



# COVER ADMINISTRATION

## DISCLOSURE BY THE FINANCIAL SERVICES PROVIDER & KEY INDIVIDUAL AND/OR REPRESENTATIVE IN TERM OF THE FINANCIAL ADVISORY & INTERMEDIARY SERVICES (FAIS) ACT

In complying with FAIS legislation, our clients have the right to the following information. This notice does not form part of your contract.

### YOUR FINANCIAL SERVICES PROVIDER

Name: Wenle Property Investments CC trading as COVER ADMINISTRATION - an Authorised Financial Services Provider in terms of the FAIS Act  
Licence No: 44541  
Physical Address: 9 Ashmore Road, Chase Valley Heights, Pietermaritzburg, 3201  
Postal Address: P O Box 13323 Cascades 3202  
Telephone: 033 347 3775 Facsimile: 086 611 8322  
Cell: 083 384 4884 Email: [leon@coveradmin.co.za](mailto:leon@coveradmin.co.za)  
Legal Status: Cover Administration was established as an insurance brokerage in 2013. As a licenced Financial Services Provider (FSP) in terms of the FAIS Act, Cover Administration accepts responsibility for the actions of its key individuals & representatives acting within their mandates in the rendering of financial services as defined by FAIS. Our key individual & representative meet the fit & proper requirements as prescribed by FAIS to assist you in a professional manner with your financial requirements. A copy of our licence, which contains details of the financial services we are authorized to provide as well as any exemptions, is available for inspection at [www.fsb.co.za](http://www.fsb.co.za).

### DETAILS OF KEY INDIVIDUAL

Name: LEON AIDEN DUROW  
Cell: 083 384 4884

### LEGAL STATUS OF KEY INDIVIDUAL

Leon Durow is an independent financial advisor and is the managing member of Cover Administration. Cover Administration confirms that this key individual is mandated and entitled to render financial advice and/or intermediary services to you in term of the FAIS Act.

### INSURANCE EXPERIENCE

1996 – 2000: Delta Group  
2000 – 2001: Praesidium Insurance Brokers  
2001 – 2013: Cover Risk Managers CC Insurance Brokers  
2003 – 2007: Durow Risk Manages (Pty) Ltd Insurance Brokers  
2007 – Date: Wenle Property Investments CC t/a Cover Administration

### QUALIFICATIONS/MEMBERSHIPS

Short Term Insurance: Certificate of Proficiency with the IISA (Insurance Institute of South Africa)  
Short Term Insurance Commercial Lines: Recognition of Prior Learning facilitated by the IISA, UNISA and INSETA  
NQF Level 5: National Diploma in Wealth Management (The Financial Planning Institute Of South Africa)  
Registered Financial Planner I: Financial Planning Institute of Southern Africa facilitated by UNISA  
NQF Level 5: National Diploma in Wealth Management – 84 credits  
Member of the: Council for Medical Schemes; Masthead Financial Advisors Association

### NON CASH INCENTIVES

Please note that in accordance with legislation we keep an updated disclosure register with our Conflict of Management Policy. This register informs the client of all financial and ownership interests that we have become entitled to. This document ensures transparency in our dealings with our customers and is available for inspection.

### PROFESSIONAL INDEMNITY INSURANCE/FIDELITY GUARANTEE INSURANCE/INTERMEDIARIES GUARANTEE FACILITY

Cover Administration has Professional Indemnity Insurance of R10-million and Fidelity Guarantee Insurance of R500 000.

Cover Administration collects short term insurance premiums via Fulcrum Collections (Pty) Ltd; Fulcrum hold IGF of R100-million plus Professional Indemnity and Fidelity Insurance of R50-million.

### FEES & COMMISSION

Commissions are payable on every policy incepted. This amount is disclosed in a quotation and/or policy document. The quote must be signed by you, the client.

Cover Administration receives more than 30% of their commission & fees from One.

Commission Rates: Short Term Insurance – MOTOR 12.5% of sum insured; NON-MOTOR 20% of sum insured

### DETAILS OF COMPLIANCE, COMPLAINT PROCESS + FAIS OMBUD

COMPLIANCE: Compliance with the FAIS Act is monitored by Masthead Distribution Services (Pty) Ltd, a compliance practice approved by the Financial Services Board. Leon Durow is a member of the Masthead Financial Advisors Association which provides him with services such as compliance, practice management and technology support by virtue of his membership. This support helps him to provide you with a more professional service. The compliance service ensures that our business remains fully compliant with FAIS legislative requirements and therefore that you as the client receive sound advice. Through the practice management support, we are able to run a more professional business and therefore are able to provide you with an improved service and enhanced support.

COMPLAINTS: In the event that you are dissatisfied with any aspect of our service, you should address your complaint in writing to us at the above email or postal address. A copy of our Complaints Resolution Policy is available on request.

