisa is to professionalise this industry.

12. **Banks**

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

13. **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.

14. **Venue**

Thank you to Shackleton Risk for their support at our local and national meetings.

15. **General Fisa Matters**

15.1 **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.

15.2 **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.

15.3 **FISA Bursary Scheme:** The object of this scheme is to involve and allow previously disadvantaged individuals who show interest and are deserving candidates to gain entry into the profession.

15.4 **Candidate Membership:** It was established to raise awareness of the fiduciary industry to allow younger/less experienced individuals who are i.e. busy with a qualification to gain entry into the organisation by obtaining candidate membership for a period of 3 (three) years. Candidate membership fees are less than full membership fees.

15.4 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.

15.5 Visitors: Membership is encouraged and in terms of FISA policy, membership is a requirement in order to attend meetings.

15.6 Preliminary dates set for 2020 regional meetings are as follows:

13 August 2020: 10h00 – 13h30; and  
5 November 2020: 10h00 – 13h30.

17. **CPD SESSION / PRESENTATION:-**

Jon Rademan (Legal & Estate Planning Services)  
Estate Planning and Business Structuring Specialist  
BJuris, LLB  
Advocate of the High Court (non-practising)/Legal Advisor

On "Utilisation of Trusts as part of estate planning" and Q & A session.

Members who attended are to update their CPD profiles on the website accordingly.

Meeting closed at 12:00.

Signed as a true and accurate record of proceedings.

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**CHAIRPERSON**

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**DATE**