



**LEGAL
PRACTITIONERS
FIDELITY FUND**
SOUTH AFRICA

GUIDE ON FUNCTIONALITY OF THE

FIDELITY FUND CERTIFICATES APPLICATION SYSTEM

- **GENERATING A CERTIFICATE**
- **ACCESSING ISSUED CERTIFICATE**

1. Go to <https://ffc.fidfund.co.za>

2. Logging in:

2.1. For first-time log in:

2.1.1. Go to First Time Login/forgot password

2.1.1.1. Insert the member's ID number

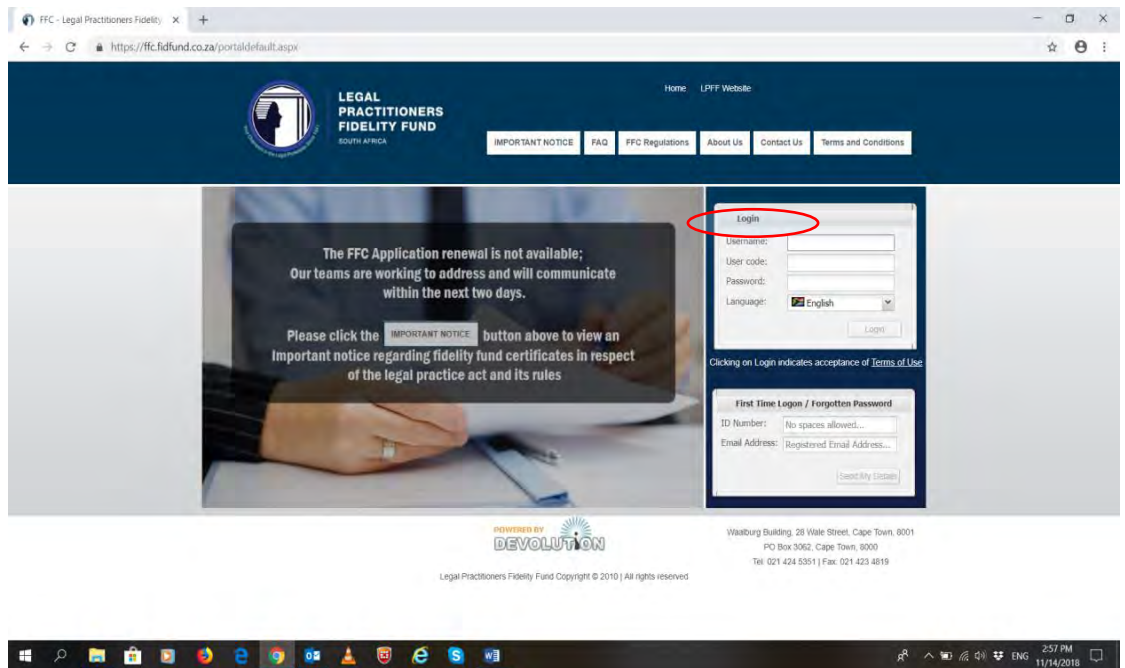
2.1.1.2. Insert member's email address (the same one provided to the Legal Practice Council)

2.1.1.3. Click on send my details

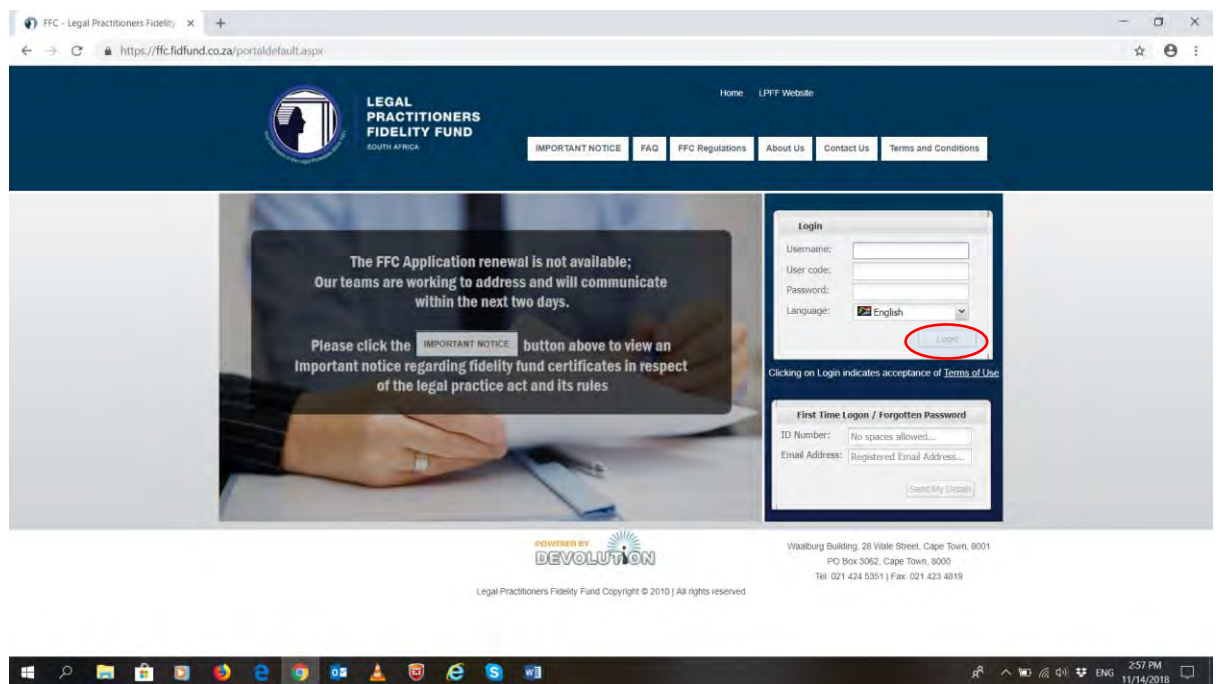
The screenshot displays the LPFF website interface. At the top, there is a navigation bar with the LPFF logo and links for Home, LPFF Website, IMPORTANT NOTICE, FAQ, FFC Regulations, About Us, Contact Us, and Terms and Conditions. A central banner features a message about FFC Application renewal and a link to an important notice. On the right, there is a 'Login' section with fields for Username, User code, Password, and Language (set to English). Below the login fields, a link for 'First Time Login / Forgotten Password' is highlighted with a red circle. This link leads to a form with fields for ID Number and Email Address, and a 'Send My Details' button. The footer includes the 'POWERED BY DEVOLUTION' logo, contact information for the Wasburg Building in Cape Town, and a copyright notice for 2010.

2.1.2. Receive an email with login credentials (Username, Usercode and Password)

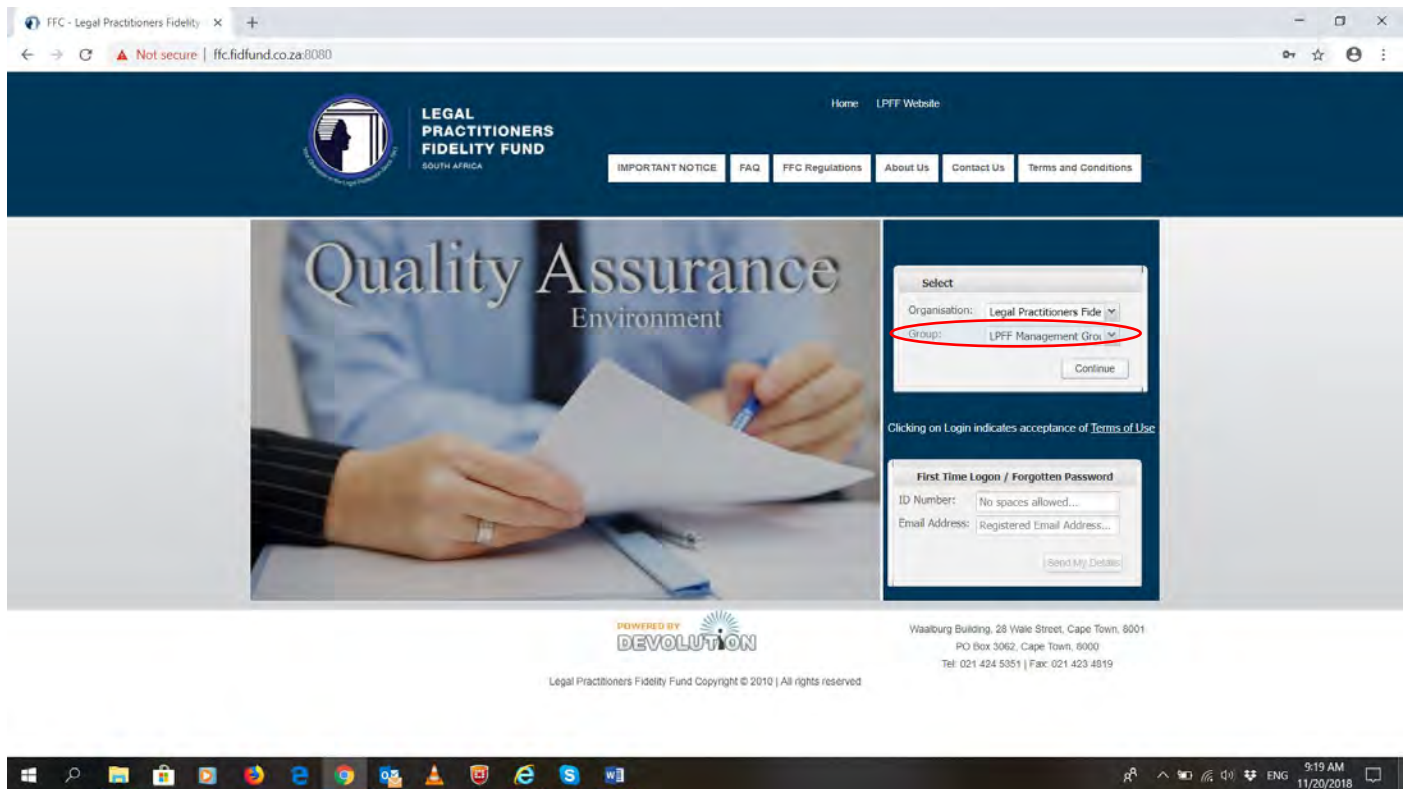
2.1.2.1. Go to Login



- 2.1.2.2. Capture your login details – your user name, user code, and password
- 2.1.2.3. Click “Login” (beneath the login credentials space provided)



- 2.1.2.4. On the next pop up, check that the system correctly identifies you under “Group” as either a “Member” or a “Responsible Member”



