



FORM 2

Application Number: (For official use only)

THE PENSIONS (SUPERANNUATION FUNDS AND RETIREMENT SCHEMES) ACT, 2004

The Pensions (Superannuation Funds and Retirement Schemes) (Registration, Licensing and Reporting) Regulations, 2006

APPLICATION FOR LICENSING OF ADMINISTRATOR OR INVESTMENT MANAGER AND REGISTRATION OF CORPORATE TRUSTEE

NOTES

- Please complete in type or block capitals. All signatures must be originals.
- All applicable questions must be answered. If necessary, you may continue to record your answers on separate sheets of paper. Any additional paper used must be attached to this form and be clearly marked with the number of the relevant question.
- Academic certificates must be certified as true copies of the originals by one of the following:
 - Justice of the Peace
 - Minister of Religion
 - Notary Public
 - Attorney-at-Law
 - Superintendent of Police or any rank above.
- **Applicants must paginate and index all multi-page documents which are to be submitted with this form. Such documents are also to bear at the top right of each page the name of the applicant and the type of document.**
- When completing this application form, please make reference to the attached document checklist (pages iv and v), or call us if further information is needed.
- The FSC has the right to examine other areas not included in this application and to request additional information and documents from the individuals and organizations referred to herein.

Persons and entities previously registered or licensed by the FSC

Corporate Trustees

If a company is already registered as a Corporate Trustee of a fund or scheme under the Pensions (Superannuation Funds and Retirement Schemes) Act, 2004 (“the Act”) and wishes to apply as a Corporate Trustee of another fund or scheme, it may request that the Financial Services Commission (“FSC”) uses its previous application for the purpose of this other fund or scheme. To do so it should send a letter to the FSC:

- Making the request;
- Giving the name and FSC registration number of the other fund, if already registered;
- Certifying that information contained in its previous full application is still valid and applicable to the new application and that there are no new details to be disclosed or provided.

This letter should have similar signatures as those affixed to the application form or in the absence of these signatures a Director or the Chairman should sign this letter which should be dated and sealed.

Administrator, Investment Manager or Corporate Trustee

If a company is currently licensed under the Act as an Administrator or an Investment Manager or registered as a Corporate Trustee and wishes to be licensed or registered in another capacity, it may request that the following documents submitted with its previous application or otherwise, be used for a new application as a Corporate Trustee, or an Investment Manager or an Administrator as the case may be.

Documents

- 1) **Certificate of Incorporation**
- 2) **Memorandum and Articles of Association/Articles of Incorporation**
- 3) **Audited Financial Statements for the previous three financial years**
- 4) **Latest Annual Report**
- 5) **Tax Compliance Certificate valid as at the date of application**
- 6) **List of shareholders and shareholdings of parent company or ultimate holding company if latter is different**
- 7) **Corporate Organization Chart showing (parent, ultimate holding, fellow subsidiaries and associated companies)**
- 8) **Fit and Proper Questionnaires for each covered persons listed in (3) below**

To apply the company should attach a cover letter to its application, in which it should:

- 1) make the request;
- 2) state the company’s FSC licence or registration number and nature of its licence or registration;
- 3) list the covered persons relevant to the new application, who were previously assessed by the FSC for fitness and propriety, giving the date of submission of each questionnaire to the FSC (should be within the past three (3) years).

Responsible Officer

If the designated responsible officer related to the new application is the same person registered as the responsible officer under the previous application, the company may also request that his/her previous application be used in relation to the new application.

The cover letter should have similar signatures as those affixed to the application form and should be dated and sealed.