IN-HOUSE: Leon Durow T: 033 347 3775 F: 086 611 8322 E: [leon@coveradmin.co.za](mailto:leon@coveradmin.co.za)

COMPLIANCE OFFICER: Nicola Nairn T: 031 267 5650 F: 031 267 5670

E: [c/o\\_aballim@masthead.co.za](mailto:c/o_aballim@masthead.co.za) P: 1<sup>st</sup> Floor Block B Essex Park Essex Terrace Westville 3630 KZN

FAIS OMBUD: Customer Contact Division  
The FAIS Ombud  
Celtis House  
Eastwood Office Park  
Lynwood, Pretoria  
Tel: 0860 324 766

P O Box 74571  
Lynwood Ridge  
0040  
Email: info@faisombud.co.za

Web: www.faisombud.co.za

#### OTHER MATTERS OF IMPORTANCE

Do not sign any blank or partially completed forms. Complete all forms in ink. Keep all documents handed to you. In term of the Financial Intelligence Centre Act, Cover Administration is obliged to report any suspicious transactions that may facilitate money laundering. It is important that you are absolutely sure that the product or transaction meets with your needs and that you feel you have all the information you need before making your decision. A Financial Needs Analysis must be prepared for you. You must sign this analysis. All information obtained or acquired about you shall remain confidential unless you provide written consent to share this information or we are required by law to disclose such information. Leon Durow is authorised to provide advice and intermediary services in the following categories (Category 1):

#### License Categories:

No	License Category
1.1	Long Term Insurance A
1.2	Short Term Insurance Personal Lines
1.3	Long Term Insurance B1
1.20	Long Term Insurance B2
1.4	Long Term Insurance C
1.5	Retail Pension Fund Benefits
1.6	Short Term Insurance Commercial Lines
1.7	Pension Fund Benefits (excl retail pensions)
1.14	Collective Investment Schemes
1.16	Health Service Benefits

#### PRODUCT SUPPLIER/S

Our brokerage has written authority to market the products of the following product suppliers and Leon Durow is accredited to market their products. Neither Leon Durow nor Cover Administration holds shares in any product supplier.

#### SHORT TERM INSURANCE

**Abelard Underwriting Agency (Tradeforth 6 (Pty) Ltd t/a)** Reg No: 1996/008912/07 Lic No: 28 PO Box 125 Honeydew 2040 T: 011 678 7731 Web: [www.aua.co.za](http://www.aua.co.za)

**Admed** Reg No: 1992/001639/06 Lic No: 75 Tower 2 102 Rivonia Road Sandton, Johannesburg 2196 T 011 669 1000 Web : [www.admed@guardrisk.co.za](http://www.admed@guardrisk.co.za)

**AIG SA Limited (previously Chartis)** Reg No: 1962/003192/06 Lic No: 15805 PO Box 31983 Braamfontein 2017 T: 0861 488 864 Web: [www.aig.co.za](http://www.aig.co.za)

**Auto and General Insurance Company Limited** Reg No: 1973/016880/06 Lic No: 16354 PO Box 11250 Johannesburg 2000 T: 1861600124 [www.autogen.co.za](http://www.autogen.co.za)

**Bryte Insurance Company Limited** Reg No: 1965/006764/06 FSP Lic No: 17703 Post: 309 Umhlanga Rocks Drive, La Lucia 4051 T: 0333478500 [www.brytesa.com](http://www.brytesa.com)

**Cross Country Insurance Consultants (Pty) Ltd** Reg No: 2008/013847/07 Lic No: 39547 PO Box 412072 Craighall 2024 T: 011 215 8800

**Cyclesure Insurance Consultants (Pty) Ltd - underwritten by Hollard** Reg No: 2000/023224/07 Lic No: 3262 1217 Setperk Road Ruimsig 1724 T: 011 679 1559 [www.cyclesure.co.za](http://www.cyclesure.co.za)

**Discovery Insure (see Discovery Life Ltd)**

**Envirosure Underwriting Managers - underwritten by Guardrisk Insurance Company Limited** Lic No: 19015 PO Box 16055 Brighton Beach 4036 T: 031 205 4918

**First For Women Insurance Company Ltd** Reg No: 1998/004804/07 Lic No: 15261 T: 011 713 4621 Auto & General Park 1 Telesure Lane Riverglen Dainfern 2191

**Genlib CC** Reg No: 2008/032635/28 Lic No: 35482 PO Box 622 Howard Place 7450 Cape Town T: 021 5312922 F: 021 5313714 [www.genlib.co.za](http://www.genlib.co.za)

**Marine Underwriting Managers (Pty) Ltd (on behalf of Guardrisk Insurance Company Limited)** Reg No: 1992/001636/06 Lic No: 37167 PO Box 1228 Umhlanga Rocks 4320 T: 031 584 2822 F: 031 584 2802

**Mirabilis Engineering Underwriting Managers (Pty) Ltd (a duly authorized agent of Santam Limited)** Reg No: 2006/018854/07 Lic No: 28190 PO Box 2081 Saxonworld 2132 T: 0861 100 100

**Mutual & Federal Insurance Company Limited** Reg No: 1970/006619/04 Lic No: 12 PO Box 1120 Jhb 2000 T: 011 3749111 Web: [www.mf.co.za](http://www.mf.co.za)

