

# Guide

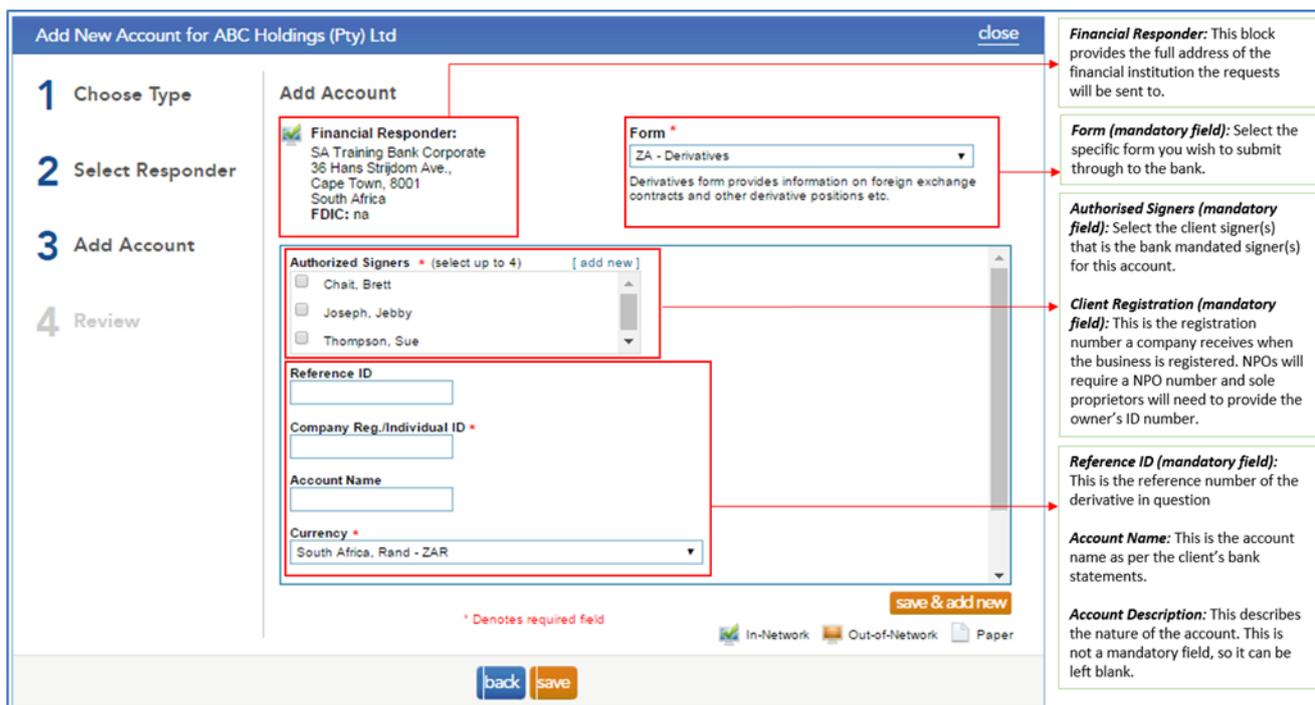
## ZA-Derivative

The ZA-Derivative form provides information on forward exchange contracts and other derivative positions for a specified year end date.

By referring to the bank instructions, users will be able to determine what type of accounts they will need to send for the ZA-Derivative Form.

### Auditor Setup of the ZA-Derivative form

The following image provides a detailed description on what is required for the different fields.



The screenshot shows a web form titled "Add New Account for ABC Holdings (Pty) Ltd" with a "close" button in the top right. On the left, there is a vertical navigation menu with four steps: "1 Choose Type", "2 Select Responder", "3 Add Account", and "4 Review". The main form area is titled "Add Account" and contains several sections:

- Financial Responder:** A text box containing "SA Training Bank Corporate", "36 Hans Strijdom Ave.,", "Cape Town, 8001", "South Africa", and "FDIC: na".
- Form \*:** A dropdown menu currently showing "ZA - Derivatives". Below it is a small text box: "Derivatives form provides information on foreign exchange contracts and other derivative positions etc."
- Authorized Signers \* (select up to 4):** A list with checkboxes and names: "Chait, Brett", "Joseph, Jebby", and "Thompson, Sue". There is an "[add new]" link to the right.
- Reference ID:** An empty text input field.
- Company Reg./Individual ID \*:** An empty text input field.
- Account Name:** An empty text input field.
- Currency \*:** A dropdown menu showing "South Africa, Rand - ZAR".

