

**FINANCIAL SERVICES COMMISSION
CHECKLIST FOR CHANGE OF COMPANY REGISTRATION
SALES REPRESENTATIVE**

Below is a list of documents required for change of company registration with the Financial Services Commission. All documents must be received at the same time.

Document	Included (Please <input checked="" type="checkbox"/>)
Letter requesting a Change of Company	
Agreement with Employer	
Original Receipt for Payment of change of company fees (\$500.00) or a cheque for said amount	
Original Receipt for Payment of Identification Card fees (\$750) or a cheque for said amount	
Signed Statement of Employment	
Certificate/letter of competence from Employer	
Two passport sized photographs	
Notice of New Employment Part A	
Notice of New Employment Part B	
Return of Certificate of Registration	
Return of original ID Card	
* Notice of Termination of Employment Part A	
* Notice of Termination of Employment Part B	

* Termination Notices must be received from previous employers in order for change of company registration to be completed.

Certification

Photographs can be certified by the following individuals:

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

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 ___