

## Advisory 3: 2016 Fidelity Fund certificate online portal available

You can now access the secure online application and certificate-issuing portal through the following link <https://ffc.fidfund.co.za>, or from your Law Society or the Attorneys Fidelity Fund websites to conclude the activation process and to submit your 2016 application information. The application will guide you through the processes.

You are urged to consult the guidelines and help functions as contained in the application.

If you have not received communication to activate your login, please contact your Law Society to ensure that your contact details are correct.

### Law Society of the Northern Provinces

Tel: (012) 338 5869 / 5815 / 5916

or e-mail:

[database@lsnp.org.za](mailto:database@lsnp.org.za)

[records@lsnp.org.za](mailto:records@lsnp.org.za)

[anette.vanek@lsnp.org.za](mailto:anette.vanek@lsnp.org.za)

[brenda.sonto@lsnp.org.za](mailto:brenda.sonto@lsnp.org.za)

### Cape Law Society

Tel: 021 443 6700 or e-mail: [clsffc@capelawsoc.law.za](mailto:clsffc@capelawsoc.law.za)

### KwaZulu-Natal Law Society

Tel: (033) 345 1304 or e-mail: [records@lawsoc.co.za](mailto:records@lawsoc.co.za)

### Law Society of the Free State

Tel: 051-447 3237 or e-mail: [ize@fs-law.co.za](mailto:ize@fs-law.co.za) or [emily@fs-law.co.za](mailto:emily@fs-law.co.za) or [jacoline@fs-law.co.za](mailto:jacoline@fs-law.co.za)

Alternatively, you can contact the Attorneys Fidelity Fund at e-mail:

[ffcapplications@fidfund.co.za](mailto:ffcapplications@fidfund.co.za)

or Tel: (012) 622 3942 for assistance with the application process.



Your Champion in the Legal Profession Since 1941

[Link to Fidelity Fund certificate online portal](#)

[Click here](#) to view the 'Frequently asked questions on the Attorneys Fidelity Fund's website.

[Download](#) the 'Frequently asked questions' and contact details for enquiries.

Contact the LSSA -

E-mail:

[LSSA@LSSA.org.za](mailto:LSSA@LSSA.org.za)

Tel: (012) 366 8800

Fax: (012) 362 0969

Have the following ready:

► Trust Account/s balances for the previous four quarters ended (31/12/2014; 31/03/2015; 30/06/2015 and 30/09/2015) for the following accounts:

- Section 78(1) - to be reported individually for each s78(1) account held by the firm
- Section 78(2)(a) - to be reported individually for each s78(2)(a) account held by the firm
- Section 78(2A) - total balances to be reported per financial institution
- Estates - total balances to be reported per financial institution
- Properties (other entrusted assets) - total balances to be reported per category as indicated on the online application. These categories are: Movable Assets; Immovable Assets; Financial Instruments and Other.

- Service charge formulae for the trust accounts.
- FICA registration number.
- Financial Services Provider (FSP) number (if running an investment practice).
- Firm's registration number (for incorporated practices).

In addition to the above, please ensure the following:

- That your statutory provincial Law Society is in receipt of your unqualified audit report.
- You have completed the Practice Management Training (PMT), where applicable.
- You have paid over all interest as well as any other monies due to the statutory provincial Law Society.
- If you are in a firm with more than one member, identify a firm's representative who will capture the financial information of the firm on the online application. A member of the firm will be required to create that representative on the online application at member's login.

3 November 2015