

HelperHub (Pty) Ltd

PO Box 36483  
Glosderry  
7702  
Cape Town  
South Africa

T: +27 21 5692111  
E: info@helperhub.co.za  
W: helperhub.co.za



## NON-FAIS DISCRETIONARY MANDATE

Reg. No: 2019/452129/07  
VAT No:

Directors: A. W. Manshon, R. David's

An Authorised Financial Services Provider

Page 1 of 3

## 1. Definitions

<b>FAIS Mandate</b>	means the full discretionary mandate that You provide the Company, that is based on the specimen mandate approved by the Regulator, authorising the Company to provide financial services to You;
<b>Mandate</b>	means the discretionary mandate (not related to financial services) that You grant the Company to provide the Services to You for a Fee;
<b>Services</b>	means the services specified in paragraph 3 below being the discretionary services (other than discretionary services related to Financial Products that is dealt with in the FAIS Full Discretionary Mandate) and includes registration and filing services with Regulatory Authorities (where applicable), and the associated administrative services provided by the Company to You in terms of this Mandate; the Company does not provide advice (as defined in Applicable Law) in terms of this Mandate;
<b>Transaction or Transact</b>	means any transaction conducted under this Mandate and includes the registration to receive Services, the amendment or cancellation of Services, the increase or decrease of amounts payable in terms of this Mandate or Service, any transaction that clients may perform using helperhub, the appointment of Tax Practitioners to file regulatory filings on eFiling facilities such as UIF Returns Filings or SARS Returns, the issuing of Statements and the issuing of Salary Advices; and Transact means the performance of any act associated with any Transaction;

Unless specifically defined in this Non-FAIS Discretionary Mandate, the words and phrases used in the FAIS Mandate and in Applicable Law shall have the meaning ascribed to them in the FAIS.

## 2. Your Mandate to the Company

- 2.1. A full discretionary mandate means that the Company may Transact on Your behalf when providing the Services to You.
- 2.2. By electronically signing this Mandate You grant the Company the full discretionary mandate to Transact on Your behalf in providing the Services to You without having to obtain Your consent prior to each Transaction.
- 2.3. Subject to clause **Error! Reference source not found.** of the FAIS Mandate, You may terminate the Mandate (authority you grant the Company) and associated Services at any time.

## 3. Services

- 3.1. All Services provided directly to You by the Company will primarily be provided through helperhub.
- 3.2. The Services to be performed in terms of this Mandate include:
  - 3.2.1. Pay Salary(ies) to Employees and/or fees to Service Providers on Your behalf;
  - 3.2.2. Pay UIF on Your behalf or for Your benefit;
  - 3.2.3. Pay SDL on Your behalf or for Your benefit
  - 3.2.4. Pay PAYE on Your behalf or for Your benefit;

- 3.2.5. Issue Statements;
- 3.2.6. Issue Salary Advices;
- 3.2.7. Issue communications or Notices to Employers, Employees, Service Recipients or Service Providers on Your behalf;
- 3.2.8. Appoint or terminate relationships with external service providers on Your behalf, i.e. Tax Practitioners to register You and perform eFiling services, payroll administrators, etc.
- 3.2.9. Instruct external service providers on Your behalf, i.e. Tax Practitioners, etc.

#### **4. Your Declaration**

- 4.1. By digitally signing this Mandate, You confirm that You are granting the Company a full discretionary mandate to provide You with the Services in terms of this Mandate.
- 4.2. You further confirm that:
  - 4.2.1. You have read and understood the terms and conditions of this Mandate;
  - 4.2.2. You have provided true, accurate and correct information to the Company in entering into this mandatory / contractual relationship with the Company;
  - 4.2.3. You will notify the Company via helperhub if there are any changes in circumstances that impact the information You captured on helperhub when applying for the Services.

#### **5. Digital Signature of the Mandate**

- 5.1. You confirm that Your digital consent to this Mandate constitutes Your signature of this Mandate.
- 5.2. The parties further agree that all communications, documents and Notices sent via helperhub shall automatically hold Your or the Company's digital signature.
- 5.3. Save for 5.1 and 5.2 above, no other documents and or forms of written or other communication shall hold digital signatures unless the parties expressly consent thereto.

#### **6. Your Declaration**

- 6.1. You have not received advice from the Company.
- 6.2. Should I require advice then I will consult an appropriate advisor of my choosing.
- 6.3. The information I inserted into the Mandate is correct.
- 6.4. I act for my own account.
- 6.5. I understand the Company's fee schedule and agree to pay the specified fees (where applicable)
- 6.6. I understand that the Company will only be able to process transactions after the Company receives the funds/monies from the payer.

**SIGNED AT .....** **ON THE .....** **DAY OF .....** **20.....**

.....

**Client**