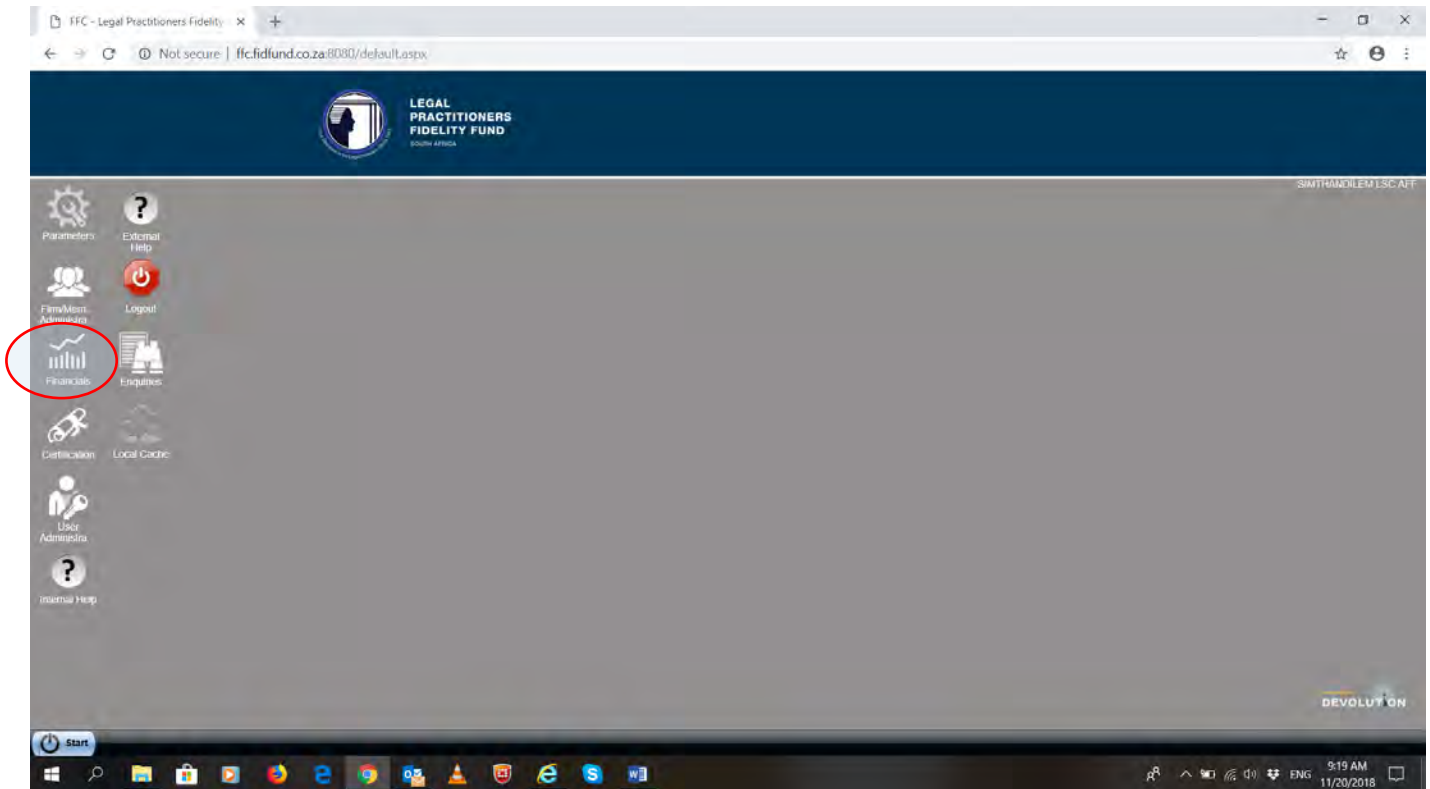
2.1.2.5. Click “Continue”

2.1.3. The system will require you to change the password

- 2.1.3.1. On old password, capture the password you received from the FFC system
- 2.1.3.2. On new password, put in your own password which must comply with the following:
 - 2.1.3.2.1. It must have no less than six (6) characters
 - 2.1.3.2.2. It must contain at least one (1) alphabet in capital letters
 - 2.1.3.2.3. It must contain at least one special character (e.g. &, @, !, *, #, etc)
- 2.1.3.3. Click on change password

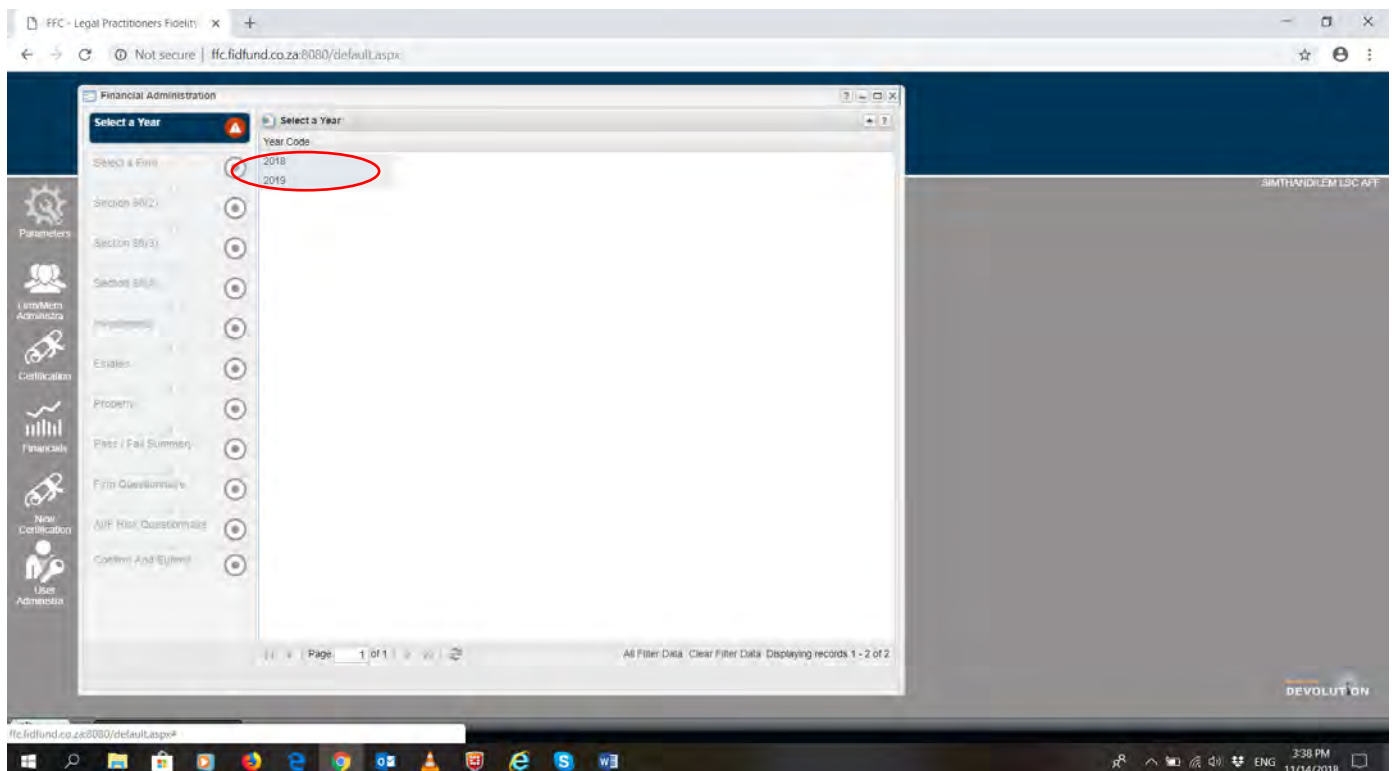
2.2. If you are not logging in for the first time, follow steps under 2.1.2.1 – 2.1.2.5

3. Once you are logged in, go to the Financials Module (can be completed by the firm representative)

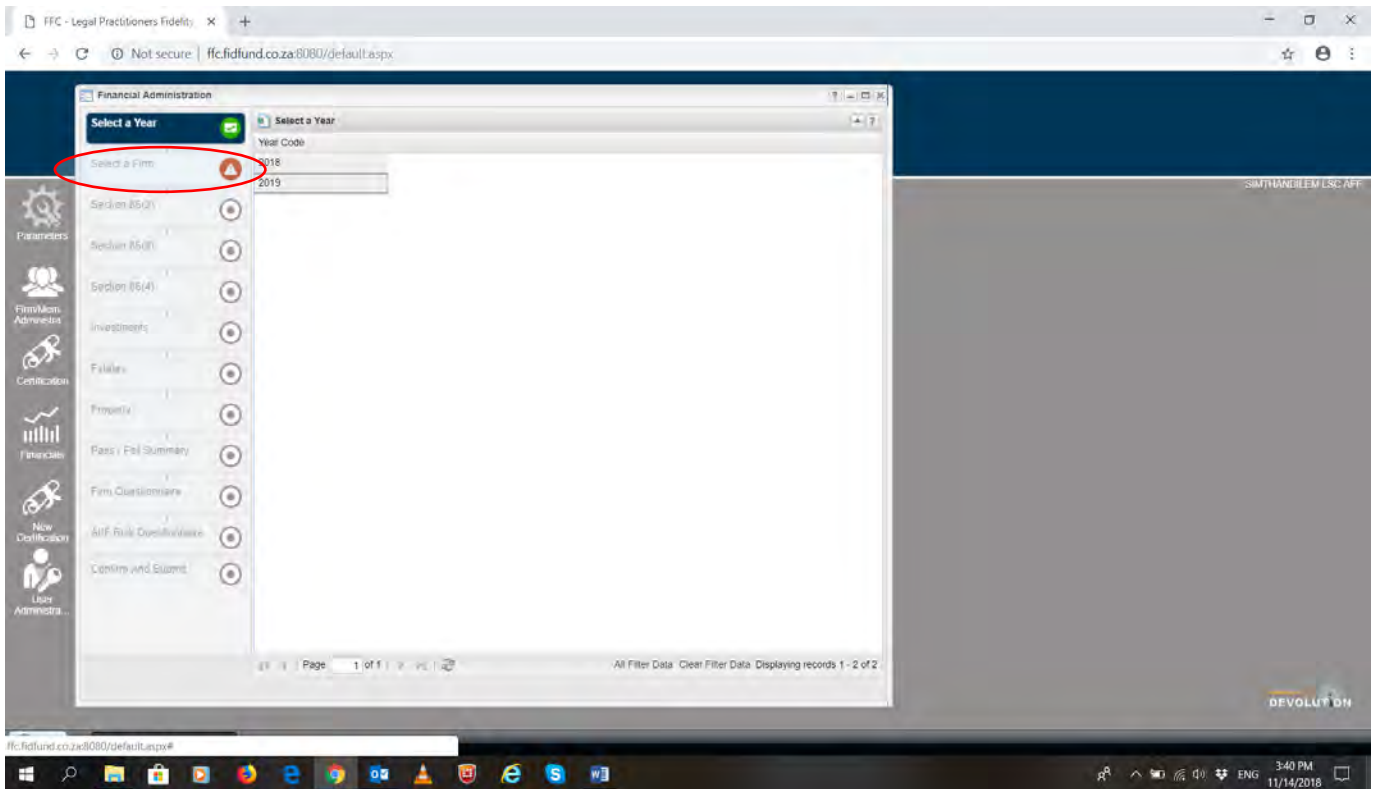


3.1. Click once on the module and a window will come up:

3.1.1. Select the year for which you wish to generate a certificate under “Year Code”

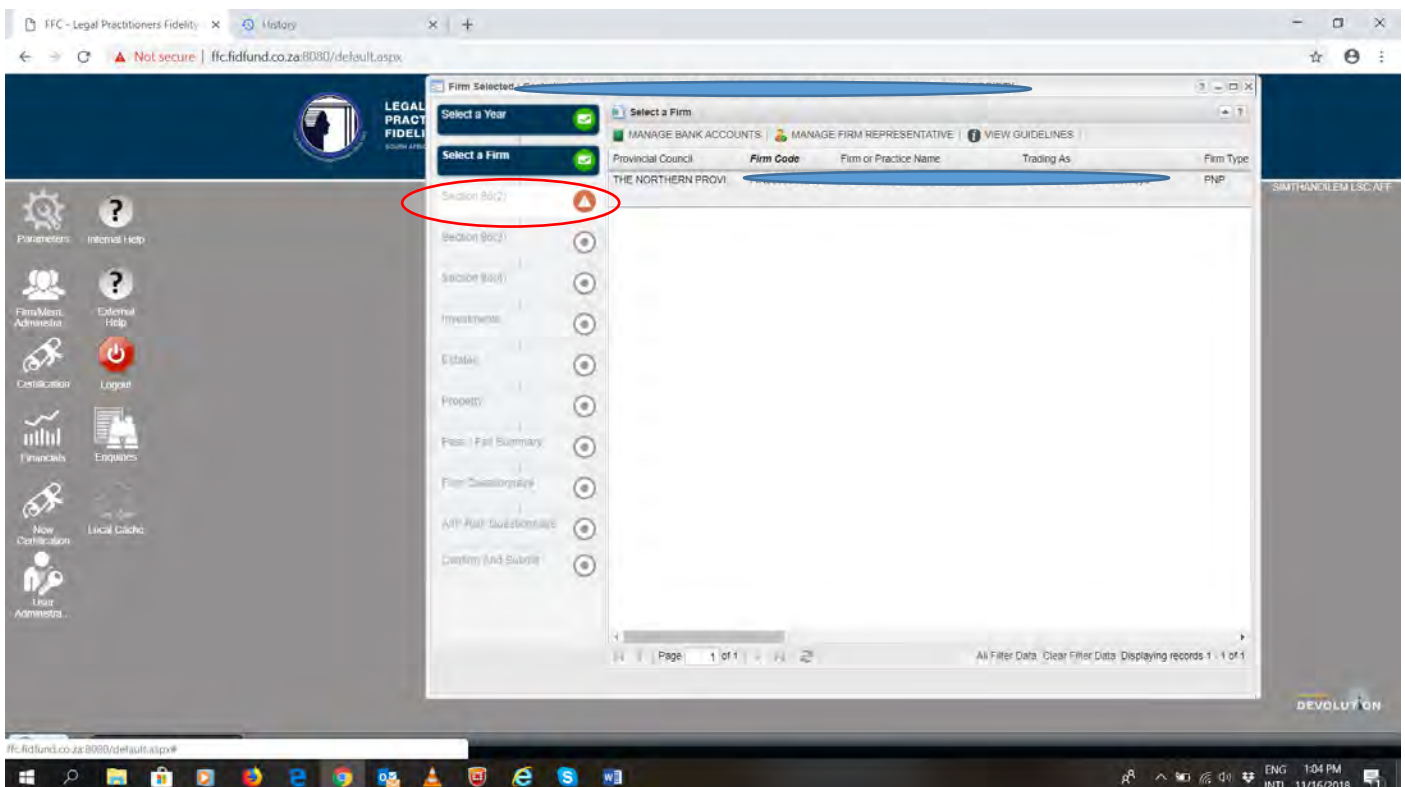


3.1.2. Follow the exclamation mark, and click on select a firm.



3.1.3. Select your firm appearing on the right of the window:

The tabs from Section 86(2) going down will become available for you to interact with each one of them as soon as you have completed the balances for the available one. An available tab is denoted by a red circle with an exclamation mark.