“Covered Persons” Previously Assessed for Fitness and Propriety

If directors, shareholders, senior managers (categorized as “Covered Persons” under the Pensions Regulations), have been assessed and deemed fit and proper within the last 3 years, under the Securities or Insurance Act, the Company in pursuance of registration/licensing under the Act, should make a request to the FSC for the utilization of the underlisted documents previously submitted for these persons within the last three (3) years:

- **Fit and Proper Questionnaires;**
- **Police Reports;**
- **Certified copies of Academic Certificates**
- **Resumes;**
- **Confidential Reports soliciting five (5) years employment history;**
- **References for these persons within the last three (3) years, for the purpose of fit and proper assessment.**

In making the request the Company should attach a cover letter to its application:

- Stating the Company’s FSC licence/registration number and the nature of its licence or registration;
- Listing the persons relevant to the application who have been previously assessed and deemed fit and proper by the FSC, giving the date of submission of the Police Reports, Academic Certificates, Resumes, Confidential Reports, References and Fit and Proper Questionnaires.

Please note that if the lifespan of the previous documents submitted for fit and proper assessment of the relevant “Covered Persons” exceeds three(3) years, then new documents will be required for those persons upon submission of an application for registration or licensing under the Act.

The applicant is required to submit all other documents and meet all other requirements pursuant to the registration or licence being sought.

CORPORATE ENTITIES - DOCUMENT CHECKLIST

	Yes	No
<u>Administrator or Investment Manager</u>		
1. Completed Application for licensing of Administrators or Investment Managers and Registration of Corporate Trustees	[]	[]
2. Incorporation documents	[]	[]
3. Audited Financial Statements for the last three financial years	[]	[]
4. Latest Annual Report	[]	[]
5. Certification of tax compliance, valid as at the date of application	[]	[]
6. List of shareholders and shareholdings of parent company or ultimate holding company if latter is different	[]	[]
7. Documents pertaining to the designated <i>Responsible Officer (see Checklist)</i>	[]	[]
8. Corporate Organization Chart showing (parent, ultimate holding, fellow subsidiaries and associated companies	[]	[]
9. List of <i>covered persons</i>	[]	[]
10. Fit and Proper Questionnaire for each <i>covered person</i>	[]	[]
11. Certified copies of academic certificates for each <i>covered person</i>	[]	[]
12. Resume and Police Report for each <i>covered person</i>	[]	[]
13. Confidential report from current and previous employers for each <i>covered person</i>	[]	[]
14. Three-year business plan	[]	[]
15. INVESTMENT MANAGER		
• Certificate of fulfillment of capital and solvency requirements (not yet prescribed)		
• Documentary evidence of Fidelity Guarantee and Professional Indemnity coverage which exceeds the limits prescribed: Professional Indemnity Limit: Minimum \$5m	[]	[]
Fidelity Guarantee Limit: Minimum \$10m	[]	[]
16. ADMINISTRATOR		
• Certificate of fulfillment of capital and solvency requirements (not yet prescribed)		
• Documentary evidence of Professional Indemnity coverage which exceeds the limit prescribed: Professional Indemnity Limit: Minimum \$5m	[]	[]
17. Application fee	[]	[]

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Name

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Signature

CORPORATE ENTITIES - DOCUMENT CHECKLIST

	Yes	No
<u>Corporate Trustee</u>		
1. Completed Application for licensing of Administrators or Investment Managers and Registration of Corporate Trustees	[]	[]
2. Incorporation documents	[]	[]
3. Audited Financial Statements for the last three financial years	[]	[]
4. Latest Annual Report	[]	[]
5. Certification of tax compliance, valid as at the date of application	[]	[]
6. List of shareholders and shareholdings of parent company or ultimate holding company if latter is different	[]	[]
7. Documents pertaining to the designated <i>Responsible Officer (see Checklist)</i>	[]	[]
8. Corporate Organization Chart showing (parent, ultimate holding, fellow subsidiaries and associated companies)	[]	[]
9. List of <i>covered persons</i>	[]	[]
10. Fit and Proper Questionnaire for each <i>covered person</i>	[]	[]
11. Certified copies of the academic certificates for each <i>covered person</i>	[]	[]
12. Resume and Police Report for each <i>covered person</i>	[]	[]
13. Confidential report from current and previous employers for each <i>covered person</i>	[]	[]
14. Letter of intent to appoint to the Board of Trustee of a Superannuation Fund or Retirement Scheme	[]	[]
15. Application fee	[]	[]

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Name

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Signature