



POLICE REPORT ADVISORY

TRUSTEES (INDIVIDUALS)

This document was designed for completion by Individual Trustees applying for a Police Report in pursuance of registration under the Pensions (Superannuation Funds and Retirement Schemes) Act.

Police Report Advisory- Trustees (Individuals)

Individual Trustees applying for a Police Report in pursuance of registration under the Pensions (Superannuation Funds and Retirement Schemes) Act should follow the under-mentioned steps.

- 1. Pay the relevant fee at the offices of the Ministry of National Security at 2 Oxford Road, Kingston 5 and obtain a receipt.**
- 2. Download the Police Report Request Form for Trustees (Individuals) from our website at www.fscjamaica.org.**
- 3. Complete the Police Report Request Form and affix signature.**
- 4. Attach the original receipt for payment of fees to the fully executed Police Report Request Form and submit to:**

**Superintendent Terrence Sancko
Criminal Record Office
34 Duke Street
Kingston**

The Criminal Record Office will prepare a Police Report upon request.

- 5. Collect Police Report from the Criminal Record Office and submit with application for registration of Trustees (Individuals) and other requisite documents to the Financial Services Commission, 39-43 Barbados Avenue, Kingston 5.**

Please note that the Criminal Record Office reserves the right to carry out further security checks, if necessary.

**For further information please contact;
The Financial Services Commission
39-43 Barbados Avenue
Kingston 5**

**Telephone Nos. 876-906-3010 -3012
Or visit our website at www.fscjamaica.org**

(Insert Sponsor's name)
(Insert Name of Superannuation Fund or
Retirement Scheme)
(Board of Trustees)
(Insert Address)

(Insert Date)

Superintendent of Police
i/c Technical Section
c/o Sub-Officer
i/c Records and Identification
34 Duke Street
Kingston

ATTENTION: SUPT. TERRENCE SANCKO

In accordance with the stipulated fit and proper requirements of the Pensions (Superannuation Funds and Retirement Schemes) Act, 2004 we/I should be grateful if you would provide a Police Report for the under-mentioned Individual Trustee(s).

NAME:

ADDRESS:

PLACE OF BIRTH:

DATE OF BIRTH:

FATHER'S NAME:

ADDRESS:

PLACE OF BIRTH:

MOTHER'S NAME:

ADDRESS:

PLACE OF BIRTH:

Yours truly,

.....
(Name)
Human Resources Manager/Trustee