All financials tabs are mandatory to complete, except for Section 86(3). However, if there is an account number populated for Section 86(3), you must provide balances for that account. For instance, you cannot complete s86(4) if s86(2) is not completed, and if there is s86(3) balances required, that must also be completed before you can complete s86(4) balances, and so on. Engage with each one of them by clicking once on each tab to capture the balances.

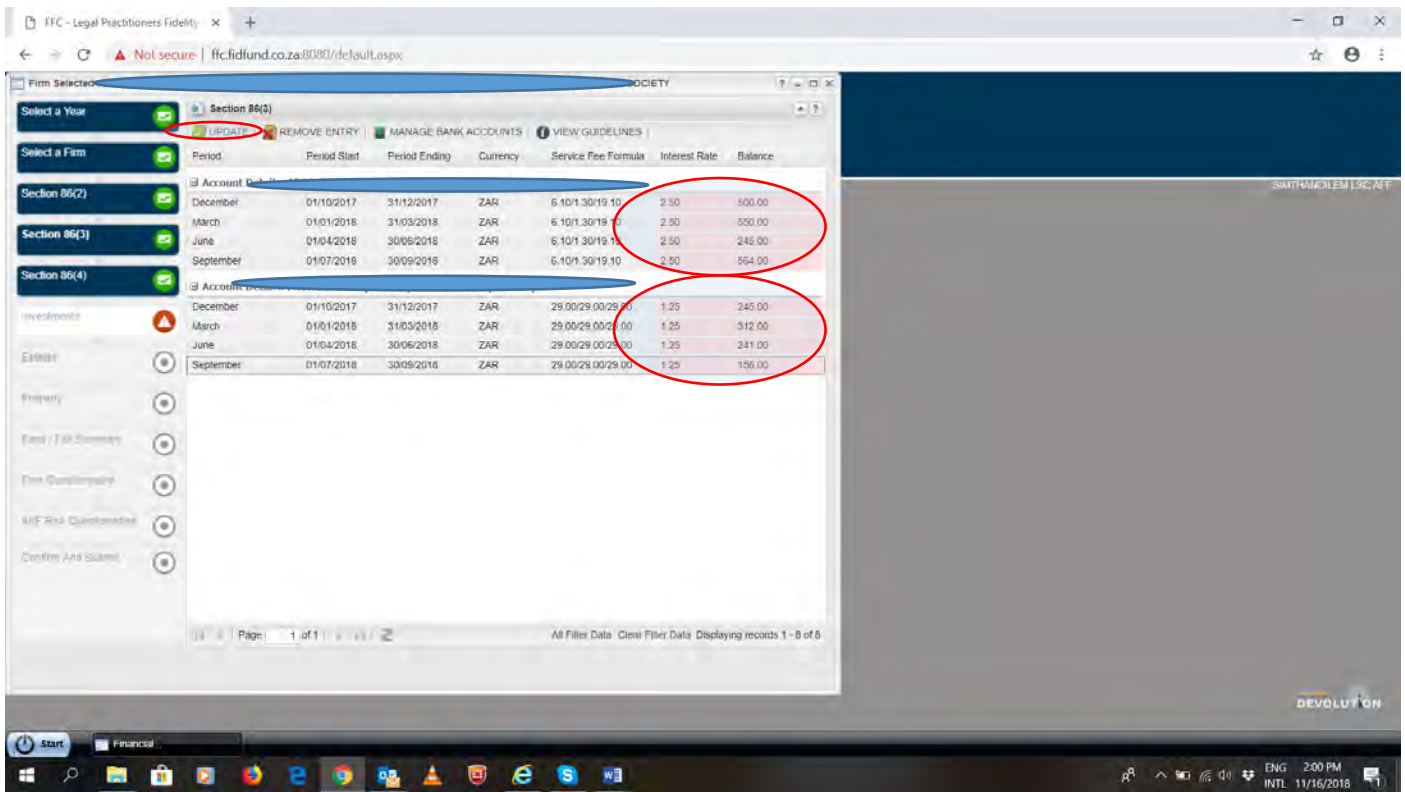
3.1.3.1. Section 86(2)

Capture balances as reflected on the account bank statement and interest rates as provided by the bank for all the quarters, for all Section 86(2) trust accounts populated. Remember to click on “Update” once balances and interest rates for each bank account per quarter are captured. You will be able to proceed to either s86(3) or s86(4), where there is no s86(3).

Period	Period Start	Period Ending	Currency	Service Fee Formula	Interest Rate	Balance
December	01/10/2017	31/12/2017	ZAR	R3.25/R100/R1.91	2.50	6,000.00
March	01/01/2018	31/03/2018	ZAR	R3.25/R100/R1.91	2.00	5,000.00
June	01/04/2018	30/06/2018	ZAR	R3.25/R100/R1.91	1.50	2,500.00
September	01/07/2018	30/09/2018	ZAR	R3.25/R100/R1.91	1.00	987.60

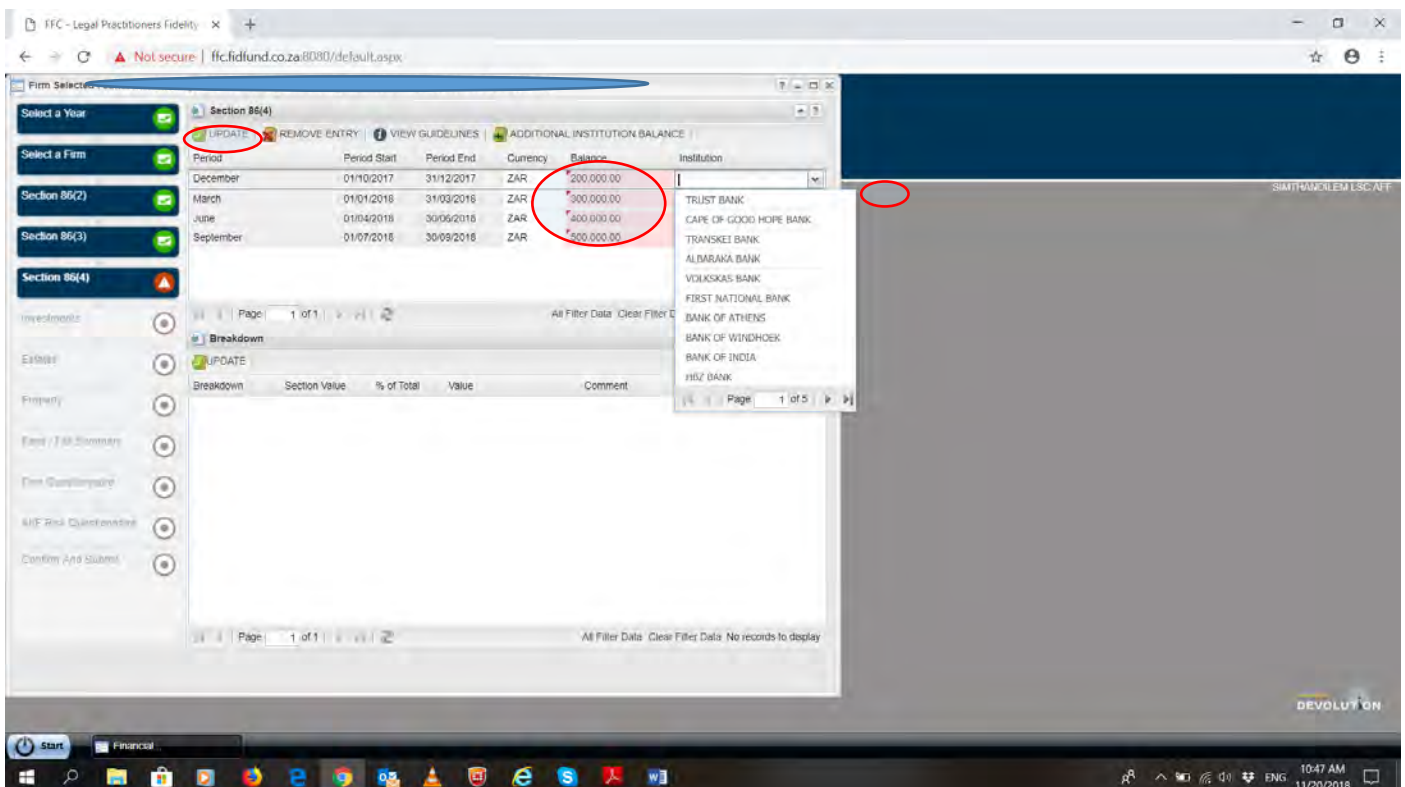
3.1.3.2. Section 86(3)

Capture balances and interest rates for all the quarters, for all Section 86(3) (if any). Remember to click on “Update” once balances and interest rates for each bank account per quarter are captured.



3.1.3.3. Section 86(4)

Capture consolidated balances for all financial institutions with which Section 86(4) accounts were opened. To get the financial institutions, select from the drop-down the name of the financial institution for which a consolidated balance is reported, for all quarters. Once all quarters captured, click “Update” to save the captured information.



- 3.1.3.3.1. Where balances more than “ZERO” are reported, complete the breakdown section at the bottom with the breakdown of the reported balances, per quarter. This you do by clicking on the quarter for which you will provide a breakdown, the reported balance will populate itself at the bottom, in the breakdown section.
- 3.1.3.3.2. This breakdown is done with amounts (not percentages), which taken together must add up to 100% of the initially reported balance, per quarter. Should the breakdown not add up to 100% of the reported balance (up to the last cent), the system will not save the breakdown, and you will not be able to proceed any further.
- 3.1.3.3.3. For each completed breakdown, click “Update”, on the breakdown section, before selecting the next quarter.

The screenshot shows the FFC - Legal Practitioners Fidelity web application. The main area displays a table for Section 86(4) with the following data:

Period	Period Start	Period End	Currency	Balance	Institution
December	01/10/2017	31/12/2017	ZAR	200,000.00	FNB
March	01/01/2018	31/03/2018	ZAR	300,000.00	FNB
June	01/04/2018	30/06/2018	ZAR	400,000.00	FNB
September	01/07/2018	30/09/2018	ZAR	500,000.00	FNB

Below the table is a Breakdown section with an UPDATE button and a table for Breakdown with the following data:

Breakdown	Section Value	% of Total	Value	Comment
Commercial	500,000.00	20.00	100,000.00	
Conveyancing	500,000.00	50.00	250,000.00	
Estates	500,000.00	20.00	100,000.00	
Investments	500,000.00	0.00		
Litigation	500,000.00	0.00		
Other	500,000.00	0.00		
Other	500,000.00	0.00		
Other	500,000.00	0.00		
RAF	500,000.00	10.00	50,000.00	

The screenshot shows the FFC - Legal Practitioners Fidelity web application. The main window displays the 'Section 86(4)' section, which includes a table of financial data. The table has columns for Period, Period Start, Period End, Currency, Balance, and Institution. The 'Balance' column for March 2018 is circled in red. Below this, a 'Breakdown' section shows a table with columns for Breakdown, Section Value, % of Total, Value, and Comment. The 'Section Value' and 'Value' columns are circled in red. The 'UPDATE' button is also circled in red.

