



## EXAMINATION BODY - UK-EXAM SCHEDULE 2015

RE1 - First Level Regulatory Examination: FSPs (sole proprietors) and Key Individuals in Categories I, II, IIA, III and IV

RE3 - First Level Regulatory Examination: FSPs (sole proprietors) and Key Individuals in Categories II and IIA

RE4 - First Level Regulatory Examination: FSPs (sole proprietors) and Key Individuals in Category III

RE5 - First Level Regulatory Examination: Representatives

### Terms and Conditions pertaining to the postponement or cancellation of a candidate's registration to write a particular examination

- I. A Postponement received prior to 10 working days before the date of an exam will not be subject to a penalty.
- II. A Postponement received within 10 working days of the date of an exam will result in a penalty of 100% of the examination fee.
- III. A Cancellation received by a candidate or corporate client within 10 working days of the date of an exam will result in a penalty of 100% of the examination fee.  
The non-arrival by a candidate to an exam will result in a penalty of 100% of the exam fee.
- IV. A Cancellation effected by a candidate or corporate client outside the cancellation period will result in a penalty of 20% of the examination fee.

### IMPORTANT: It is the responsibility of the candidate to ensure that he/she is registered for the correct examination, date, time and venue.

**Cancellation Clause** – STRICTLY APPLIES! Refer to FSB FAIS Circular 5/2011 dated 9 May 2011.

If a valid medical certificate is provided for non-attendance, examination dates will be rescheduled. Examination fees will not be refunded in such circumstances

**Time frames** - Registrations Cut-off – 11 working days prior to the examination date.

Should you not receive confirmation of your booking from [faisexam@moonstoneinfo.co.za](mailto:faisexam@moonstoneinfo.co.za), kindly contact the Examination Administration Department on (+27) 21 888 9796 / 883 8000

### Payment:

- payment must be made within 24 hours after registration to confirm your booking
- use your Invoice number as reference when making payment
- fax proof of payment to (+27) 86 764 5342

Once payment has been received, (on condition that it is not a late payment), your booking confirmation containing the examination, venue, date, session, format of the examination and a Tax Invoice marked **PAID**, will be sent to your e-mail address to notify you of the confirmation of your registration.

**Please note** – if payment is not received within 24 hours after registration, your booking will automatically be cancelled by the system. No late payments will be accepted. You will have to make a new booking to which the payment can be allocated.

**Attendance** - It is important to be at the venue 30 minutes before the commencement of the Examination session.

**No candidate may enter the examination venue later than 30 minutes after commencement of an examination session and no candidate may leave the examination venue less than 30 minutes after commencement of an examination session.**

No person may write an examination on behalf of another candidate.

**Identification** - Candidates are obliged to positively identify themselves when writing an examination by means of a valid identity document/ driver's license/ passport.

South African citizens must provide a valid identity document and citizens of other countries must provide a valid passport. Proof of identity must be shown before candidates will be admitted to commence with the examinations.

**Results:** The results will be made available via e-mail within 20 working days of completing the examination .

**Note:** Once the examination has been written and the results made available, candidates will not be permitted to view the examination paper / answers, as per the FSB FAIS Circular 7/2011, dated 12 July 2011.

**Enquiries : 021 - 888 9796 / 021 - 883 8000 / To Register - log on to [www.faisexam.co.za](http://www.faisexam.co.za)**

**To ensure the smooth flow of registrations and payments, please note that we have a 11 working day, prior to exam date, cut-off.**

**Moonstone Examination Body reserves the right to postpone an exam due to a minimum number of 10 delegates required.**

| Country        | Venue Name   | Room         | Date       | Time: Session | Time: Session | Time: Session | Registration Closing Date |
|----------------|--|--------------|------------|---------------|---------------|---------------|---------------------------|
| United Kingdom | CCT Venues-Barbican Aldersgate House London<br>135-137 Aldersgate Street<br>London<br>UK | Polaris Room |            |               |               |               |                           |
|                |  |              | 24.04.2015 | 09h00am       | 12h00pm       | -             | 09.04.2015                |
|                |  |              |            |               |               |               |                           |