

**FINANCIAL SERVICES COMMISSION
CHECKLIST FOR REGISTRATION
SALES REPRESENTATIVE**

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		116(1) Fifteenth Schedule	
Copy of receipt for payment of registration fees		116(1)(a)	
Police Report			
Certificate of competence		116(1)(b)	
Statement of employment			
Copy of agreement from Company, agent or broker going to be employed by - Life Companies only (As applicable)			
Two certified passport size photos			
Signature card for I.D. card			
Confidential reports from two previous employers			
Fit and Proper Questionnaire		111(1)(g)	
Credit report from a credit bureau			
Two character references			
Results of Insurance Examination			
Certified academic certificates and diplomas	22		
Name change certificate – marriage, divorce, etc. (As 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

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: _____

Date Received: _____

All applicable documents included: Yes ___
No ___