Period	Period Start	Period End	Currency	Balance	Institution
December	01/10/2017	31/12/2017	ZAR	200,000.00	FNB
March	01/01/2018	31/03/2018	ZAR	300,000.00	FNB
June	01/04/2018	30/06/2018	ZAR	400,000.00	FNB
September	01/07/2018	30/09/2018	ZAR	500,000.00	FNB

Breakdown	Section Value	% of Total	Value	Comment
Commercial	300,000.00	0.00		
Conveyancing	300,000.00	100.00	300,000.00	
Estates	300,000.00	0.00		
Investments	300,000.00	0.00		
Litigation	300,000.00	0.00		
Other	300,000.00	0.00		
Other	300,000.00	0.00		
Other	300,000.00	0.00		
RAF	300,000.00	0.00		

3.1.3.3.4. Should you wish to capture more balances in respect of other financial institution/s, for any of the quarters:

3.1.3.3.4.1. Click on the quarter for which you need to provide the balance, then click on the tab named "Additional Institutional Balance" upon which a new window will pop up:

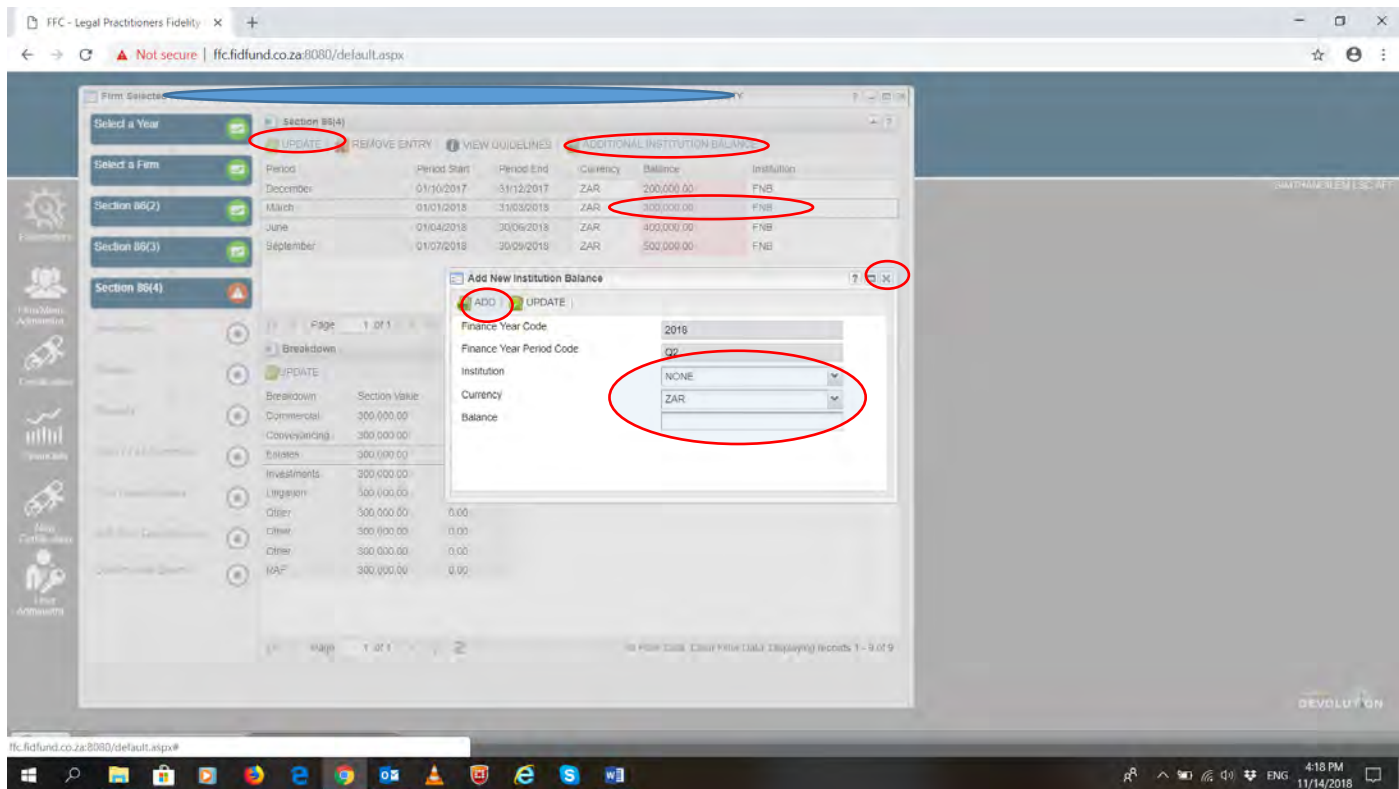
3.1.3.3.4.2. Select the name of the financial institution from the drop down selection

3.1.3.3.4.3. Confirm the currency (ZAR)

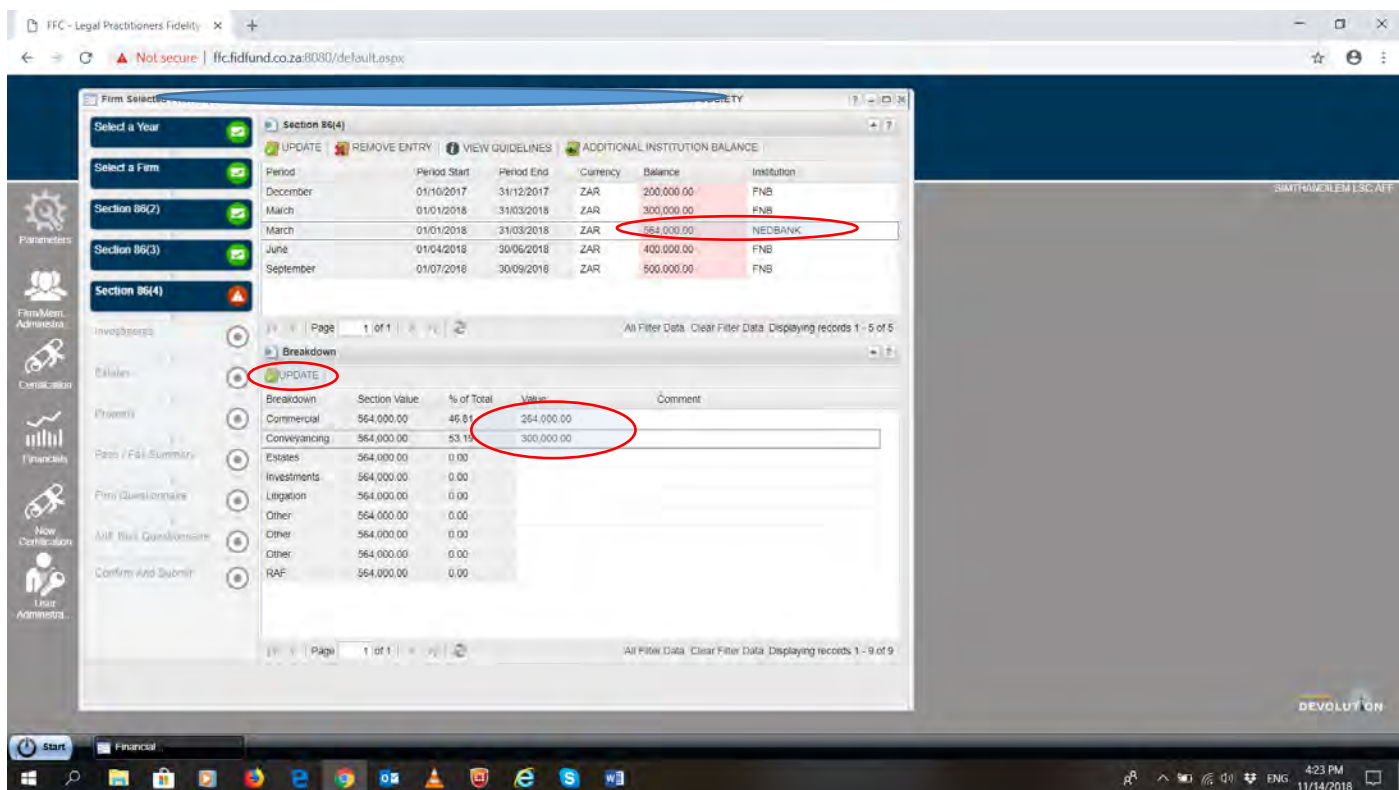
3.1.3.3.4.4. Capture the balance.

3.1.3.3.4.5. Click +Add to add the new record.

3.1.3.3.4.6. Close the window, the new record will update on the balances.



3.1.3.3.4.7. Repeat procedures 3.1.3.3.4.1 – 3.1.3.3.4.6 for additional financial institutions for which you need to provide balances.



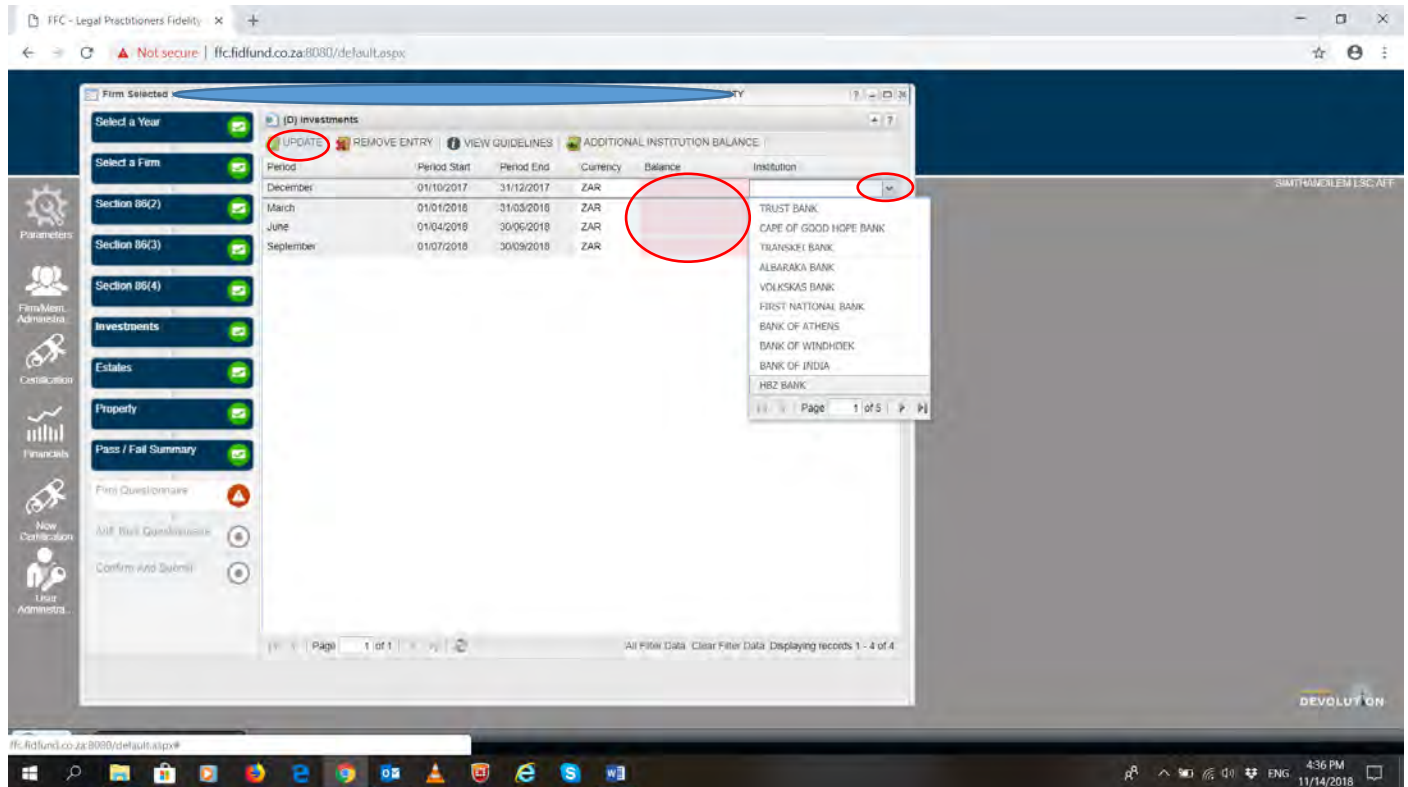
3.1.3.3.4.8. Repeat steps 3.1.3.3.1 – 3.1.3.3.3 for all added balances per financial institution.

