

**FINANCIAL SERVICES COMMISSION
CHECKLIST FOR REGISTRATION
COMPANIES**

Below is a list of documents required for registration with the Financial Services Commission. For the registration process to begin, all documents must be received at the same time. Unless marked "as applicable", each item on this list MUST be included with the registration application. Documents received will be returned if ALL the required documents are not included and properly certified.

Document	Relevant Section of Application Form	Insurance Regulations, 2001 Reference	Included (Please <input checked="" type="checkbox"/>)
Application Form		6(1)	
Copy of receipt for payment of registration fees	37(f)		
Police reports for directors, sr. managers and shareholder of 10% or higher			
Certified copies of Articles & Memorandum of Association or other instruments of incorporation	37(a)		
Certificate of incorporation			
Evidence of minimum deposit		8(1)(a)(b)	
Allotment of shares certificate			
Increase in share capital (If applicable)			
Reinsurance offers	27, 28	6(3)(f)	
Certified copies of latest audited: <ul style="list-style-type: none"> • Balance sheet • Profit and loss statement • Revenue accounts • Financial statements For the last three years showing the proper capitalization	37(b)		
Certified copy of the latest annual report	37(c)		
Certificate of allocation of shareholdings			

Document	Relevant Section of Application Form	Insurance Regulations, 2001 Reference	Included (Please <input checked="" type="checkbox"/>)
Business plan		6(3)(i)	
Premium projection			
Specimens of all policies in all classes of insurance business to be undertaken	37(d)		
Latest actuarial report for company undertaking or planning to undertake long term business	37(e)		
Certificate of satisfactory capital and solvency	37(g)		
Organization of the company	37(h)		
Fit and proper questionnaire for all directors, senior managers and shareholders of 10% and over			
Resumes for persons listed above			
Certified academic certificates and diplomas for directors, senior managers and shareholder of 10% and above	37(h)		
Character references for directors, senior managers and shareholders - 10% or more			
Company organizational chart			
Group organizational chart showing related entities (If applicable)			
List of shareholders and directors of parent or ultimate holding company if different (If applicable)			

Certifications

Documents can be certified by the following individuals:

- Application Testimonial: Justice of the Peace, Minister of Religion, Notary Public, Attorney at Law, Police Officer – Assistant Superintendent and higher

- Photographs: Justice of the Peace, Minister of Religion, Notary Public, Attorney at Law, Police Officer – Superintendent and higher
- Fit and Proper Questionnaire: Justice of the Peace, Attorney at Law
- Character References: Minister of Religion, Attorney at Law, Police Officer – Superintendent and higher
- Academic Records: Principal Officer, Company Secretary, Branch Manager
- Articles and Memorandum of Association: Registrar of Companies

Please note that the person who gives the testimonial on the application, cannot also give a character reference.

Name: _____

Signature: _____

Date Submitted: _____

FSC USE

Received by: _____

All applicable documents included: Yes ___
No ___

Date Received: _____