**ONE Financial Services Holdings (Pty) Ltd** Reg No 1998/005199/07 a juristic representative of **ONE Commercial Motor & Liability (Pty) Ltd** Lic No: 8783 **and ONE Commercial Securities (Pty) Ltd** Lic No: 20395

**(underwritten by ABSA Insurance Risk Management Services Ltd & ABSA Insurance Company Ltd** Reg No: 1998/005199/07) and/or **Mutual & Federal Risk Financing Ltd**

T: 0861 266 562 Postnet Suite 221 P/Bag X75 Bryanston 2021 [www.one.za.com](http://www.one.za.com)

[Quicksure \(Pty\) Ltd & Quicksure Commercial \(Pty\) Ltd](#) Reg No: 99/24616/07 Lic No: 16902 / Reg No: 99/16107/07 Lic No: 16903 PO Box 4060 Dalpark 1543  
T: 011 748 4700 [www.quicksure.co.za](http://www.quicksure.co.za)

[Santam Limited](#) Reg No: 1918/001680/06 Lic No: 3416 P O Box 3881 Tygervalley 7536 T: 021 915 7000 F: 021 914 0700 Web: [www.santam.co.za](http://www.santam.co.za)

[Senate Transit Underwriters \(Pty\) Ltd](#) Reg No: 1982/06462/07 Lic No: 2606 P O Box 10402 Centurion T: 012 663 1004 F: 012 663 1518

[SHA \(Stalker Hutchison Admiral \(Pty\) Ltd, a wholly owned subsidiary of Santam Limited\)](#) Reg No: 1985/000368/07 Lic No: 2167 T: 011 731 3600 PO Box 55347  
Northlands 2116 [www.sha.co.za](http://www.sha.co.za)

[Unity Insurance Company Limited – a division of Auto & General](#) (see above) [www.unity.co.za](http://www.unity.co.za)

[Zest Life Investments \(Pty\) Ltd](#) Reg No: 2001/018097/07 FSP Lic No: 37485 Sunclare Building 21 Dreyer Street Claremont 4051T: 021 673 8906 F 021 673 8907  
under [Guardrisk Life Limited](#) Reg No: 1999/013922/06 FSP Lic No: 76 Alexander Forbes Place 4<sup>th</sup> Floor 90 Rivonia Road Sandton 2196 T: 021 673 8906 F: 021 673  
8907P O Box 13556 Cascades 3202 T: 033 347 0021

[Stratum Benefits \(Pty\) Ltd](#) Reg No: 2003/018155/07 Lic No: 2111 Suite 386 P/Bag X09 Weltevreden Park T: 0861 111 3499 [www.stratumbenefits.co.za](http://www.stratumbenefits.co.za)

## LONG TERM INSURANCE

[Allan Gray Investment Services \(Pty\) Ltd](#) Reg No: 2004/015145/07 FSP Lic No: 19896 [Allan Gray Unit Trust Management \(RF\) \(Pty\) Ltd](#) Reg No: 1998/007756/07  
P O Box 51318 V&A Waterfront 8002 T: 0860 000 654 Web: [www.allangray.co.za](http://www.allangray.co.za)

[Bonitas Medical Fund](#) PO Box 3496 Cramerview 2060 T 08600 02108 Web [www.guardrisk.co.za](http://www.guardrisk.co.za)

[Discovery Life Limited](#) Reg No: 1966/03901/06 Lic No: 18147 PO Box 786722 Sandton 2146 T: 011 539 7284 [www.discovery.co.za](http://www.discovery.co.za)

[Discovery Health Medical Scheme \(Pty\) Ltd](#) Reg No: 331 Lic No: 18564

[Discovery Vitality \(Vitality Healthstyle \(Pty\) Ltd t/a\)](#) Reg No: 1999/07736/07

[Liberty Group Limited](#) Reg No: 1957/002788/06 Lic No: 2409 PO Box 10499 Jhb 2000 T: 0860 456 789/011 408 4871 Web: [www.liberty.co.za](http://www.liberty.co.za)

[Medihelp Medical Scheme](#) Reg No: 93/9079 Lic No: 15738 P O Box 26004 Arcadia 0007 T: 0860 100 678 E: [medihelp@medihelp.co.za](mailto:medihelp@medihelp.co.za) Web: [www.medihelp.co.za](http://www.medihelp.co.za)

[Stanlib Wealth Management Ltd](#) Reg No: 1996/005412/07 Lic: 26/10/590 17 Melrose Boulevard Melrose Arch 2196 T: 0860 123 003 [www.stanlib.com](http://www.stanlib.com)

## CLIENT CONFIRMATION

I confirm that I have read this document and have received a copy of this notice.

DATE : \_\_\_\_\_

CLIENT - FULL NAME : \_\_\_\_\_

CLIENT SIGNATURE : \_\_\_\_\_

Last updated 22.06.2017

SENT ELECTRONICALLY, IF NOT PLEASE INITIAL \_\_\_\_\_