3.1.3.4. Investments

Capture consolidated balances for all financial institutions with which the firm invested in terms of the rules. Select the financial institution from the drop down, for all quarters.

Should you have balances with more than one financial institution, perform procedures 3.1.3.3.4.1 – 3.1.3.3.4.6 for additional financial institutions.

Remember to click on “Update” once all balances for all the quarters are captured.

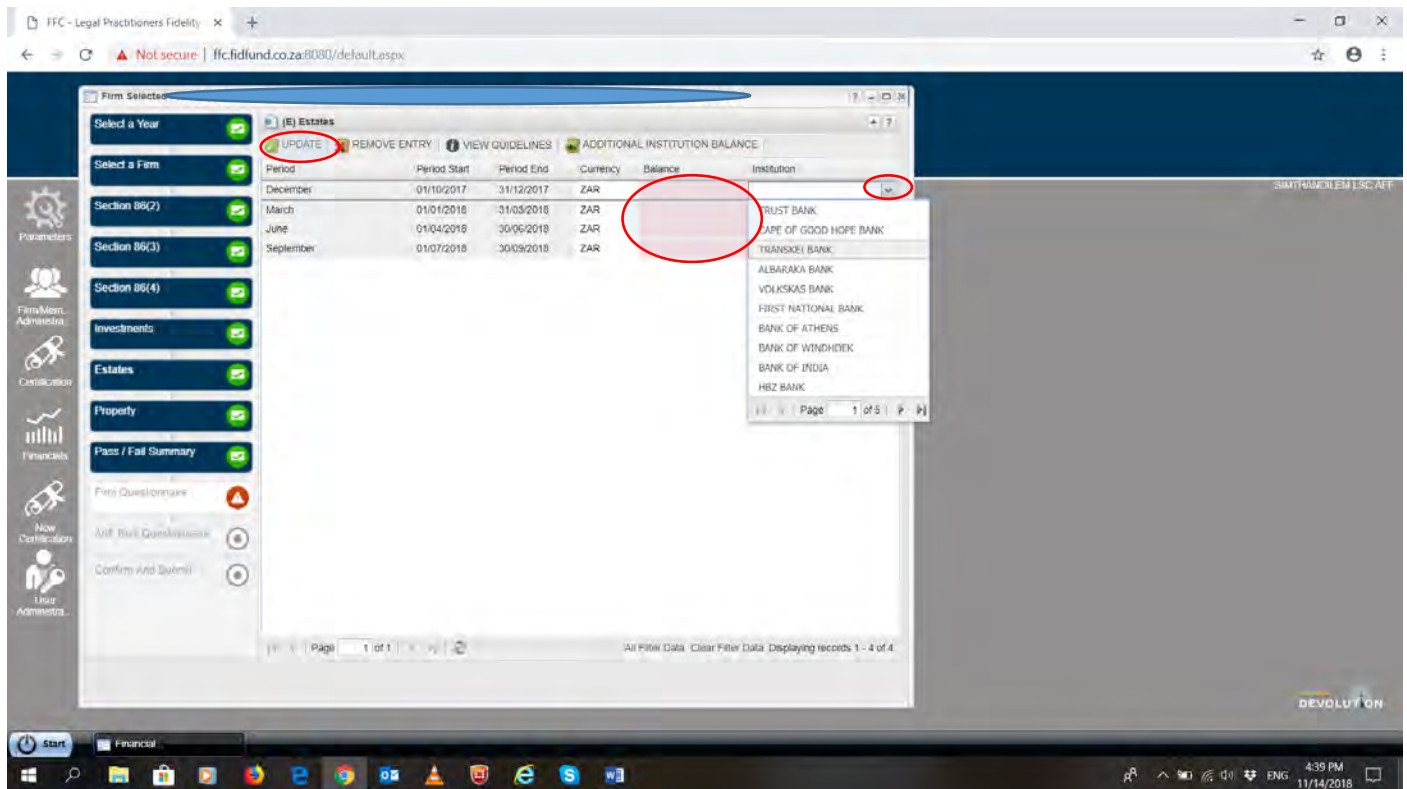


3.1.3.5. Estates

Capture consolidated balances for all financial institutions with which the firm opened Late Estate accounts. Select the financial institution from the drop down, for all quarters.

Should you have balances with more than one financial institution, perform procedures 3.1.3.3.4.1 – 3.1.3.3.4.6 for additional financial institutions.

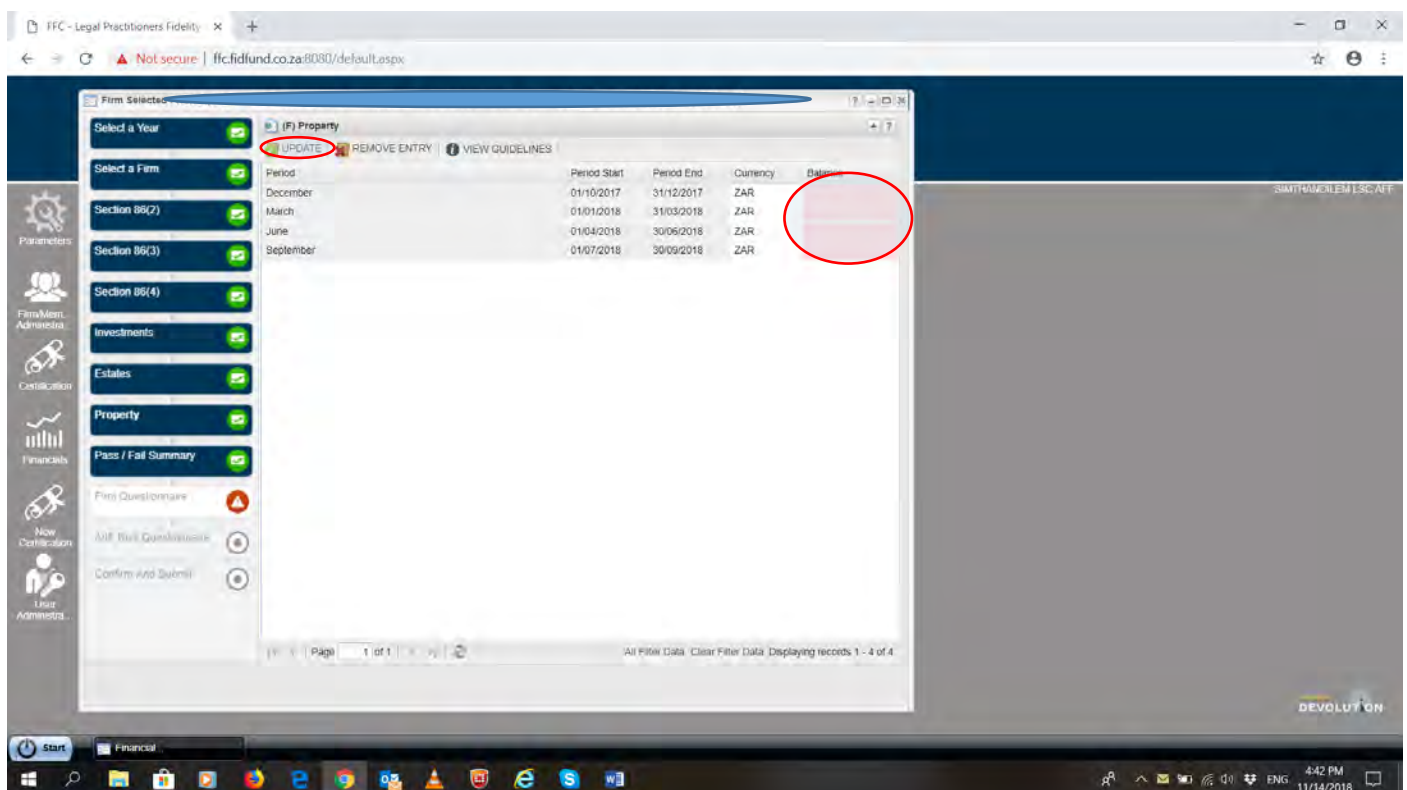
Remember to click on “Update” once all balances for all the quarters are captured.



3.1.3.6. Property

Capture consolidated balances for any other assets/property for all quarters.

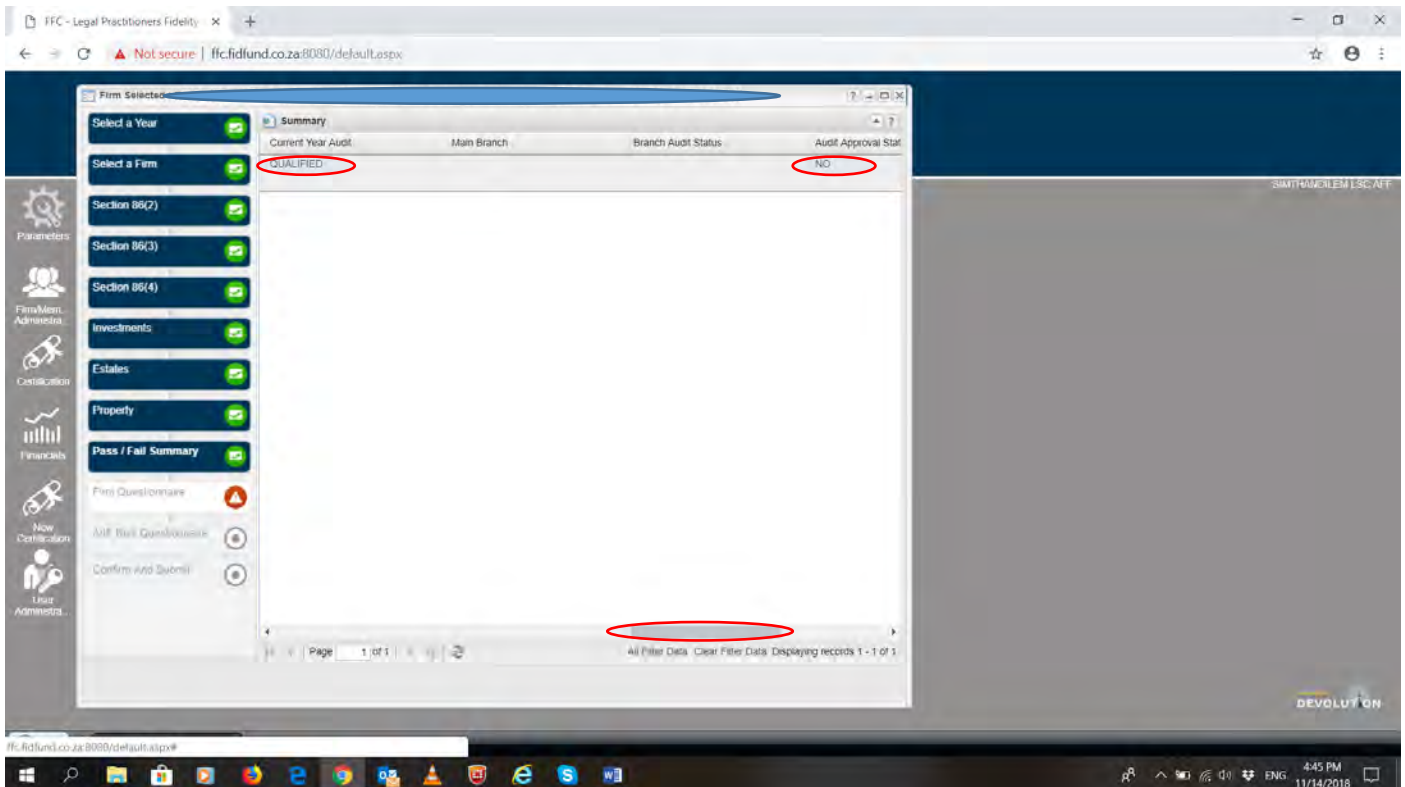
Remember to click on "Update" once all balances for all the quarters are captured.