At the bottom of the form, there is a "save & add new" button, a red asterisk note "\* Denotes required field", and three icons: "In-Network", "Out-of-Network", and "Paper". At the very bottom, there are "back" and "save" buttons.

On the right side of the screenshot, there are several text boxes with arrows pointing to specific fields in the form:

- Financial Responder:** This block provides the full address of the financial institution the requests will be sent to.
- Form (mandatory field):** Select the specific form you wish to submit through to the bank.
- Authorised Signers (mandatory field):** Select the client signer(s) that is the bank mandated signer(s) for this account.
- Client Registration (mandatory field):** This is the registration number a company receives when the business is registered. NPOs will require a NPO number and sole proprietors will need to provide the owner's ID number.
- Reference ID (mandatory field):** This is the reference number of the derivative in question.
- Account Name:** This is the account name as per the client's bank statements.
- Account Description:** This describes the nature of the account. This is not a mandatory field, so it can be left blank.

### Completed ZA-Derivative form

The below image describes what the ZA-Derivative form will look like once the bank has completed the form. The image also highlights where the auditor needs to focus on to obtain the information they require to complete their audit.

- entity.

Confirmation support details:

**Region**  
 South Africa & Sub Saharan Africa  
 Asia Pacific  
 UK & Europe  
 USA & Global

**Call**  
 +27 10 494 1001 op 3  
 +61 402 035 542  
 +44 (0)203 757 6312  
 +1 866 325 7201

**Email**  
 confirmations@adaptit.com  
 info@apac.confirmation.com  
 uk.support@confirmation.com  
 customer.support@confirmation.com

<b>Client's Account Information</b>					
Account Name Current	Account Number 31312321	Type/Form FinancialZA - Derivative			
<b>Confirmation Request</b>					
Status ✔ Completed	As of Date 30/06/2014 (dd/mm/yyyy)	Currency ZAR*	Request ID 7xa2g37xm0	Delivery Method ✔ In-Network	
Information related to forward contracts entered into on clients behalf: (see attachment)					
Information on other derivative positions:					
<b>Attachments</b>					
File Name FEC's for ABC Holdings.xlsx	Date 02/09/2015	Size 7.49 KB	User Name Clark Hamilton	User Type Clerk	
*ZAR - South Africa, Rand					

**Account Name:** This is the account name as per what was provided by the auditor.

**Account Number:** This is the account number as per what was provided by the auditor.

**Type/Form:** This is the type of form that was sent through to the financial responder.

**Status:** This field indicates if the request was completed or denied by the financial responder.

**As of Date:** This is the year end date selected by the auditor

**Questions specific to the form type:** These are the questions that the bank will respond to on the form. Often the bank will provide attachments as solutions to the questions.

**Attachments:** The bank has the option of attaching documentation to further assist the auditor.

## Banks that accept ZA-Derivative forms

									
ABSA Corporate South Africa	Standard Bank South Africa	FNB Business & Commercial South Africa	<u>Nedbank</u> Capital South Africa	Investec Corporate & Institutional Banking South Africa	Sanlam Capital Markets South Africa	<u>Sasfin</u> Bank South Africa	Bank Of China Johannesburg Branch	HSBC Bank South Africa	RMB Investment and Corporate Banking
ABSA Business South Africa									
ABSA Private, Wealth & Retail South Africa		FNB Corporate							

### Confirmation support details:

**Region**  
 South Africa & Sub Saharan Africa  
 Asia Pacific  
 UK & Europe  
 USA & Global

**Call**  
 +27 10 494 1001 op 3  
 +61 402 035 542  
 +44 (0)203 757 6312  
 +1 866 325 7201

**Email**  
 confirmations@adaptit.com  
 info@apac.confirmation.com  
 uk.support@confirmation.com  
 customer.support@confirmation.com