3.1.4. Click on Pass/Fail summary to see the audit approval status of the firm. An unfavourable audit report status will render you unable to proceed past the questionnaire.

3.1.4.1. Scroll to the right at the bottom of the window to see the audit report status

- 3.1.4.1.1. If the audit report was not received when it should have been submitted, the firm will fail and member will not get a certificate
- 3.1.4.1.2. If the audit report was received but not approved, the firm will fail and member will not get a certificate
- 3.1.4.1.3. If the audit report was not yet due at the time of completing the application, the firm will pass
- 3.1.4.1.4. If the audit report was received and approved, the firm will pass



- 3.1.5. Click on “Firm Questionnaire”
 - 3.1.5.1. Check that the form pre-populates the firm details, if not refresh the form.

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Firm Selected

Select a Year

Select a Firm

Section 86(2)

Section 86(3)

Section 86(4)

Investments

Estates

Property

Pass / Fail Summary

Firm Questionnaire

AIIF Risk Questionnaire

Confirm And Submit

Firm Questionnaire

SUBMIT APPLICATION

REFRESH

PRINT APPLICATION

FIRM QUESTIONNAIRE

GENERAL INFORMATION

1. Name under which the practice will be carried on ("the firm"). If the practice is incorporated give full name and registration number

1.1 Registration Number

Registration Number

1.3 Firm Practice Reference Number

Firm Practice Reference Number

2. Physical Address at which practice will be carried on (i.e. your principle place of practice)

3.1.5.2. Complete the form until the end.

3.1.5.3. Submit the application form

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Firm Selected

Select a Year

Select a Firm

Section 86(2)

Section 86(3)

Section 86(4)

Investments

Estates

Property

Pass / Fail Summary

Firm Questionnaire

AIIF Risk Questionnaire

Confirm And Submit

Firm Questionnaire

SUBMIT APPLICATION

PRINT APPLICATION

FIRM QUESTIONNAIRE

GENERAL INFORMATION

11.1.2 Policy Number

11.1.2 Policy Number

12.1 The practice purchased professional insurance indemnity cover to the value of (per annum)

12.1 The practice purchased professional insurance indemnity cover to the value of (pe

12.1.1 Insurance Company

12.1.1 Insurance Company

12.1.2 Policy Number

12.1.2 Policy Number

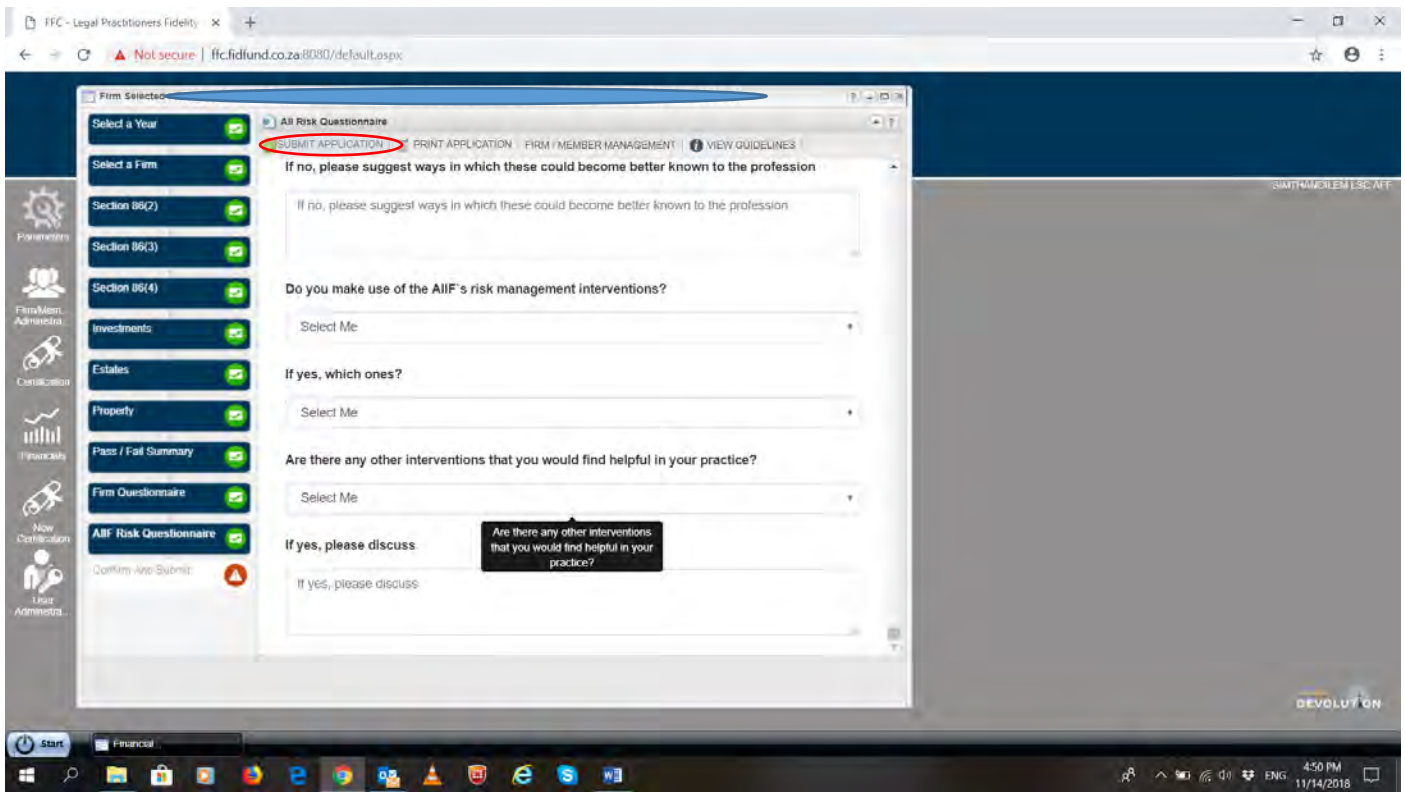
I hereby duly certify that all the information provided in this questionnaire is correct at the time of submission?

Select Me

3.1.6. Click on "AIIF Risk Questionnaire"

3.1.6.1. Complete the questionnaire until the end

3.1.6.2. Submit the form

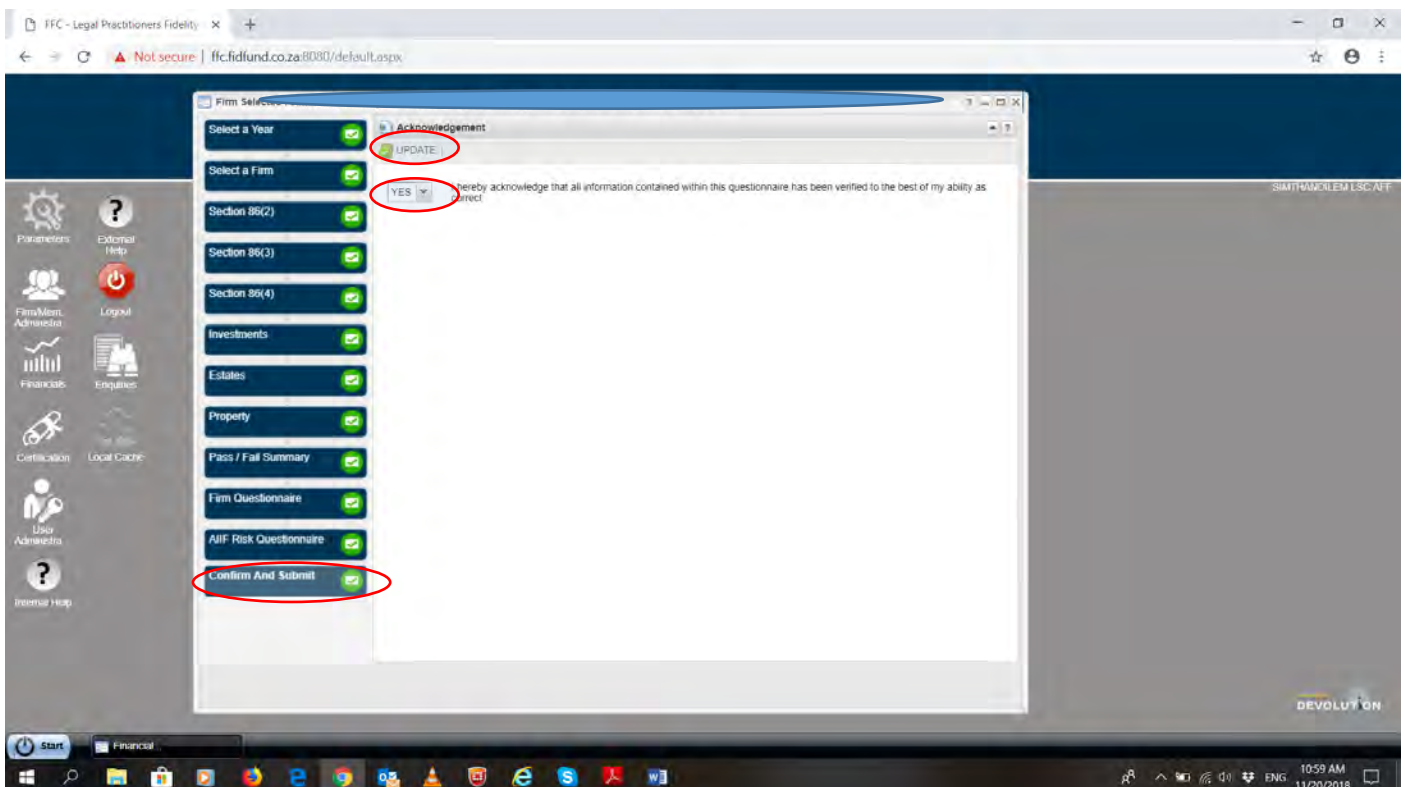


3.1.7. Proceed to “Confirm and Submit”

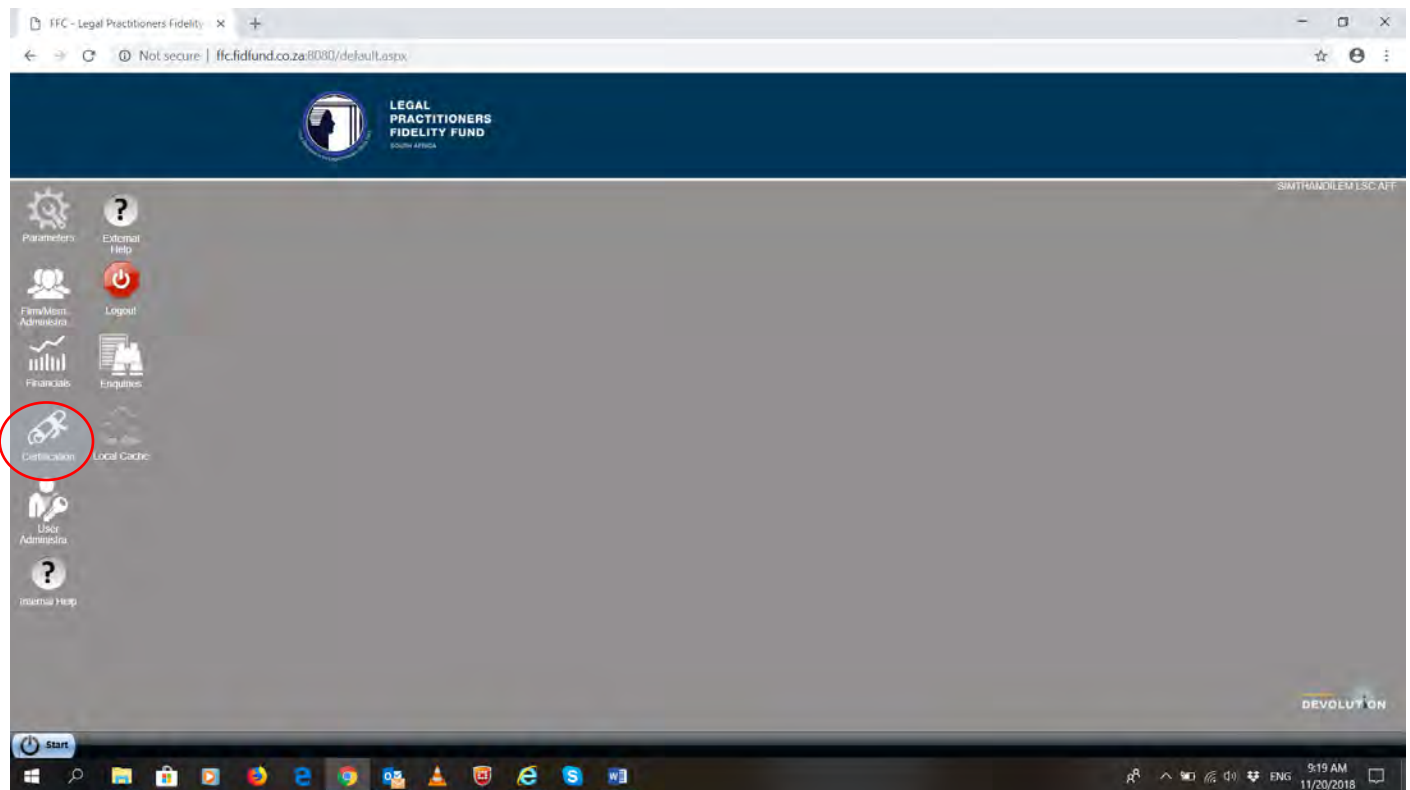
3.1.7.1. Acknowledge correctness of the completed questionnaire

3.1.7.2. Click on “Update” to complete the process

3.1.7.3. Verify that the “Confirm and Submit” tab gets a green tick before you can proceed to “Certification”

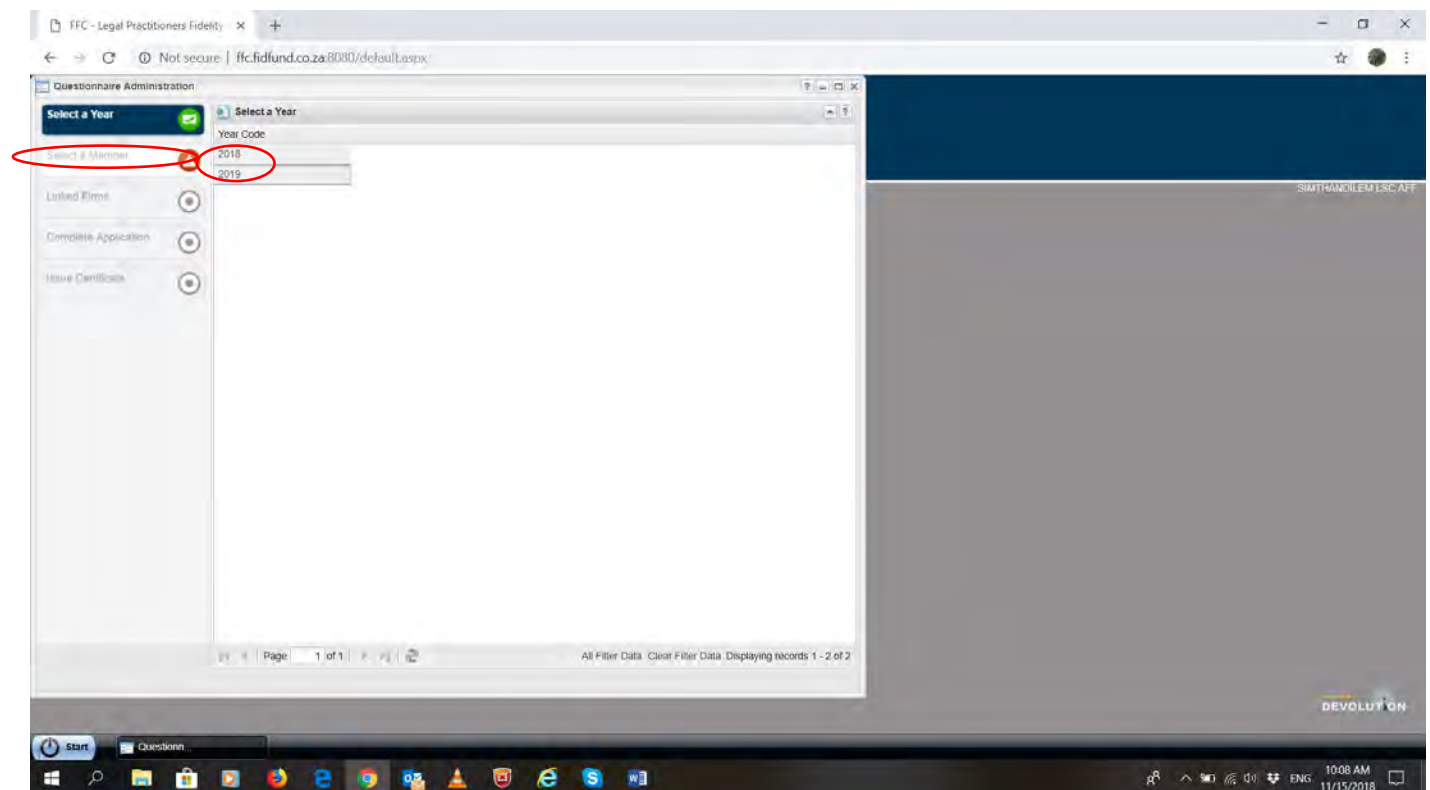


4. Go to “Certification” Module

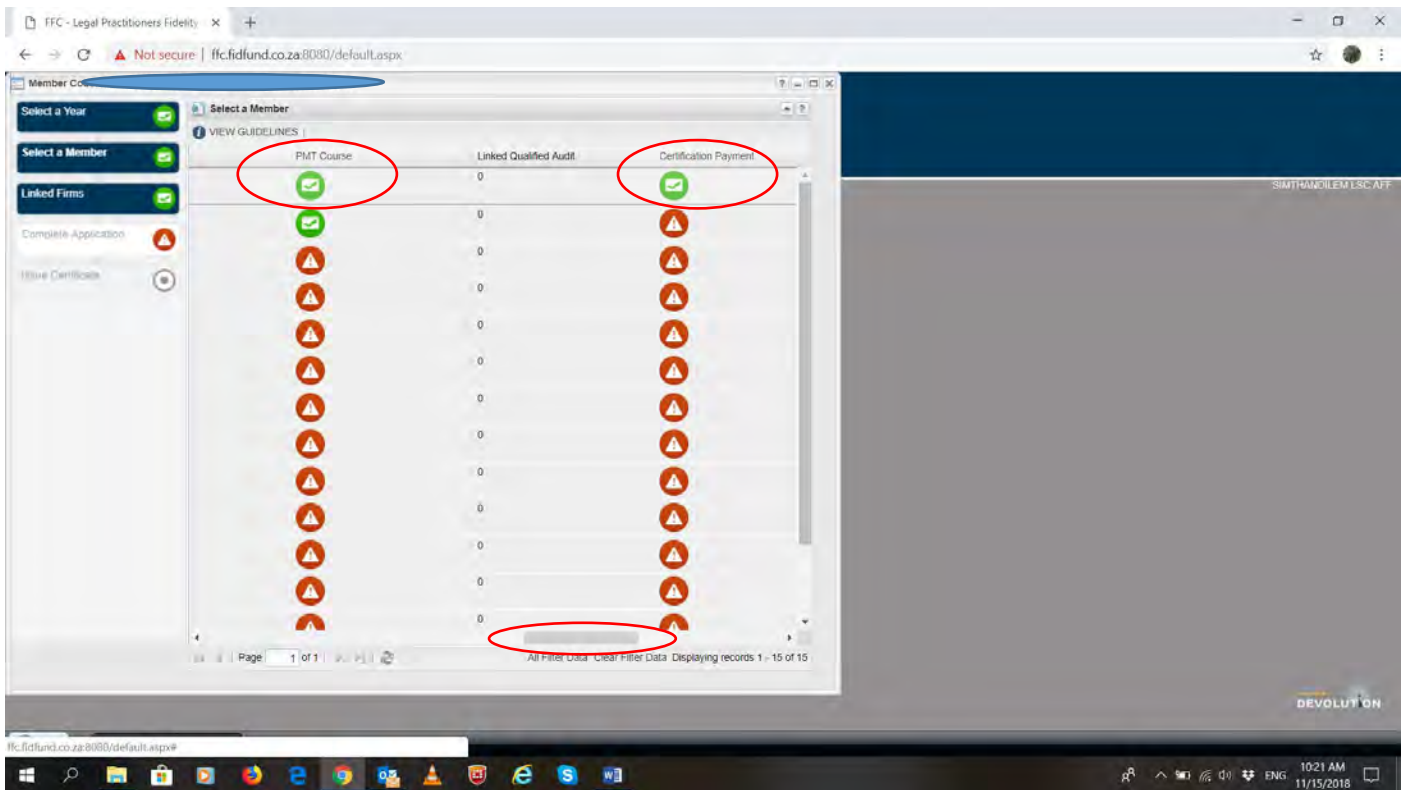


4.1. Click once on “Certification”

- 4.1.1. Select the year for which you wish to generate a certificate under “Year Code”
- 4.1.2. Follow the exclamation mark, and click on Select a Member



- 4.1.2.1. Select the member name appearing on the right of the screen (“Select Member” and “Linked Firms” tabs will turn blue with green ticks)
- 4.1.2.2. Verify the information under member by scrolling at the bottom of the window to the right, specific attention must be paid to the “PMT Course” and “Certification Payment”. For PMT to pass the test, the colour coding must either be green (meaning completed or exempted) or blue (meaning due in the future); and the certification payment must have a green colour coding.



- 4.1.3. Go to “Linked Firms” and:
 - 4.1.3.1. Verify that all the firms that you are linked to, and for which audit reports are required, reflect

- 4.1.4.1. Check that the application form prepopulates the member details, if not, use the refresh button
- 4.1.4.2. Complete the application form until the end (this is in respect of all the firms linked to)
- 4.1.4.3. Click on “Submit Application” to submit the completed form

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Member Application Form

Select a Year

Select a Member

Linked Firms

Complete Application

Issue Certificate

II(b) A Trust deficit was reported to the Law Society

III. The interest earned annually up to the last day of February in each year on section 78(1) and section 78(2)(a) were paid to the Law Society before the 31st May of the year the questionnaire has been completed.

IV. The annual membership fees are fully paid up.

I hereby authorise the above bank/s to provide the Attorneys Fidelity Fund with changes and to certify the above information, from time to time, as requested by the Fund.

I hereby authorise the Attorneys Fidelity Fund to negotiate with my bankers the terms relating to interest accruing on, and bank charges levied against, my trust current banking accounts.

DEVOLUTION

- 4.1.5. Go to “Issue Certificate”
- 4.1.5.1. Verify that your name reflects on the right of the window
- 4.1.5.2. Acknowledge correctness of the completed questionnaire
- 4.1.5.3. Click on “Request Certificate” to complete the process

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Member Compliance

First Name	Last Name	Start Date	PMT Course Status	Firm Code	Trust
		2007-01-24 00:00			1

Page 1 of 1

REQUEST CERTIFICATE

YES

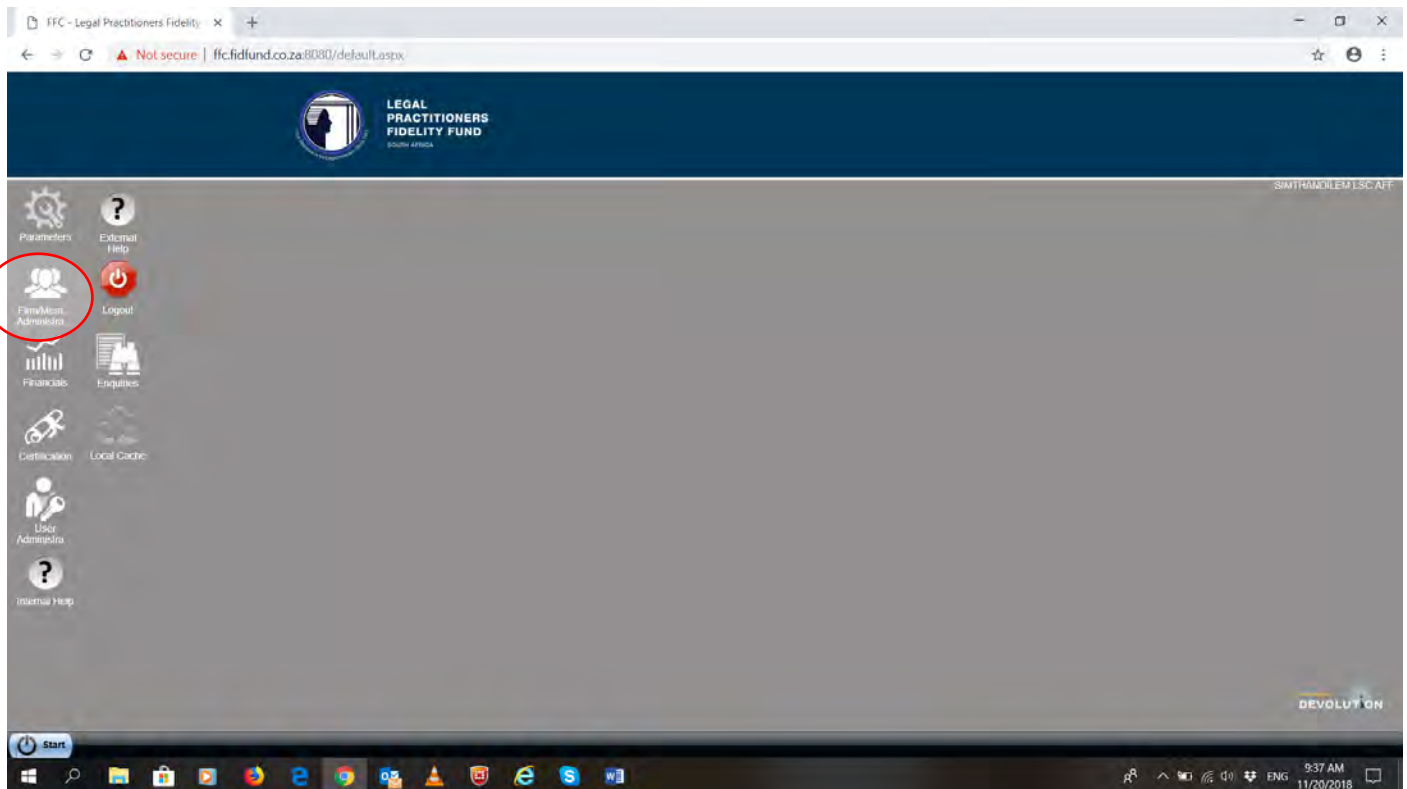
I hereby acknowledge that all information contained within this questionnaire has been verified to the best of my ability as correct.

DEVOLUTION

Your request for a certificate will be received by the Legal Practice Council and processed further. The outcome of the application will be communicated via email once the Legal Practice Council has concluded processing the application.

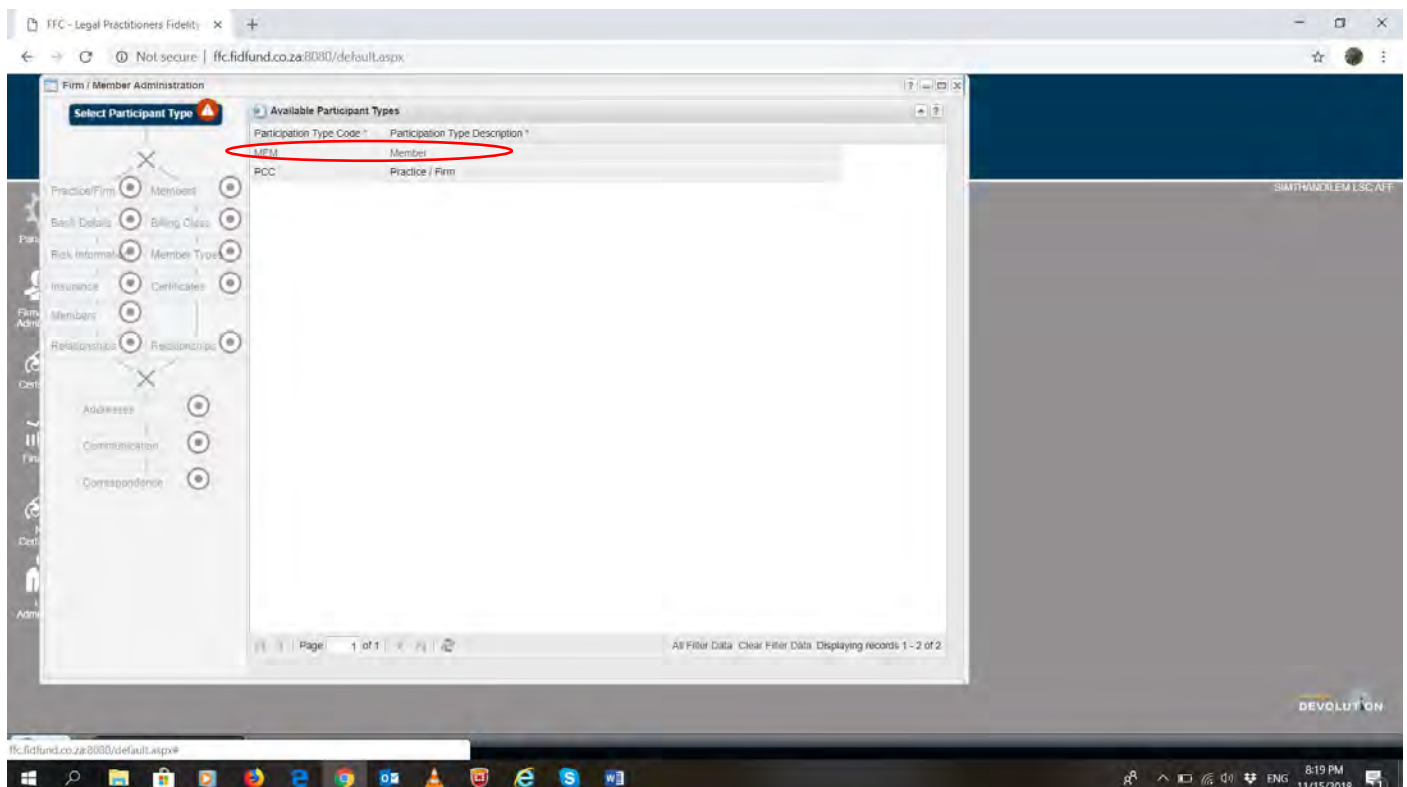
5. Accessing the issued certificate

5.1. Go to Firm/Member Administration

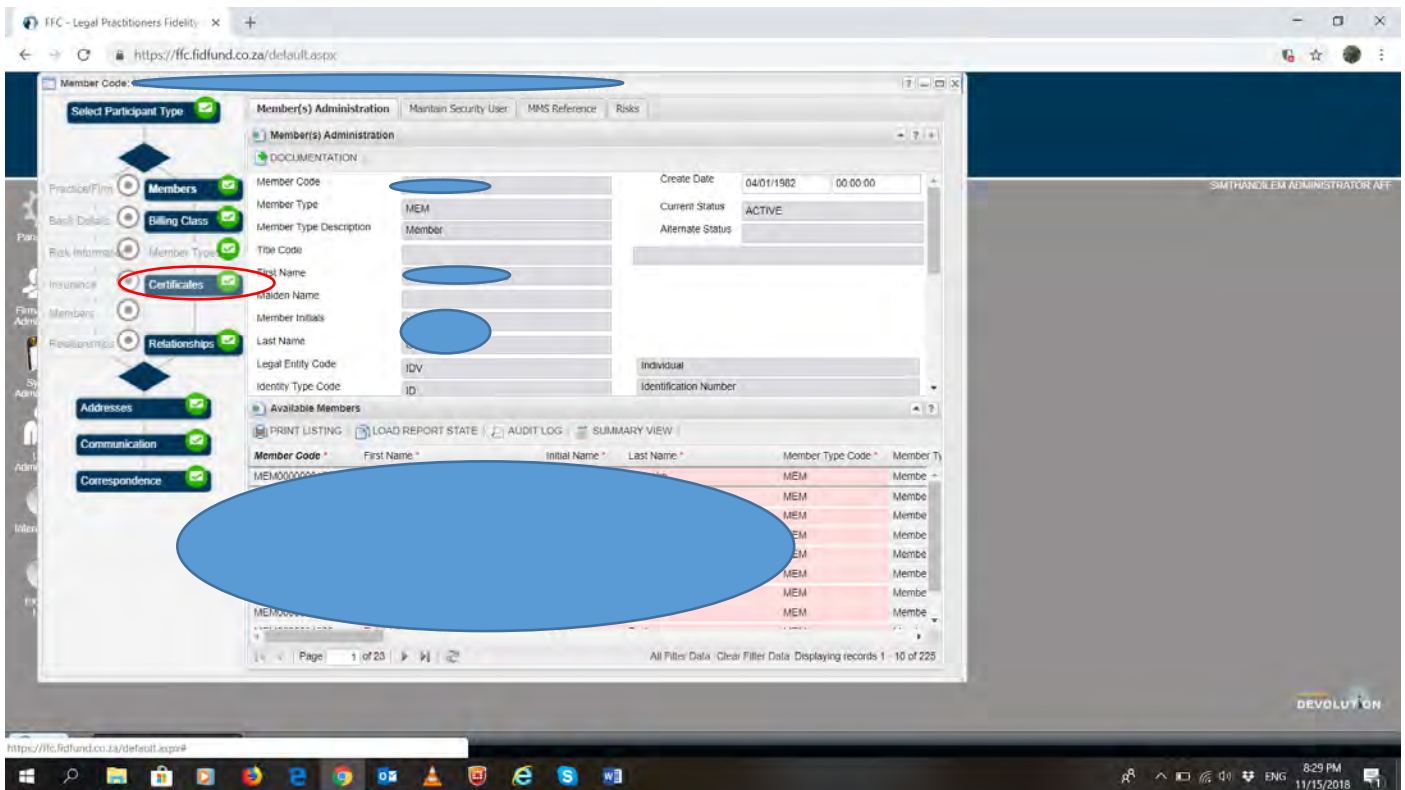


5.1.1. Click on Firm/Member Administration

5.1.1.1. Select "MEM" – Member under Participation Type Code and Participation Type Description



- 5.1.1.2. Follow the exclamation mark and click on “Members”
- 5.1.1.3. Select your name appearing on the bottom right of the window
- 5.1.1.4. All tabs under “Members” will become available and turn blue with green ticks
- 5.1.1.5. Click on “Certificates”



- 5.1.1.6. All issued certificates since inception of FFC system will reflect
- 5.1.1.7. Select the certificate you require
- 5.1.1.8. You can now download, and/or view and print the certificate

FFC - Legal Practitioners Fidelity

https://ffc.fidfund.co.za/default.aspx

Member Code: [Redacted]

Select Participant Type

Available Certificates

DOWNLOAD CERTIFICATE VIEW CERTIFICATE

Type	File Name	Description	Downloaded On	Status	Valid From	Valid To
CERTIFICATE	FFC09256/2016.pdf	FFC09256/2016	18/12/2016 15:50:00	APPROVED	01/01/2016	31/12/2016
CERTIFICATE	FFC27241/2017.pdf	FFC27241/2017	20/12/2016 18:48:30	APPROVED	01/01/2017	31/12/2017
CERTIFICATE	FFC45656/2018.pdf	FFC45656/2018	20/12/2017 13:20:58	APPROVED	01/01/2018	31/12/2018

Page 1 of 1

All Filter Data Clear Filter Data Displaying records 1 - 3 of 3

DEVOLUTION

Start Firm / Me...

8:36 PM 11/15/2018